

 **NoMeansNo**  **CAMBRIDGE**

POSH

conclave

Chapter II



TOTAL COMPLIANCE ROADMAP
POSH EXCELLENCE AWARDS

The POSH Excellence Awards recognize organizations that demonstrate outstanding commitment to creating safe, inclusive, and compliant workplaces. To nominate your organization, follow the process outlined below and adhere to the specified criteria.

Nomination Process

- **Select Categories** Organizations can nominate themselves in up to three categories. Choose categories that best reflect your organization's strengths and achievements in POSH initiatives.
- **Self-Assessment** Complete the "NoMeansNo" **POSH Compliance Criteria checklist** to assess your organization's compliance health. This checklist is designed to help you evaluate your POSH policies, practices, and outcomes.
- **Supporting Documentation** Attach a scanned file of supporting documents (relevant to the checklist) that verify your organization's compliance health and excellence in POSH practices.
- **Answer Key Questions** Respond to the three questions provided, detailing why your organization deserves recognition in the selected categories. Your answers should highlight compliance health, exemplary practices, innovation, and effective monitoring.
- **Submission** Submit your nomination through the designated online platform or email, including all required documentation and responses to the questions.

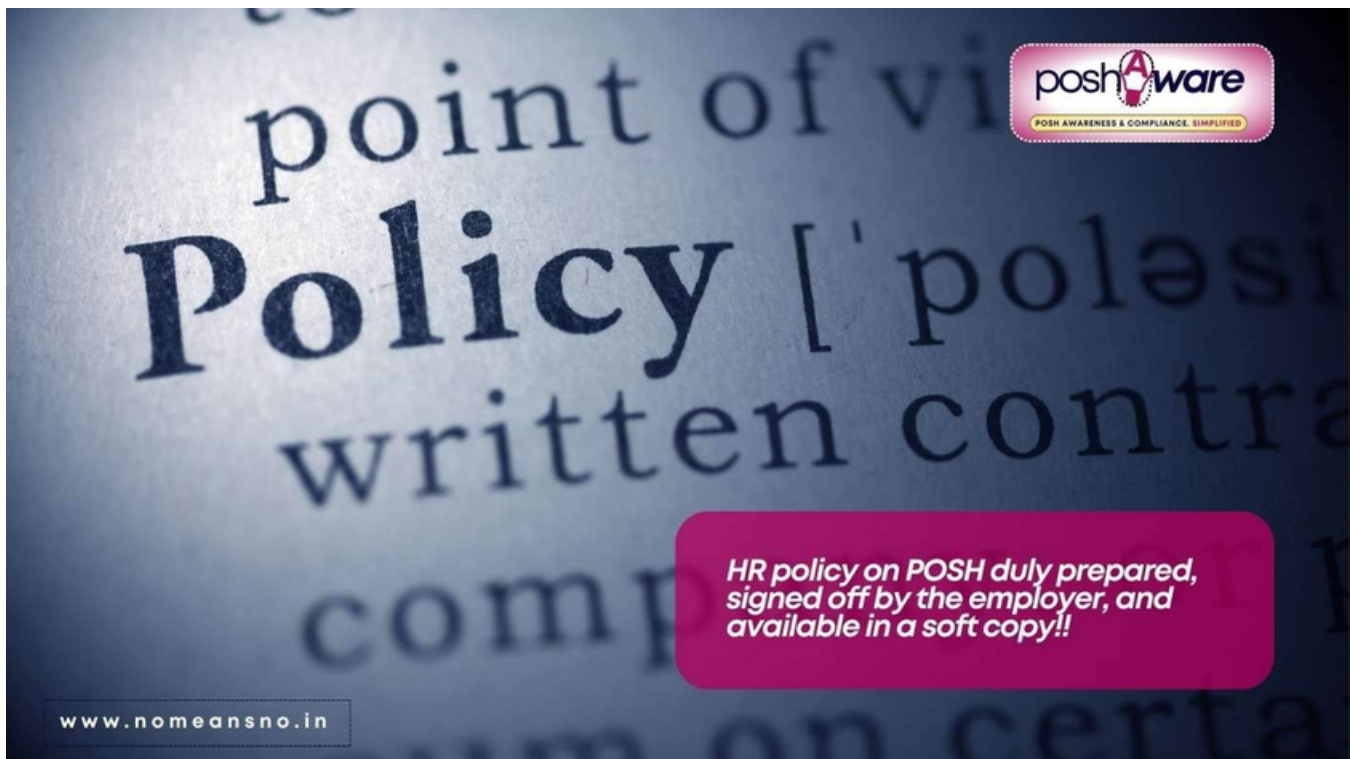
By answering these questions and providing the necessary documentation, you'll help the awards committee understand the depth and impact of your POSH efforts.

We look forward to celebrating organizations that are leading the way in creating safer, more respectful workplaces through the POSH Excellence Awards.

Compliance Criteria Checklist

01/20

Is your organization's **HR policy** on the **Prevention of Sexual Harassment** at the Workplace duly prepared, **signed off by the employer**, and available in a **soft copy** to be appended to the annual returns?



Yes

No

Compliance Criteria

02/20

Has **Sexual Harassment** been **explicitly categorized as a form of misconduct** within your organization's employment contracts, service rules, code of conduct, or standing orders?



Yes

No

Compliance Criteria

03/20

Does **each branch** or office of your organization have an **Internal Committee (IC)** established in accordance with the **stipulations of the POSH Act**?



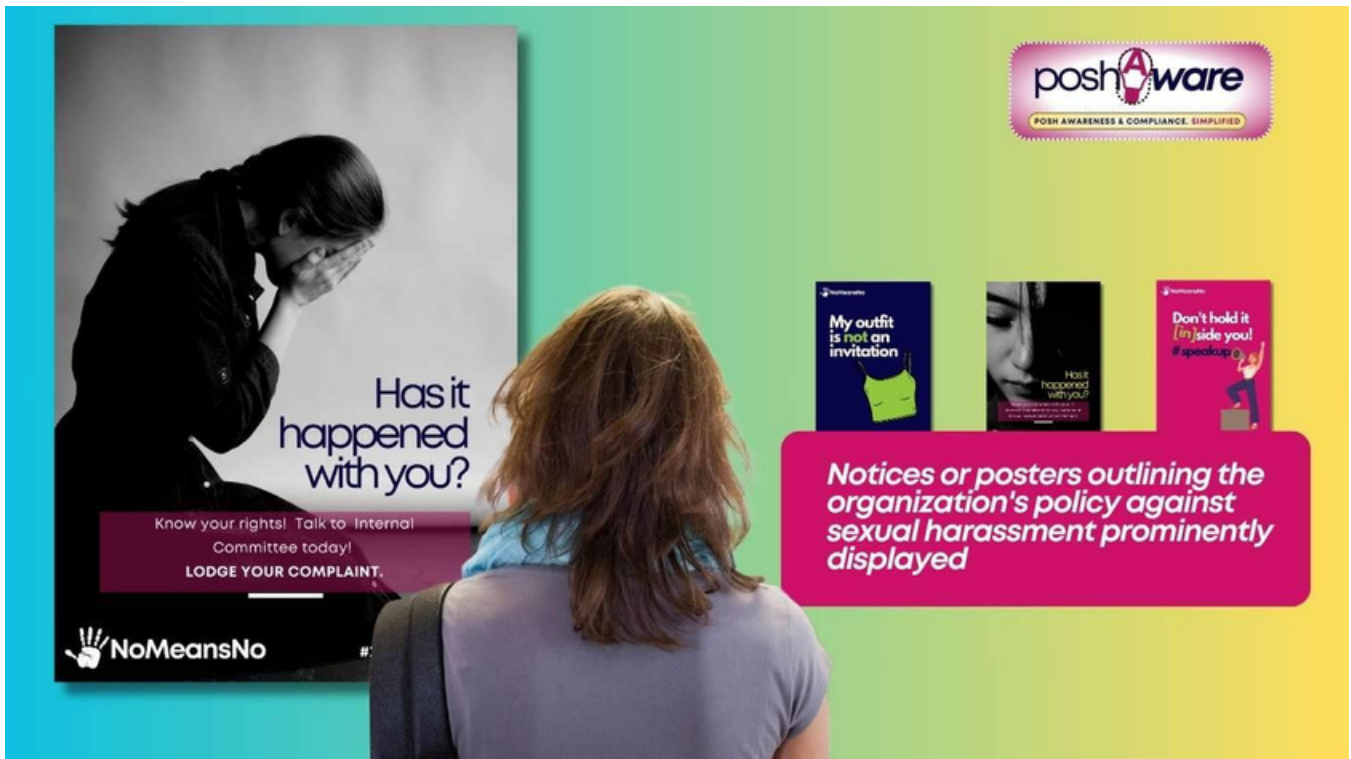
Yes

No

Compliance Criteria

04/20

Have **notices or posters** outlining the organization's policy against sexual harassment and detailing the repercussions of engaging in such behavior been **prominently displayed** in both **English and the local regional language** at your workplace?



Yes

No

Compliance Criteria

05/20

Has your organization **displayed comprehensive information** about the **members of the Internal Committee in common & accessible areas**, in both English and the relevant regional languages, for the awareness of employees, visitors, vendors, and contractors?



Yes

No

Compliance Criteria

06/20

Is detailed information about your **organization's Internal Committee members** and the POSH policy **prominently featured on your website?**



Yes

No

Compliance Criteria

07/20

Has your organization conducted **regular workshops or seminars** to **educate employees on the POSH** Act and the implications of sexual harassment? **Are these sessions held at least annually for all staff members?**



Yes

No

Compliance Criteria

08/20

Has your organization taken steps to **educate all tiers of employees**, including junior management and contractual staff, **about their rights under the POSH Act?**



Yes

No

Compliance Criteria

09/20

Does your organization have a **structured system** or **protocol** in place to assist employees who have experienced sexual harassment, both in **filing a complaint with the Internal Committee** and in **addressing the psychological impact**?



Yes

No

Compliance Criteria

10/20

Has the organization established a procedure to **assist an employee** who has faced sexual harassment in **filing a criminal complaint with the police**?



Yes

No

11/20

Is the **composition of your organization's Internal Committee (IC)** in compliance with the **member requirements outlined** in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act?



Yes

No

Compliance Criteria

12/20

Has the organization conducted an **orientation program for the Internal Committee (IC) members?**



Yes

No

Compliance Criteria

13/20

Has the organization facilitated **capacity and skill-building workshops for the Internal Committee (IC) members?**



Yes

No

Compliance Criteria

14/20

Does the organization provide the **necessary facilities to the Internal Committee (IC) for conducting proceedings related to sexual harassment?**



Yes

No

Compliance Criteria

15/20

Has the employer implemented any **interim relief measures** recommended by the **Internal Committee** during the investigation process or has this been **documented as a process** or listed as part of the policy?



Yes

No

Compliance Criteria

16/20

Has the organization **fully executed the Internal Committee's recommendations** following the **conclusion of investigations**?



Yes

No

Compliance Criteria

17/20

Does the employer **conduct regular oversight of the Internal Committee's functioning** and performance, and can you provide an **illustrative example of this oversight?**



Yes

No

Compliance Criteria

18/20

Does the organization undertake **internal audits, comprehensive focus sessions, feedback collection**, and surveys to **assess the effective enforcement of the POSH Act**?



Yes

No

Compliance Criteria

19/20

Is there a **record** of the Internal Committee **submitting an annual report detailing the proceedings of sexual harassment cases to the designated authorities?**



Yes

No

Compliance Criteria

20/20

Does your company's **annual report** incorporate details of both pending and resolved cases of sexual harassment?



Yes

No

Compliance Criteria

20/20

Does your company's **annual report** incorporate details of both pending and resolved cases of sexual harassment?



Yes

No

Key Criteria for Evaluation for Awards

Organizations will be evaluated based on the following criteria

- **Compliance Health** Demonstrated adherence to POSH laws and regulations, including the establishment of an Internal Complaints Committee, regular training sessions, and a clear anti-harassment policy.
- **Exemplary Practices** Implementation of best practices beyond statutory requirements, such as proactive awareness campaigns, support systems for complainants, and preventive measures.
- **Innovation** Creative and effective approaches to enhance POSH awareness, compliance, and culture within the organization.
- **Effective Monitoring** Robust mechanisms for monitoring and evaluating the effectiveness of POSH policies and interventions, including feedback loops and regular review processes

Compliance Health

How does your organization ensure rigorous compliance with POSH regulations, and what measures have you implemented to maintain a high standard of compliance health?

Exemplary Practices

Can you share examples of exceptional POSH practices within your organization that go above and beyond legal requirements, contributing to a safer workplace?

Innovation & Effective Monitoring

Describe any innovative strategies your organization has adopted to promote POSH awareness and ensure effective monitoring and evaluation of your POSH initiatives.