

Employer's Quick Checklist for POSH Compliance

✓	Action	What Employers Must Do	Legal Reference / Timeline
<input type="checkbox"/>	Acknowledge Quickly	Send a written acknowledgment of every complaint immediately.	POSH Act Sec. 9 – Complaint to be filed and acted upon promptly.
<input type="checkbox"/>	Forward Promptly	Share the complaint with the ICC within 7 days.	POSH Act Rule 7; Medha Kotwal Lele vs. Union of India (2012).
<input type="checkbox"/>	Protect Employees	Ensure a retaliation-free and safe environment for the complainant.	POSH Act Sec. 12; Dr. Punita K. Sodhi vs. Union of India (2010).
<input type="checkbox"/>	Be Fair & Neutral	Conduct hearings that are transparent, unbiased, and respectful.	POSH Act Sec. 11; Ruchika Singh Chhabra vs. Air France India (2018).
<input type="checkbox"/>	Follow Timelines	Complete the inquiry within 90 days to maintain credibility.	POSH Act Sec. 11(4); Jaya Kodate vs. Nagpur University (2014).
<input type="checkbox"/>	Act on Findings	Implement ICC recommendations within 60 days.	POSH Act Sec. 13(4); Union of India vs. K.K. Dhawan (1993).
<input type="checkbox"/>	Educate Continuously	Conduct POSH awareness and refresher training regularly.	POSH Act Sec. 19(c) – Mandatory employer duty.
<input type="checkbox"/>	Constitute ICC	Ensure ICC is properly formed with external member, female presiding officer, and trained staff.	POSH Act Sec. 4.
<input type="checkbox"/>	Maintain Confidentiality	Keep all proceedings, documents, and witness details strictly confidential.	POSH Act Sec. 16.
<input type="checkbox"/>	Provide Interim Relief	Offer leave, transfer, or alternative work arrangements to protect complainant during inquiry.	POSH Act Sec. 12.
<input type="checkbox"/>	Maintain Records	Document complaints, proceedings, and actions taken for audit and legal compliance.	POSH Act Sec. 19; Annual Report requirement.
<input type="checkbox"/>	Report Annually	File an annual POSH compliance report with the District Officer.	POSH Act Sec. 21.