

POSH Compliance Checklist for Large Enterprises (Ready-to-Use)

ICC Constitution & Governance

	Checklist Item
■	ICC constituted at every unit/location with 10 or more employees
■	Presiding Officer appointed as senior woman employee
■	Minimum four members with at least 50% women
■	External member appointed and independent
■	Formal appointment letters or board resolutions issued
■	ICC tenure does not exceed three years
■	ICC details displayed on notice boards and intranet

POSH Policy & Organisation-wide Communication

	Checklist Item
■	POSH policy aligned with Act, Rules, and service rules
■	Policy includes physical, verbal, and digital harassment
■	Remote, hybrid, and travel-related workplaces covered
■	Policy published on intranet and acknowledged by employees

Training & Capacity Building

	Checklist Item
■	Annual POSH training conducted for all employees
■	Advanced training conducted for ICC members
■	Training records maintained for audit purposes

Complaint Handling & Inquiry Management

	Checklist Item
■	Centralised complaint intake mechanism in place
■	Natural justice followed for both parties
■	Inquiry completed within 90 days
■	Inquiry report issued within 10 days
■	Employer acts on recommendations within 60 days

Reporting, Audit & Risk Management

	Checklist Item
■	Annual POSH report prepared in statutory format
■	Report submitted to District Officer
■	Board-level disclosures made where applicable
■	SHe-Box registration completed where mandated
■	Compliance reviewed periodically

Confidentiality & Data Protection

	Checklist Item
■	Identities of parties protected
■	Inquiry records stored securely
■	Breach of confidentiality addressed with disciplinary action