PoSH Premium Compliance Toolkit™

Phase-wise Preview (A–I)

Partial | Indicative | Non-editable

◆ PHASE A

Governance & Internal Committee Foundation

What this phase covers:

- Formal constitution of the Internal Committee

- Appointment & tenure documentation

- Confidentiality undertakings

Preview Insight (Indicative):

> "In compliance with Section 4 of the PoSH Act, the Internal Committee of **[Organization Name]** is hereby constituted with effect from **[Date]**…"

✔ Legally structured
✔ Neutral, court-safe language
✔ Ready for inspection records

(Full appointment formats & undertakings included in toolkit)

◆ PHASE B

Master PoSH Policy & Annexures

What this phase covers:

- Master PoSH Policy (editable)

- Locked annexures for definitions, scope & timelines

Preview Insight (Indicative):

> "Sexual harassment includes any unwelcome act or behaviour (whether directly or by implication) of a sexual nature…"

✔ Aligned with statutory definitions
✔ Clear workplace scope (physical + digital)
✔ Drafted for employee comprehension

(Complete policy + annexures provided in full toolkit)

◆ PHASE C

Complaint Intake & Due Process

What this phase covers:

- Complaint intake formats

- Acknowledgements & notices

- Meeting communications

Preview Insight (Indicative):

> "This is to acknowledge receipt of your complaint dated **[●]**.
> The Internal Committee shall initiate proceedings in accordance with the PoSH Act…"

✔ Timeline-safe language
✔ Neutral & non-assumptive tone
✔ Protects both complainant & respondent

◆ PHASE D

Conciliation Framework (Optional)

What this phase covers:

- Voluntary conciliation consent

- Proceedings record

- Non-monetary settlement format

Preview Insight (Indicative):

> "Conciliation, if opted, shall be voluntary and shall not include any monetary settlement…"

✔ Explicit non-coercion safeguards
✔ Court-sensitive drafting
✔ Prevents invalid settlements

(Often mishandled — fully structured formats included in toolkit)

◆ PHASE E

Inquiry & Investigation (Litigation-Sensitive)

What this phase covers:

- Inquiry proceedings log

- Witness statements

- Evidence register

- Civil-court-standard inquiry report

Preview Insight (Indicative):

"The inquiry has been conducted in accordance with the principles of natural justice and on the basis of preponderance of probabilities…"

✔ Issue–finding–conclusion structure
✔ Evidence-backed reasoning
✔ Suitable for appellate scrutiny

◆ PHASE F

Closure & Statutory Reporting

What this phase covers:

- Withdrawal affidavit

- Closure notices

- Annual IC Report

- Employer compliance declaration

Preview Insight (Indicative):

"The Internal Committee hereby submits its Annual Report for the calendar year…"

✔ Section 21 aligned
✔ District Officer ready
✔ Audit-safe reporting

◆ **PHASE G**

Audit, Risk & Gap Analysis

What this phase covers:

- 18-parameter compliance checklist

- Risk matrix

- Corrective Action Plan

Preview Insight (Indicative):

Parameter	Status
IC constituted as per Act	☐
Inquiry timelines followed	☐

✔ Converts law into measurable compliance
✔ Ideal for audits & leadership reviews

◆ PHASE H

Prevention, Awareness & Training

What this phase covers:

- Poster usage guidelines

- Awareness email templates

- Training & attendance records

Preview Insight (Indicative):

"Sexual harassment will not be tolerated in any form.
Employees are encouraged to report concerns without fear of retaliation…"

✔ Reinforces culture
✔ Supports inspection evidence
✔ Preventive compliance layer

◆ PHASE I

Legal Authority & Implementation

What this phase covers:

- Key Supreme Court & High Court judgments

- Step-by-step implementation guide

Preview Insight (Indicative):

"Procedure matters as much as outcome — inquiry findings may be set aside if due process is violated."

✔ Jurisprudence-backed
✔ Practical implementation focus
✔ Designed for real organisations

🔒 IMPORTANT NOTE (END OF PREVIEW)

This preview is **illustrative only**.
The full toolkit includes **46 complete documents**, editable formats, locked reference files, and a detailed implementation guide.