

POSH Compliance Checklist for Startups (Ready-to-Use)

Applicability & Committee Setup

	Checklist Item
■	Confirmed applicability of POSH Act irrespective of organisation size
■	ICC constituted upon reaching 10 or more employees
■	Local Committee details identified where employee strength is below 10
■	Presiding Officer appointed (senior woman employee, where applicable)
■	Minimum four ICC members appointed after threshold is crossed
■	External ICC member identified with relevant background
■	ICC appointments issued in writing
■	ICC tenure tracked (maximum three years)

POSH Policy & Communication

	Checklist Item
■	POSH policy drafted as per Act and Rules
■	Policy defines sexual harassment including digital misconduct
■	Complaint mechanism and timelines clearly stated
■	Policy circulated to employees, interns, and consultants
■	POSH contact details communicated clearly

Training & Awareness

	Checklist Item
■	POSH awareness training conducted for all employees
■	Training includes remote and digital workplace scenarios
■	POSH awareness included in onboarding
■	Training attendance and dates recorded

Complaint Handling & Inquiry

	Checklist Item
■	Written complaint mechanism in place
■	Complaints routed only to ICC or Local Committee
■	Confidentiality maintained throughout proceedings
■	Conciliation offered only at complainant's request
■	Inquiry completed within statutory timelines

Reporting & Records

	Checklist Item
■	Annual POSH report prepared even if no complaints
■	Report submitted to District Officer where applicable
■	Records stored securely with restricted access