

POSH Compliance — Employer Checklist

A practical checklist for reviewing workplace compliance under the POSH framework.

Important: This checklist is for general legal information only. It is not a substitute for advice on the facts of a particular matter. Applicable law and requirements may change.

1. Internal Complaints Committee

- Verify constitution of the ICC as applicable
- Check required composition and eligibility
- Maintain appointment records

2. Policy & awareness

- Maintain a clear POSH policy
- Communicate the policy to employees
- Conduct appropriate awareness/sensitisation activities

3. Complaint process

- Provide an accessible complaint mechanism
- Preserve confidentiality
- Follow the statutory process and applicable timelines

4. Records & reporting

- Maintain required records securely
- Track annual/reporting obligations applicable to the organisation
- Review policy and process periodically

Prepared as an informational resource for Vashistha Associates. Verify the current statutory position and applicable rules before relying on any checklist.