



A CSDT Initiative

**NoMeansNo**

Prevention of Sexual Harassment at Workplace

# TOTAL poosh c o m p l i a n c e

Approach. Methodology. Implementation

We, at the **Centre for Skill Development & Training**, are committed to creating a safer and more inclusive workspace for all.

With this in mind, we are pleased to present our proposal for a ***comprehensive POSH compliance solution***.

Our **Total Compliance Roadmap** is a meticulously designed program to ensure your organization adheres to all the necessary guidelines under the POSH Act.

The roadmap spans over a **six-week period** with clear ***milestones at each stage***, ensuring a step-by-step approach towards total compliance.

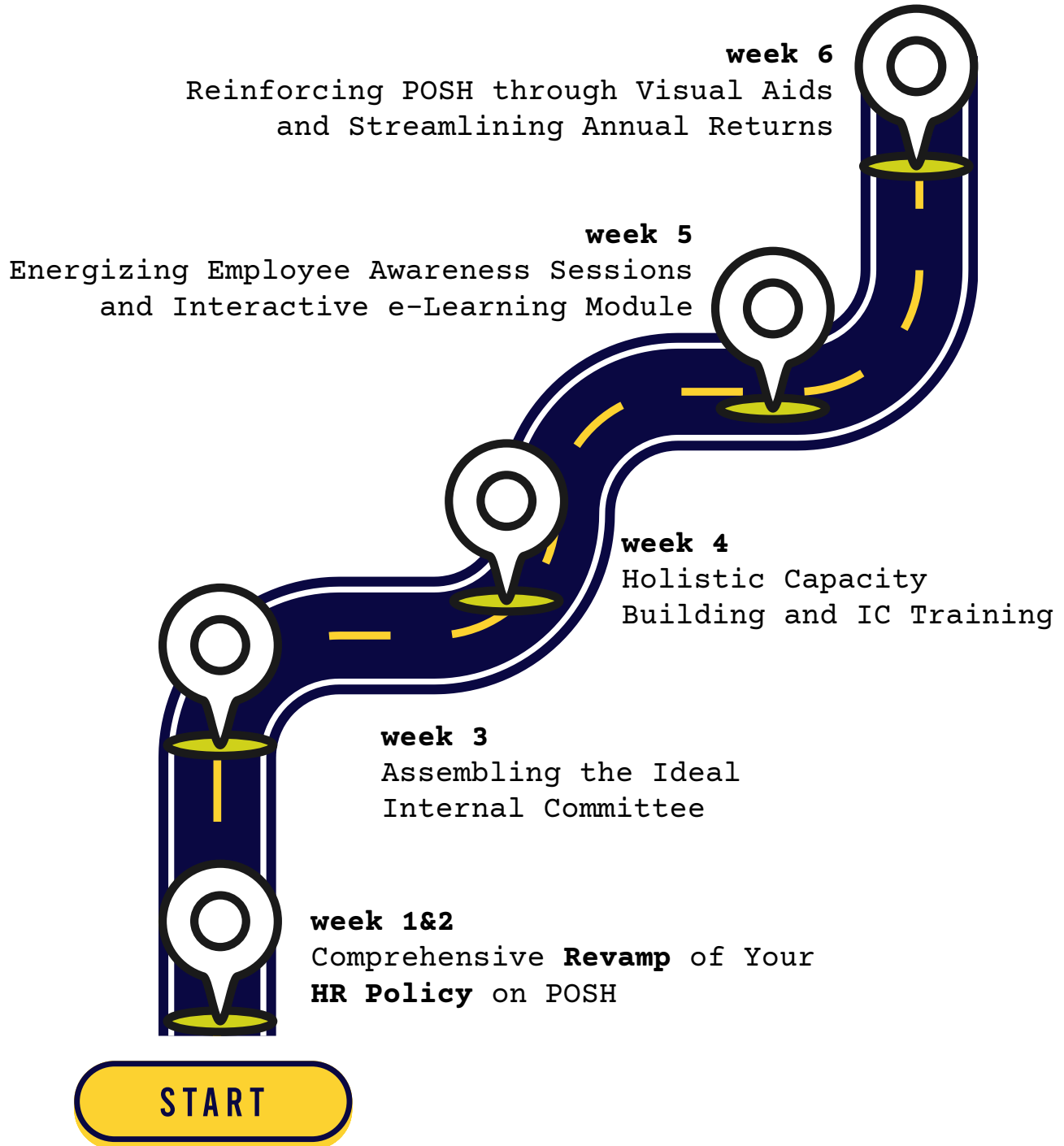
**Team**  
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# Approach road map



**TOTAL**  
**posh**  
compliance

certificate of compliance,  
affirming your organization  
as fully POSH compliant,



# Comprehensive Revamp of Your HR Policy on POSH

TOTAL  
**posh**  
compliance

Week 1&2



Our **initial two weeks** will be dedicated to meticulously examining and **refining your current HR policy** on the Prevention of Sexual Harassment at the Workplace. Unlike off-the-shelf solutions, our approach is deeply personalized and centred on your organization's unique needs.

We believe in an **inclusive policy** that envelops every individual at your workplace, regardless of their role or position. Our objective is to foster a safe, respectful, and inclusive environment where everyone feels protected. Key to this is ensuring policies that **robustly guard not only the aggrieved but also witnesses from any potential act of victimisation or retaliation.**

Recognising the evolving landscape of workplaces, we take into account the **hybrid mode of working** - where your workplace extends beyond the traditional office space to remote working locations.

Our seasoned experts will **incorporate** all these aspects into your HR policy, making necessary adjustments to ensure the policy is not just comprehensive but also updated to reflect **latest legal guidelines under the POSH Act.** This strategic enhancement sets your policy apart, rendering it more effective in both letter and spirit.

# Assembling the Ideal Internal Committee

TOTAL  
**posh**  
compliance

Week3



In the **third week**, we concentrate on the **pivotal task** of setting up your **Internal Committee (IC)**.

Guided by **recent directives from the Supreme Court**, we recognize the importance of meticulously constituting the IC in accordance with the legal provisions of the POSH Act.

Our approach goes beyond just meeting the legal requirements. We understand that a well-functioning IC is not just about **fulfilling a legal mandate**, but more importantly, it's about ensuring that the **right people with the right skills, attitudes, and diversity are brought together**.

Factors such as exposure, clarity of thought, maturity, and diversity are taken into account while setting up your IC.

Our expert team will assist in onboarding the right individuals, including an **external member**, who complement each other in their roles on the IC.

We will guide you through the preparation of all necessary documentation, ensuring adherence to stipulated guidelines and enabling your IC to **effectively uphold the principles of the POSH Act** in your organization.

# Holistic Capacity Building and IC Training

TOTAL  
**posh**  
compliance

Week4



As we move into the **fourth week**, we embark on a critical journey of nurturing your Internal Committee members through **comprehensive training**. While conducting a fair investigation, grounded in the principles of natural justice, forms the crux of IC duties, we understand that their role extends far beyond that.

The IC holds the key responsibility of dealing with sensitive communication, **safeguarding the aggrieved and the witnesses**, maintaining utmost confidentiality, and ensuring total compliance within the organization. It is this **broader spectrum of responsibilities that our capacity-building workshops will focus on**.

The training will delve into important aspects such as **advanced investigation techniques, effective report writing, management of complex scenarios, addressing third-party harassment, and crafting apt recommendations**. Additionally, it will equip the members to handle delicate communications, fortify the safety and confidentiality protocols, and enforce comprehensive compliance.

Our **holistic approach** ensures that your IC members are not just well-versed with the legal aspects of the POSH Act, but also possess the necessary **soft skills and awareness** to effectively carry out their roles in the most sensitive and efficient manner.

# Employee Awareness Sessions & e-Learning module access

TOTAL  
**posh**  
compliance

Week5



As we step into the **fifth week**, our focus shifts towards cultivating a deep sense of **awareness and understanding** within your wider workforce. Through a **series of engaging and lively workshops**, we aim to educate and sensitize your employees about POSH.

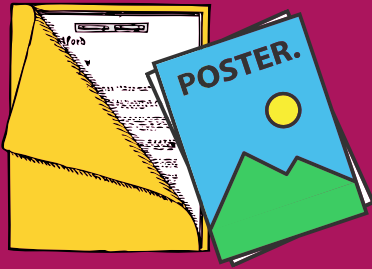
We go beyond traditional presentations, infusing our sessions with energy through the use of **industry-specific cases, key landmark judgments, interactive visuals, role-plays, and group activities**. Our goal is to ensure these complex issues are presented in an accessible, relatable and not-so-legal format to maximize understanding and engagement.

Alongside these interactive workshops, we provide access to our **comprehensive Learning Management System (LMS)**. As a reinforcement to our classroom sessions, our **e-learning module serves as a scalable solution** for widespread education across your organization.

This self-paced, interactive module offers a detailed understanding of POSH and generates a **certificate upon completion**, providing tangible proof of your organization's POSH training compliance.

But it doesn't stop there. As an HR representative, you'll be granted access to a **complete MIS (Management Information System)**, where you can access user-friendly reports and **track the progress of your employees**. This dual approach ensures thorough awareness and reinforces the principles of POSH, fostering a safer and more respectful work environment.

# Visual Aids and Streamlining Annual Returns



As we enter the **concluding week of our compliance roadmap**, we focus on supplementing our educational efforts with **impactful visual aids**. In compliance with the law, we **provide a set of ten bespoke posters**, each designed to harmonise with your brand.

**Displayed throughout your workplace**, these posters will serve as constant, visible reminders of your organization's **zero-tolerance policy** and the provisions of the POSH Act. These visuals also extend awareness to customers, visitors, and everyone present at the workplace. Moreover, these can be customized to regional languages for wider accessibility.

In addition, we propose to equip your team with copies of "**POSH Unplugged**", a comprehensive, no-nonsense guide on POSH for all your employees. Released by Ms. Swati Maliwal, Chairperson, Delhi Commission for Women, this **ready reckoner is a valuable resource** that we believe should find a place on each desk.

Lastly, we shall be **working hand-in-hand** with your team to facilitate the preparation and **filing of annual returns**. This process includes providing guidance on the correct format, necessary supporting documents, and an audit checklist, ensuring a seamless and stress-free experience for your team. Through this week's activities, we aim to reinforce the principles of POSH in a holistic manner and assure you of our continued support for **total compliance**.



After implementing each stage of the roadmap diligently, our **collaboration extends to an internal audit.**

This audit will be undertaken together with your presiding officer and a subject matter expert from the Centre for Skill Development & Training.

Completion of this audit culminates in a **certificate of compliance, affirming your organization as fully POSH compliant.**

Beyond compliance, this achievement also serves as your **ticket to our upcoming POSH Excellence Awards in 2024.**

*It's more than just compliance; it's a commitment to cultivating a safe, respectful, and inclusive workspace.*

## Team

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*Should you wish to proceed with this proposal or if you have any questions, please feel free to reach out to us. We look forward to partnering with you in this important initiative.*

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