



**asci**  
Leadership through Learning

**IC MEMBERS TRAINING &  
CERTIFICATION PROGRAMME ON**

# **POSH**

**(11-13 September, 2024)**



- ◆ Expert-Led Content
- ◆ Comprehensive Curriculum
- ◆ Practical Insights
- ◆ Latest Case-Laws
- ◆ Certification

**Administrative Staff College of India**

*(accredited as उत्कृष्ट by Capacity Building Commission, GoI)*

## INTRODUCTION

The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 was enacted in India with the objective of providing protection against sexual harassment of women at workplace and for the prevention and redressal of sexual harassment complaints. The Internal Committee (IC) constituted under the POSH Act, 2013 is an in-house grievance redressal mechanism for dealing with complaints of Sexual Harassment at Workplace. The POSH Act states that the IC members should be regularly trained in order to enable them to inquire into sexual harassment complaints effectively and as per the procedure mentioned. But one of the major challenges for organizations is the inability of IC members to handle complaints effectively.

Various studies suggest that many internal committee members are not trained and they lack adequate knowledge and skills required to handle sexual harassment complaints effectively. It is therefore important that Internal Committee Members need to be regularly trained on their roles and responsibilities, the nuances of the POSH law, the complaint investigation and inquiry procedure, and relevant legal updates.

The recent Supreme court directions issued in May, 2023 also emphasizes that “Immediate and effective steps to be taken by the employers to familiarize members of the ICs with their duties and the manner in which an inquiry is to be conducted from the point of receipt of the complaint to the submission of the enquiry report”. Regular training programmes are therefore crucial for promoting awareness, ensuring legal compliance, building competence, and creating a safe workplace.

This IC Members Training & Certification course is meant for all workplaces/institutions/organizations to provide necessary knowledge & skills to IC members on grievance handling procedures, their roles & responsibilities, and understanding of the legal provisions governing sexual harassment at workplace and Rules framed thereunder along with relevant legal updates.

## PROGRAMME CONTENT

### Background of POSH Act

- ▶ International conventions relating to prevention of sexual harassment of women at workplace
- ▶ Indian legal system prevailing before the POSH Act
- ▶ Features of Vishaka Guidelines
- ▶ Evolution of the POSH Act, 2013

### Key Provisions of the POSH Act

- ▶ Overview of the POSH Act & Objectives
- ▶ Definition, Forms & Types of sexual harassment
- ▶ Duties & Obligations of Employer
- ▶ Penalties for non-Compliance

### Internal Committees (IC) & Local Committees (LC)

- ▶ Composition and constitution of the IC & LC
- ▶ Role of External Member
- ▶ Disqualification of IC Members
- ▶ Role & Functions of IC
- ▶ The powers assigned to IC under PoSH Act

### Grievance Redressal Process

- ▶ Procedure for filing a complaint
- ▶ Steps in the redressal mechanism
- ▶ Confidentiality as per the law
- ▶ Conducting fair investigations & disciplinary actions
- ▶ Rights of the Complainant & Respondent

### Dealing with complaints of Sexual Harassment

- ▶ Guidelines for Inquiry
- ▶ Handling complaints – Things to keep in mind
- ▶ Drafting Inquiry Reports
- ▶ False and Malicious Complaints
- ▶ Penalties and Appeals
- ▶ Timelines to be followed

### Effective working of Complaints Committee

- ▶ Key Responsibilities of IC Members
- ▶ Knowledge Skills & Training
- ▶ Non Negotiables During Enquiry Process
- ▶ Dos & Don'ts for IC members
- ▶ Checklist for IC

### Establishing a Safe and Respectful Work Environment

- ▶ Creating a zero-tolerance policy towards sexual harassment
- ▶ Importance of promoting awareness and sensitivity
- ▶ Implementing preventive measures and policies
- ▶ Case studies & Latest Case Laws

### IMPACT

After completing this program, IC members will know the nuances of PoSH compliance, workplace sexual harassment, PoSH case investigation, and conducting IC and employee training. This training plays a pivotal role in not only educating IC members about their roles and responsibilities but also empower them to identify, prevent, and

address diverse forms of harassment, thereby ensuring a harmonious workplace for everyone.

## KEY FEATURES OF OUR CERTIFICATE PROGRAMME

1. **Expert-Led Content:** Learn from industry-leading experts who have extensive experience in the field of sexual harassment prevention and workplace safety.
2. **Comprehensive Curriculum:** Our course covers a wide range of topics, including understanding sexual harassment, legal frameworks, policy development, complaint handling, and creating a respectful workplace culture.
3. **Practical Insights:** Gain practical insights and best practices for implementing preventive measures and fostering a harassment-free workplace environment.
4. **Certification:** Upon successful completion of the course, receive a prestigious certificate that can be used to demonstrate compliance with legal & regulatory requirements, including POSH Act Training and it validates your knowledge and commitment to creating a safe and inclusive workplace

## WHO SHOULD ATTEND

This Programme is suitable for Employers, Individuals, IC Members, HR Professionals, Legal Professionals, Trainers, Practitioners, NGOs and all those who are involved in the implementation of the POSH Act.

## VENUE

The Programme is fully residential and the participants will be accommodated in air-conditioned single occupancy rooms at ASCI Premises.

## DURATION

The programme duration is from **September 11-13, 2024**. The participants are expected to arrive a day before the commencement and may leave after the conclusion of the programme.

## PROGRAMME FEE

**Residential: Rs. 43,700/-**

**Non-Residential: Rs. 37,700/-**

plus GST as applicable (presently 18%) per participant.

The fee covers tuition, board and lodging, courseware (in electronic form) and other facilities of the College including internet usage.

**A discount of 10% on the Programme fee for three or more participants from the same organization will be given, provided the payment is credited into our Bank account before September 09, 2024**

Note: Kindly forward us the details of Bank / Wire transfer of fee payment indicating the **Programme Code (Prg/24 - 25/1/77)** to **pooffice@asci.org.in** for confirmation.

## Bank details are given below:

Bank Account Number	62090698675
Beneficiary Name	Administrative Staff College of India
IFSC Code	SBIN0020063
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Raj Bhavan Road, Somajiguda, Hyderabad - 500 082

## LAST DATE FOR NOMINATION

Last date for receiving nominations is **August 28, 2024**.

## LAST DATE FOR WITHDRAWAL

**August 29, 2024**. Any withdrawals after this date will entail forfeiture of fee paid, if any.

## MEDICAL INSURANCE

The nominees are requested to carry with them the proof of Medical Insurance. The sponsoring agency is required to endorse the nominee's medical coverage in the event of hospitalisation.

## ASCI ALUMNI ASSOCIATION

Participants of the College programmes will automatically become members of the ASCI alumni association.

**Programme Director**

**DR. V. DEEPA NAIR**

Email: [deepa.nair@asci.org.in](mailto:deepa.nair@asci.org.in)

Phone: (+91) 9391049802

**Administrative Staff College of India (ASCI) is taking all the precautionary measures and following all the norms (in light of COVID 19) to provide a safe environment for the participants who are visiting our Campus to attend the Training Programmes.**



## ABOUT ASCI

ASCI is the first management development institution set up in the country at the instance of the Government of India and industry in 1956 to impart state-of-the-art management education for practicing managers, a legacy that we proudly take forward with a strong alumni of over 1,69,000. We are proud of our alumni which includes the leaders of Indian industry and senior Civil Servants in the government, public sector undertakings to be a part of this unique organisation. We are thankful to you all for the support extended in the past and look forward to your continuing patronage in 2024-25.

Also, ASCI conducts customized programmes for Government of India, State Governments, Public Sector, Private Sector and various international organisations. Our experienced faculty bring to the table a wealth of academic credentials, rich industry exposure and act as a catalyst in the classroom discussions, case study analyses and tutorials. Our faculty also conduct international programmes which provide an exposure to the global best practices. In addition to this, faculty at ASCI also carry out large number of management research activities (typically about 100 each year) which helps them provide the much needed value addition in the training programmes. In addition, we conduct non-residential programmes at our New Delhi Centre as well as off-campus programmes at the venue of the client's choice.



### **Administrative Staff College of India**

Bella Vista, Raj Bhavan Road, Khairatabad,  
Hyderabad - 500 082, India.

**Telefax (Programmes Office) : 0091-40-23324365**

Mobile: 9246203535, Phone : 0091-40-66534247

Fax : 0091-40-66534356

### **College Park Campus**

Road No. 3, Banjara Hills,

Hyderabad - 500 034.

Tel: 040-66720700 / 01 /02 /05

Fax : 040-66720725

### **Delhi Campus**

C-24, Institutional Area

South of IIT, Behind Qutub Hotel

New Delhi-110 016.

Tel: 011-26962204, 26961750, 26961850



**ADMINISTRATIVE STAFF COLLEGE OF INDIA**  
Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, (India)

**Nomination Form**

**IC Members Training & Certification Programme on POSH**

**(September 11 - 13, 2024)**

**Nominee's Contact Information :**

Name (Mr/Ms) :	_____	Date of Birth :	_____
Designation :	_____	Qualification :	_____
Organisation :	_____		
Address :	_____		
Phone(s) :	(Off) : _____	(Mobile) :	_____ Home : _____
e-mail :	_____	Fax :	_____

**Sponsor's Details**

Name of the Sponsoring Authority _____	Designation _____
Organisation :	_____
GSTIN No. :	_____
Address :	_____
	_____ Pincode : _____
Phone(s) :	(Off) : _____ (Mobile) : _____
e-mail :	_____ Fax : _____

**Fee Particulars**

Amount Payable :	Mode of Payment (DD/Chq/NEFT) :
Name of the Bank :	Date of Instrument/Transfer :
Instrument Number :	UTR Number for NEFT :

**Medical Insurance**

Name of the Insurance Agency	Policy Number	Validity upto

**Note :** Coverage should be available in Hyderabad, India

Signature and Official Seal of the Sponsoring Authority :

NOTE : Forward nomination form to : **Mr. G. Sreenivasa Reddy, Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone : 0091-40-66534247, 66533000, Mobile: 9246203535, Fax : 0091-40-66534356, e-mail: poffice@asci.org.in