



Awareness on POSH Act

The Sexual Harassment of Women at Workplace [Prevention, Prohibition and Redressal] Act, 2013

National Informatics Centre
Ministry of Electronics and Information Technology
Government of India



AGENDA

- Sexual Harassment - Definition, types and IMPACT
- National Level Landmarks in the Prevention of Sexual Harassment at the Workplace
- Act in Legislature - The POSH Act, 2013
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- Who Is An Aggrieved Woman?
- What Constitutes a Workplace?
- Constitution Of Internal Complaints Committee (ICC)
- Core Functions of the ICC under the POSH Act
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- What Is The Manner In Which The ICC Deals With A Complaint Of Sexual Harassment At Workplace?
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Sexual Harassment

DEFINITION, TYPES AND IMPACT



Definition

Sexual Harassment

ANY UNWELCOME ACT or behavior
SEXUAL in nature
A **SUBJECTIVE** experience
IMPACT not the Intent that matters

Sexual harassment is a legal term, created for the purpose of ending harassment and discrimination against women in the workplace. The term is constantly being redefined and extended in legislation and court decisions.

Sexual harassment is not only a personal issue but a workplace concern that affects trust and productivity.

Law mandates awareness and redressal, but beyond compliance, it's about culture.

Types of Sexual Harassment

Sexual harassment can manifest in various forms, including quid pro quo, hostile work environments, psychological manipulation, and internet harassment, each creating harmful and unsafe conditions for individuals.

Physical
Conduct

Verbal
Conduct

Non-Verbal
Conduct

Quid Pro Quo

Hostile Work Environment

Psychological harassment

Internet harassment

Types of Sexual Harassment

Verbal Conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances (explicit or implicit)
- Repeated unwelcome social invitations
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Telling lies or spreading rumors about a person's personal or sex life.

Non-Verbal Conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances (explicit or implicit)
- Repeated unwelcome social invitations
- Insults based on the gender of the worker
- Condescending or paternalistic remarks
- Telling lies or spreading rumors about a person's personal life.
- Display of sexually explicit or suggestive material
- Sexually suggestive gestures
- Starting, stalking, whistling, etc.
- Unwanted SMS/e-mail containing sexual comments.

Definition in Legislature

- During 2013 new amendments were carried out in Indian Penal Code for acts relating to sexual harassments against women. Section 354A, 354B, 354C and 354D were newly inserted in Indian Penal Code, especially for the acts which shall be treated as sexual harassment.
- According to the section 354A, the following activities by a person shall be treated as sexual harassment against women.
 - ❖ Physical contact and advances involving unwelcome and explicit sexual overtures; or
 - ❖ demand request for sexual favors; or
 - ❖ showing pornography against the will of a woman; or
 - ❖ making sexually colored remarks, will be treated as an offence of sexual harassment on women.

Definition in POSH Act

Section 2(n) of the POSH Act, 2013 defines “sexual harassment” as including any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:-

- (i) physical contact and advances; or
- (ii) a demand or request for sexual favours; or
- (iii) making sexually coloured remarks; or
- (iv) showing pornography; or
- (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

Definition in POSH Act

Section 3(2) states that the following circumstances, among other circumstances, if it occurs, or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:-

- (i) implied or explicit promise of preferential treatment in her employment; or
- (ii) implied or explicit threat of detrimental treatment in her employment ; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety

Understanding Gender Inequality at the Workplace

- Gender Inequality, in simple words, may be defined as discrimination against women based on their sex.
- Gender inequality needs to be addressed at all levels because women as a group suffer discrimination in all spheres of their lives.
- Discrimination is hard to define and detect, but its effects are clear. It impacts the well-being of individuals, of their families as well as of enterprises, of the labour market and society as a whole.

Importance

Importance of a safe and respectful workplace

- Sexual Harassment is a hazard encountered in workplaces across the world that reduces the quality of working life, jeopardizes the well-being of women, undermines gender equality and imposes costs on firms and organizations.
- Sexual harassment results in **violation of the fundamental rights of a women to equality under article 14 & 15 of the Constitution of India** and her **Right to Life and to Live with Dignity under article 24 of the Constitution** and right to practice any profession or to carry on any occupation, trade, or business which includes a right to safe environment free from sexual harassment.
- The protection against sexual harassment and the right to work with dignity are universally recognized human rights by various international conventions and instruments.

Effects of Sexual Harassment on Organizations

High Staff
Turnover

Regular or
Prolonged
Sickness Absence

Staff Looking
Tense or Troubled

Change In
Atmosphere

Reduced
Productivity

Absenteeism

Less Concern
With Quality

Low Morale

Loss of Initiative

Lack of Creative
Input

Scenario Examples

Identify whether the conduct qualifies as sexual harassment:

Question

Miss Ritu works in a MNC. Her boss Mr. Raj often uses abusive names (Hindi non-sexual slangs) while reprimanding his subordinates, irrespective of their Gender. Miss Ritu took offence against such abusive language and files a complaint for sexual harassment? Whether such claim is sustainable

Answer

No, the claim is not sustainable as the abuse by Mr. Raj was of a non-sexual manner. While Mr. Raj conduct may be professionally unacceptable, only conduct which has sexual overtones can be brought under the purview of the Sexual Harassment Act.

Scenario Examples

Identify whether the conduct qualifies as sexual harassment:

Question

Priya is a new employee in a company. There's lot of work in the organisation and her superior often requires her to stay in office and work late night to complete the tasks at hand. She finds this too stressful and disturbing and wants to make a complaint for sexual harassment. Does such a claim qualify as Sexual Harassment?

Answer

No, the claim is not sustainable as the threat was not of a sexual nature, but purely based on a business need, that is, achieving assigned business targets.

Scenario Examples

Identify whether the conduct qualifies as sexual harassment:

Question

Miss Priya works in Law firm, where a senior partner of the firm usually makes remarks at her appearance and dresses, specifically demanding her to wear certain attire that makes her more attractive. Aggrieved by the act, she files a complaint for sexual harassment?

Whether this claim is sustainable under Sexual Harassment Act?

Answer :

Yes, any kind of sexual remarks, whether direct or indirect constitute sexual harassment under Sexual Harassment Act.



National Level Landmarks in the Prevention of Sexual Harassment at the Workplace

- The Convention on Elimination of all forms of Discrimination against Women (CEDAW), 1993
- Women Rights in our Constitution
- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

Constitutional Provisions of the Constitution of India	
Article 14	Equality before the law and the equal protection of the law. Includes gender equality, which is a universally recognised basic human right
Article 15	Prohibits discrimination on grounds of religion, race, caste, sex or place of birth
Article 19 (1) (g)	All citizens shall have the right to practice any profession, or to carry on any occupation, trade or business
Article 21	No person shall be deprived of his life or personal liberty except according to procedure established by law
Article 39	The citizens, men and women equally, have the right to an adequate means of livelihood;
Article 42	The State shall make provision for securing just and humane conditions of work and for maternity relief
Article 51A	It shall be the duty of every citizen of India :- a) to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women

Act in Legislature

THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE
[PREVENTION, PROHIBITION AND REDRESSAL] ACT, 2013

Act in Legislature

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

- **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013** is a legislative act in India that seeks to protect women from sexual harassment at their place of work.
- The Act defines sexual harassment at the workplace and creates a mechanism for redressal of complaints. It also provides safeguards against false or malicious charges.
- After years of silence around workplace harassment, the Vishaka Guidelines in 1997 laid the groundwork.
- The POSH Act, enacted in 2013, gave these guidelines the power of law — ensuring every woman's right to work in an environment free from sexual harassment.



The POSH Act, 2013 in Overview

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

Purpose:

To protect women against sexual harassment at workplace and ensure prevention and redressal of complaints.

Came into Force:

December 9, 2013

Applies To:

All workplaces — organized & unorganized sectors, public & private organizations, educational institutions, hospitals, NGOs, domestic workers.

The POSH Act, 2013 in Overview

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

Covers:

All women — employees, clients, trainees, interns, visitors, temporary or contract staff.

Core Principles:

Prevention – Create safe, respectful workplaces through awareness and sensitization.

Prohibition – Clearly define and prohibit sexual harassment in policies and conduct.

Redressal – Establish Internal Committees for timely and fair complaint handling.

The three pillars of the ACT:

Prevention

Prohibition

Redressal



Who Is An Aggrieved Woman?

- Sexual Harassment can happen with anyone, irrespective of gender or sexual identity. However, in Indian social context, women bear the brunt of sexual harassment, on account of the asymmetries in power at the workplace. **The POSH Act is therefore, not a gender-neutral legislation and it protects only women.** The safeguards under the POSH Act are not applicable to 'men' victims although employers may choose to extend the protection through their policy.
- An 'aggrieved woman' includes a co-worker, a contract worker, a probationer, a trainee, an apprentice, an intern etc. An 'aggrieved woman' needn't be one who is working in the organized, institutional setup but can include a woman who is working as a domestic help in a dwelling place or house.
- It must also be remembered that sexual harassment is **not limited to just co-workers.** It can also occur with individuals not directly employed by an organization, such as contractors; consultants; delivery persons; vendors; customers; etc.



What Constitutes a Workplace?

The POSH Act defines “workplace” broadly — it is **any place where a woman is employed or works** in connection with her employment.

Includes:

- Office premises and branches
- Client or vendor locations
- Off-site meetings and official travel
- Transportation provided by employer
- Work-from-home / virtual workplaces
- Any place visited during employment (including social gatherings, training, seminars)

Section 2 (p) of the POSH Act further defines the ‘unorganized sector’ as:

- Any enterprise owned by an individual or self-employed workers engaged in the production or sale of goods or providing services of any kind;
- Any enterprise which employs less than 10 workers.



What Constitutes a Workplace?

The POSH Act provides an illustrative list of places which are covered under the definition of ‘workplace’, which includes:

- ✓ Government organizations, including Government company, corporations and cooperative societies;
- ✓ Private sector organizations, venture, society, trust, NGO or service providers etc. providing services which are Commercial, vocational, educational, sports, professional, entertainment, industrial, health-related or financial activities, including production, supply, sale, distribution or service;
- ✓ Hospitals/Nursing Homes;
- ✓ Sports Institutes/Facilities (Stadium/ sports complex or competition or games venue); including venues that are residential and not used for training or sports or related activity.
- ✓ Places visited by the employee (including while on travel) including transportation provided by the employer;
- ✓ A dwelling place or house.



Constitution Of Internal Complaints Committee (ICC)

According to **Section 4** of the POSH Act, the Internal Complaints Committees must include the following members, nominated by the employer:

Composition:

- 1.Presiding Officer** - who must be a woman employed at a senior level within the workplace;
- 2.At least two members** - from among the employees, preferably those committed to women's issues, or experienced in social work, or possessing legal knowledge;
- 3.One external member** - from a non-governmental organization or association committed to women's causes, or someone familiar with the issues related to sexual harassment.

- Every organization with **10 or more employees** must constitute an Internal Committee (IC).
- The IC is the **heart** of POSH compliance.
- The external member adds neutrality.

Core Functions of the ICC under the POSH Act

- **Receive complaints:** The ICC receives complaints of sexual harassment from employees.
- **Conduct inquiries:** The ICC conducts inquiries into the complaints.
- **Make recommendations:** The ICC recommends resolutions to the complaints.
- **Create awareness:** The ICC promotes a culture of zero tolerance for sexual harassment in the workplace.
- **Ensure compliance:** The ICC ensures that the organization complies with the POSH Act.

Complaint → Inquiry → Findings → Recommendation → Employer Action.

Timeline under POSH Act:

- Complaint filed within **3 months** of incident (extendable by 3 months).
- Inquiry completed within **90 days**.
- IC submits report to employer within **10 days**.
- Employer acts within **60 days**.



Roles And Responsibilities of the ICC

The POSH Act assigns **specific duties to the Internal Complaints Committees**, which include:

- Duty to inquire into complaints of sexual harassment received at the organization and prepare a detailed report;
- Duty to prepare an Annual Report in the prescribed format and time frame and submit it to the employer
- Duty to summon and enforce the attendance of individuals and examine them on oath;
- Duty to call for documents; and
- Any other matter which may be prescribed.

Further, as per the POSH Act, **the Annual Report prepared** by the Internal Complaints Committee shall have the following details: -

- The number of complaints of sexual harassment received during the year;
- The number of complaints disposed off during the year;
- The number of cases pending for more than ninety days;
- The number of workshops or awareness programs conducted regarding sexual harassment; and
- The actions taken by the employer or District Officer.



What Is The Manner In Which The ICC Deals With A Complaint Of Sexual Harassment At Workplace?

The Complaints Committee that receives a complaint of sexual harassment at the workplace should proceed as follows:

Step 1 : Receive And Acknowledge Receipt Of The Complaint:

The complaint submitted by an aggrieved woman and received by the Internal Complaints Committee should be promptly acknowledged by the receiving official/entity with an explanation of the next steps in the process.

If the complaint is not received by the Internal Complaints Committee, it should be promptly forwarded to them by whoever receives it. Anonymous complaints shouldn't be entertained as they are frivolous in nature and may be intended to harass an employee or boss.

Step 2: Review The Complaint:

Formal complaints must be promptly reviewed to determine whether they:

- a. Will be closed, with or without managerial or administrative action; or
- b. Will be investigated/ inquired into.

What Is The Manner In Which The ICC Deals With A Complaint Of Sexual Harassment At Workplace?

The Complaints Committee that receives a complaint of sexual harassment at the workplace should proceed as follows:

When deciding whether to investigate, the Internal Complaints Committee/ Local Complaints Committee should consider: Whether the complaint fits the definition of sexual harassment, e.g.

- Does it detail unwelcome conduct of a sexual nature that may cause offense or humiliation?;
- Did it occur in the workplace or in connection with work?;
- Did the conduct interfere with work or create an intimidating, hostile, or offensive work environment?;
- Whether the complaint contains enough verifiable information to commence an investigation?; and
- Whether there is evidence that the complaint is based on intentionally false or misleading information.

After the initial review, the Internal Complaints Committee/ Local Complaints Committee will decide to either:

- i. Close the formal complaint with or without managerial or administrative action; or
- ii. Investigate the formal complaint.



What Is The Manner In Which The ICC Deals With A Complaint Of Sexual Harassment At Workplace?

Decision To Close the Formal Complaint:

If there is a decision to close the formal complaint, the victim should be informed of the decision, and the reasons behind it. This is an important communication which may form the basis for an appeal by the victim.

Decision To Investigate the Formal Complaint:

If the Complaints Committee decides to investigate, it should adopt the following course.

What Is The Manner In Which The ICC Deals With A Complaint Of Sexual Harassment At Workplace?

Step 3: Meet and Talk to the Complainant to Explore Options for Formal and Informal Resolution:

The Internal Complaints Committee/ Local Complaints Committee shall inform the complainant about the ensuing process and the informal or formal options available for the redress. The choice of a formal process rests with the complainant even if the person responsible for managing the complaint believes an informal resolution is possible.

Informal Mechanism of Conciliation:

Where a settlement has been amicably arrived at, no further enquiry shall be conducted by the Internal Complaints Committee/Local Complaints Committee. Employers/District Officers shall however, be responsible for taking steps to ensure that the complainant is not subject to any backlash.

Formal Mechanism of Inquiry:

If the complainant doesn't opt for conciliation, if no amicable settlement is reached, or if the nature of the complaint is serious the Internal Complaints Committee will inquire into the complaint (if the respondent is an employee). within seven days of receiving the complaint, the respondent will be informed in writing. The respondent shall file his response along with a list of documents, names and addresses of witnesses.



What Is The Manner In Which The ICC Deals With A Complaint Of Sexual Harassment At Workplace?

Inquiry Proceedings:

Initial Preparations:

If the Complaints Committee decides to inquire into the complaint of sexual harassment, this decision entails meticulous and careful planning, which includes the following:

1. Preparation of the File by compiling all relevant documents;
2. Review of the prevailing Laws and Policies;
3. Preparation of a List of dates and events related to the written complaint as well as the names of witnesses;
4. Compilation of the respondent's reply and any documents relevant to the complaint filed by the respondent.



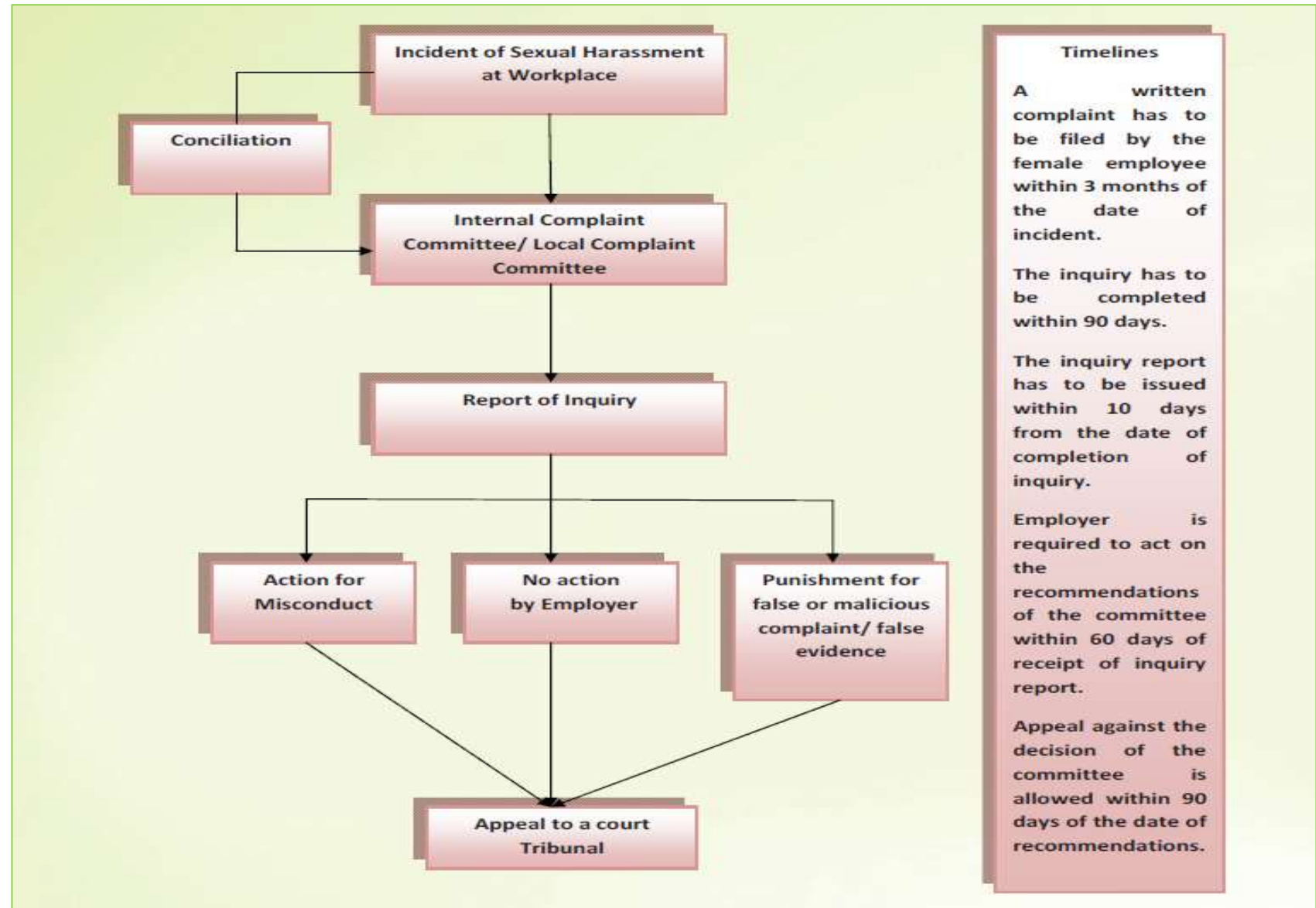
Reporting Mechanism

- A duly constituted committee to handle reports against sexual harassment has been constituted for National Informatics Centre, Uttar Pradesh.
- Complaints from all offices (state and districts) shall be handled by the committee.
- Any female officer, in case of need may contact any of the members to report a complaint.
- The committee will:
 - **Conduct enquiry** into the complaints of sexual harassment.
 - **Make recommendations** to the Head of Office in the matters of sexual harassment after conclusion of enquiry.



The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

Procedure to be followed:





Key Stakeholders In Prevention Of Sexual Harassment At Workplace

The POSH Act recognizes different stakeholders who have been assigned specific roles for the proper implementation of the Act. Some of the key stakeholders as mentioned in the POSH Act are:

- i. The Employers;
- ii. The District Officers;
- iii. The Internal Complaints Committees;
- iv. The Local Complaints Committees; and
- v. The Appropriate Government.



What Are The Roles And Responsibilities Of Employers?

The POSH Act outlines certain duties for the employers, which are as under:

- Duty to constitute an ICC;
- Duty to ensure a safe working environment that includes mechanisms to protect female employees from individuals they may encounter at the workplace.
- Duty to display the consequences of sexual harassment at prominent locations at the workplace.
- Duty to widely display and publicize the names and contact details of ICC members, among employees.
- Duty to develop and widely disseminate an internal policy/charter/ resolution/ declaration to prohibit, prevent and address sexual harassment in simple, easy-to understand language for the employees' benefit.



What Are The Roles And Responsibilities Of Employers? (continued)

- Duty to organize regular workshops and awareness programs to educate employees about the provisions of the POSH Act, as well as conducting similar sessions for members of the Internal Complaints Committee;
- Duty to utilize modules developed by the State Governments to conduct training for employees on the Act's provisions;
- Duty to provide necessary facilities/logistical support to the Internal Complaints Committee to manage complaints of sexual harassment and conduct inquiries.
- Duty to secure the attendance of the respondent (the individual against whom a complaint has been made) and witnesses before the Internal Complaints Committee;



What Are The Roles And Responsibilities Of Employers? (continued)

- Duty to treat sexual harassment as misconduct under the Service Rules and take disciplinary action for such misconduct;
- Duty to monitor the timely submission of reports from the Internal Complaints Committee, as they must complete the inquiry within 60 days and submit the report to the employer and both parties within 10 days;
- Duty to ensure that the ICC adheres to the timeline while following the principles of natural justice;
- Duty to implement the recommendations from the Internal Complaints Committee/Local Complaints Committee;
- Duty to ensure that the details of the complaint made by the aggrieved woman, her identity, address and the identities and addresses of the respondent and witnesses, as well as information about conciliation and inquiry proceedings, remain confidential and are not disclosed to the public, press or media;



Employee Responsibilities

In addition to the employer's responsibility to provide a non-discriminatory and nonviolent workplace atmosphere, employees must also assume an active role in the prevention of sexual harassment. Employees should commit to do the following:

Understand

Observe

Examine

Confront

Resolve

Support



Employee Responsibilities

Understand

- Obtain and become familiar with the organization's policy on sexual harassment
- Examine one's feelings, attitudes, and behaviors in relation to sexual harassment
- See that behavior corresponds with the expectations and behavioral requirements of the organization's sexual harassment policy

Observe

- Be aware and conscious of engaging in potential sexual-harassment behaviors or incidents at work
- Be sensitive to individuals who may be offended by the verbal and non-verbal behavior of others
- Be aware of subtle forms of sexual harassment
- Watch for and discourage sexual behaviors that negatively affect work



Employee Responsibilities

Examine

- Pay attention to the response of others in order to avoid unintentional offense
- Do not assume that employees or co-workers enjoy or want to hear risqué jokes or sexually oriented comments about their appearance, or be touched, stared at, flirted with, or propositioned for dates or sexual favors
- Ask yourself if your verbal or non-verbal behaviors might have a negative impact on other co-workers' attitudes toward work
- Examine your behaviors, gestures, and comments. Ask yourself, "Could I unknowingly be encouraging sexual interplay by the way I interact or communicate?"
- Do not take sexual harassment lightly. If you think you are being sexually harassed by an individual or a group, do not accept it as a joke. Do not encourage the harasser by smiling, laughing at his/her jokes, or flirting back. Let the harasser know that you do not enjoy and do not want this type of attention.

Employee Responsibilities

Confront

- If possible, confront the sexual harasser immediately. Tell him/her that you find that type of attention offensive
- If possible, tell the harasser that the behavior affects you negatively and has the potential of negatively affecting you job
- If possible, tell the harasser what behaviors (gestures, physical or verbal) behaviors you find offensive

Resolve

- Seek confidential advice to develop your personal resolution strategy;
- Consider writing a letter to the harasser and keep a copy for yourself;
- Document all the incidents of sexual harassment. Be detailed, precise about date, time, location, and person/persons involved.



Employee Responsibilities

Support

- If you know someone who is being harassed, give him or her your support. Encourage the recipient to talk about it and to take immediate action to stop it
- If you actually see or hear an incident of sexual harassment or are subjected to an offensive environment, you can also take the appropriate steps to resolve the harassment or co-file with the complainant
- When a recipient files a complaint, if possible, support him or her throughout the complaint process



Penalty for Non-Compliance with provisions of Act

For Employer:

₹50,000 fine for:

- 1) Not forming IC
- 2) Not filing annual report
- 3) Not implementing recommendations
- 4) Repeat offence → double fine + licence cancellation.

For Individual (breach of confidentiality or misconduct):

Disciplinary action as per service rules.



Woman Employee Responsibilities

- **Speak up at the time: SAY NO CLEARLY.**
- Document what happened: **KEEP RECORDS.**
- **Talk to someone you can trust.**
- Create a witness.
- **Report sexual harassment to the appropriate person in the organization**
- Get a medical check-up (in case of physical assault)

SHe-Box

SEXUAL HARASSMENT ELECTRONIC BOX - ONLINE PORTAL BY THE INDIAN GOVERNMENT FOR WOMEN TO REGISTER COMPLAINTS OF SEXUAL HARASSMENT AT THE WORKPLACE, LAUNCHED BY THE [MINISTRY OF WOMEN AND CHILD DEVELOPMENT](#)



MINISTRY OF WOMEN & CHILD DEVELOPMENT Government of India

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SHe-Box

Online Complaint Management System

IF YOU ARE FACING SEXUAL HARASSMENT AT WORKPLACE

Sexual Harassment electronic Box (SHe-Box) is an effort of GoI to provide a single window access to every woman, irrespective of her work status, whether working in organised or unorganised, private or public sector, to facilitate the registration of complaint related to sexual harassment. Any woman facing sexual harassment at workplace can register their complaint through this portal. Once a complaint is submitted to the 'SHe-Box', it will be directly sent to the concerned authority having jurisdiction to take action into the matter.

[Register your Complaint](#)[Workplace / Nodal Officer Registration](#)[Private Head Office Registration](#)



MINISTRY OF WOMEN & CHILD DEVELOPMENT
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Laws and Regulations

- Orders/Judgments
- Acts and Rules
- Guidelines and Notifications
- Books and Manuals
- FAQs

#	Title	Details
1	SH Rules, 2013	Download
2	Sexual Harassment at Workplace Act - English	Download
3	Sexual Harassment at Workplace Act - Hindi	Download
4	2016 Amendment	Download

Do's and Don'ts

PREVENTION, PROHIBITION AND REDRESSAL OF SEXUAL
HARASSMENT AT THE WORKPLACE

Do's

- **Maintain respect and dignity** in all interactions.
- **Be mindful of your words, gestures, and actions**—what may seem casual to you could make someone uncomfortable.
- **Seek clear consent** before sharing personal jokes, stories, or physical gestures (like handshakes, hugs).
- **Use professional language and behavior** in emails, chats, meetings, and social gatherings related to work.
- **Speak up responsibly** if you witness or experience inappropriate behavior—report to the POSH Committee in confidence.
- **Support a safe and inclusive workplace** for all genders, roles, and backgrounds.

Don'ts

- Do not make **sexually colored remarks, jokes, or comments** (in person, chat, or email).
- Do not share **inappropriate images, messages, or forwards** in official or personal communication at work.
- Do not **invade personal space** or touch colleagues without explicit consent.
- Do not use your **professional position for personal advantage**.
- Do not ignore or discourage complaints—**every concern matters**.
- Do not retaliate against anyone who raises a complaint or participates in an inquiry.



Thank you.

For any queries, please contact any of the
committee members.