

PREPARED FOR

Manas – Center for Mental Wellness & Counselling

POSH Act Deep Dive – Complete Compliance Guide

Prevention, Internal Committees, and Psychological Safety

Presented by Dr. Priya Dubey Sharma

Manas – Center for Mental Wellness & Counselling

UDYAM-MP-10-0120839



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Programme Overview

This programme integrates the legal mandates of the POSH Act with the principles of psychological safety, demonstrating how robust compliance fosters a secure and respectful work environment. Participants will learn to move beyond mere legal adherence to cultivate a culture where every individual feels valued and protected.

Learning Objectives

- ✓ Understand the comprehensive legal framework of the POSH Act, 2013, and its critical implications for your organisation's operational and ethical standing. Grasping these obligations is essential for preventing legal challenges and ensuring a fair workplace.
- ✓ Learn the optimal composition, training requirements, and procedural guidelines for your Internal Committee (IC) to effectively handle complaints with fairness and impartiality. A well-functioning IC is central to both compliance and employee trust.
- ✓ Develop a deep understanding of conducting fair, trauma-informed, and legally sound investigations into allegations of misconduct. This knowledge is crucial for ensuring justice for all parties involved and maintaining workplace integrity.
- ✓ Explore strategies for building a proactive prevention culture that extends beyond basic compliance, fostering genuine psychological safety and respect among all employees. Creating such an environment significantly enhances employee well-being and productivity.
- ✓ Understand the vital role of the external member in the IC and identify key support organisations that can assist in upholding POSH standards and promoting a healthy work environment. Leveraging external expertise strengthens internal capabilities.
- ✓ Gain practical insights through case studies to navigate complex scenarios and apply learned principles effectively in real-world workplace situations. Applying these learnings ensures preparedness and confidence in addressing sensitive issues.

WHO SHOULD ATTEND

This programme is designed for Internal Committee members, Chief Human Resource Officers, Legal Counsel, and all managerial staff who play a pivotal role in maintaining a safe and compliant workplace.

Programme Content

1. POSH Act, 2013: Complete Legal Overview and Obligations

This section provides an in-depth exploration of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, detailing its core provisions and legal requirements for all organisations. Understanding these mandates is the first step towards establishing a compliant and ethically sound workplace, preventing potential legal repercussions. We will cover employer responsibilities, definitions of workplace and sexual harassment, and the critical need for policy implementation, thereby ensuring you are equipped with essential knowledge to safeguard your organisation and its employees.

 **Activity: Group Discussion on Current Organisational Policies**

2. Internal Committee: Composition, Training, and Procedures

A well-structured and trained Internal Committee (IC) is the cornerstone of effective POSH implementation. This segment will guide you on forming a diverse and representative IC, adhering to the mandated composition rules, and ensuring members receive comprehensive training. We will delve into the procedural aspects of receiving, processing, and documenting complaints, emphasising fairness, confidentiality, and timely action to build trust and ensure due process for all involved parties.

 **Activity: Role-play: IC Member Interaction with Complainant**

3. Investigation Process: Fair, Trauma-Informed, and Legally Sound

Conducting investigations requires sensitivity, impartiality, and adherence to legal standards, especially when dealing with potentially traumatic experiences. This section outlines a step-by-step approach to conducting thorough and fair investigations, incorporating trauma-informed principles to minimise re-traumatisation of complainants and witnesses. We will discuss evidence gathering, interviewing techniques, maintaining confidentiality, and preparing legally defensible reports, ensuring that the process upholds justice and respect.

 **Activity: Case Study Analysis: Investigating a Complex Scenario**

4. Prevention Culture: Beyond Compliance to Genuine Safety

Moving beyond mere legal compliance, this section focuses on cultivating a proactive culture of prevention and psychological safety. We will explore practical strategies for raising awareness, promoting respectful workplace behaviours, and implementing robust educational initiatives that address the root causes of harassment. Building a workplace where everyone feels safe, respected, and empowered to speak up is key to long-term success and employee well-being.

 **Activity: Brainstorming: Initiatives for a Culture of Respect**

5. External Member Role and Support Organisations

The external member plays a crucial role in ensuring the IC's impartiality and providing valuable external perspective, contributing significantly to the credibility of the process. This segment clarifies the responsibilities and contributions of the external member, alongside identifying key government and non-governmental organisations that offer support and resources for POSH compliance and victim assistance. Understanding these external resources can bolster your organisation's capacity to handle cases effectively and provide necessary support.

 **Activity: Resource Mapping: Local Support Services**

6. Case Studies and Practical Application

Real-world scenarios provide invaluable learning opportunities to solidify understanding and prepare for diverse situations. This section presents anonymised case studies that illustrate common challenges, effective resolution strategies, and the application of POSH principles in practice. By analysing these examples, participants will gain confidence in applying their knowledge to navigate complex interpersonal dynamics and uphold a safe and compliant work environment.

 **Activity: Group Exercise: Developing Preventative Action Plans**

Action Plan

Concrete steps for implementation.

Action	Owner	Timeline	Notes
Review and update existing POSH policy to ensure alignment with the latest legal provisions and best practices.	HR/Legal Department	Week 1	Ensure policy clearly defines sexual harassment, outlines reporting procedures, and specifies consequences.
Conduct mandatory training for all employees on POSH Act and organisational policy.	HR	Month 1	Training should cover definitions, rights, responsibilities, and reporting mechanisms.
Nominate and train Internal Committee (IC) members, including the external member.	HR/Senior Management	Week 2	Training must cover investigation procedures, trauma-informed approaches, and legal obligations.
Establish a clear and accessible communication channel for reporting incidents.	HR	Month 1	Ensure multiple reporting options (e.g., email, dedicated portal, physical drop box) are available and communicated.
Implement regular awareness campaigns and workshops focused on creating a respectful workplace culture.	HR/Internal Communications	Month 2	Campaigns should reinforce non-harassment policies and promote positive behaviours.
Schedule a periodic review of the effectiveness of POSH measures and the IC's functioning.	Leadership/HR	Quarter 1	Gather feedback, assess complaint resolution effectiveness, and identify areas for improvement.

POSH Act Compliance – Key Points

As per 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 (POSH Act) mandates that every organisation with ten or more employees must have a policy to address sexual harassment at the workplace. It requires the formation of an Internal Committee (IC) to handle complaints, conduct investigations, and recommend action. The Act also specifies procedures for complaint filing, investigation timelines, and confidentiality. Employers are obligated to take all necessary steps to prevent the occurrence of sexual harassment and to ensure a safe and healthy work environment for all women.

About Manas



Dr. Priya Dubey Sharma

Founder & Consulting Psychologist | Applied, Organizational & Behavioural Psychologist | PhD | 18+ Years

Dr. Priya Dubey Sharma brings 18+ years of applied psychology to corporate wellness. She has worked with SBI, educational institutions, and corporate teams across India. Her evidence-based approach combines CBT, mindfulness, and culturally contextualised psychology for measurable outcomes. She is the creator of the Performance FOMO Index™ and the High-Functioning Distress Framework™.

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Disclaimer: This document has been prepared by Dr. Priya Dubey Sharma — Founder & Consulting Psychologist (Applied, Organizational & Behavioural Psychologist, PhD, 18+ years), Manas – Center for Mental Wellness & Counselling (UDYAM-MP-10-0120839). Content is for programme overview and educational purposes only. Nothing herein constitutes legal advice regarding POSH Act compliance — organisations should consult qualified legal counsel for specific legal guidance. For clinical or psychological support, please reach out to the Manas Team for personalised guidance, or consult a qualified Psychiatrist or licensed mental health professional. © 2026 Manas – Center for Mental Wellness & Counselling. All rights reserved. Confidential — prepared specifically for the named organisation. For queries: manu@manas365.com | +91 99818 13224 This document does not constitute a legal instrument and carries no legal standing or admissibility in any court of law or official proceeding.