

Certificate Programme on

POSH

PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

(February 05 - 07, 2025)

- ✓ 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) (PoSH) 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. Though the implementation of POSH Act has certainly resulted in significant strides being made in terms of awareness regarding workplace sexual harassment and providing a framework for resolving sexual harassment complaints, Supreme court (SC) has in a recent development exposed serious lapses in its implementation and has issued a set of directions to strengthen its enforcement.

The SC emphasized the significance of creating awareness on POSH and directed Organizations & Employers to conduct regular orientation programs, workshops and seminar and awareness programs to upskill members of Internal Committees (ICs)/Local Committees (LCs) and to educate women employees about the provisions of the POSH Act and relevant rules and regulations and 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. With these directions given by the SC, there shall be increased scrutiny on compliances under the POSH Act and there is an urgent need for employers to look into their policies and practices on prevention of sexual harassment to ensure compliance with applicable laws.

Moreover, with rapidly evolving workspaces and the hybrid working environment, it is important for employers to comply with the POSH Act both in letter and spirit, to ensure a safe and secure work environment free from Sexual Harassment.

This certificate programme on POSH is designed to provide individuals and organizations with the knowledge and skills necessary to prevent & address sexual harassment at workplaces. The course generally covers such as understanding the legal framework, recognizing various forms of harassment, creating a safe workplace environment, and developing policies & procedures for reporting and handling complaints.

PROGRAMME CONTENT

Gender Diversity and Inclusion

- ▶ Gender sensitization
- ▶ Unconscious bias and stereotypes
- ▶ Gender-based discrimination and bias
- ▶ Diversity & Inclusion at workplace

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

Grievance Redressal Mechanism - IC & LC

- ▶ Constitution of the IC & LC
- ▶ Roles and Responsibilities of IC Members
- ▶ Handling complaints and conducting inquiries

Grievance Redressal Process & Procedures

- ▶ Who can complain?
- ▶ Rights of the complaint and respondent
- ▶ Steps in the redressal mechanism
- ▶ Confidentiality as per the law
- ▶ Conducting fair investigations & disciplinary actions

Communication and Reporting

- ▶ Effective communication strategies regarding POSH Act
- ▶ Encouraging timely reporting of incidents
- ▶ Documentation and record-keeping
- ▶ Filing Annual Reports
- ▶ Role of HR

Establishing a Safe & Respectful Work Environment

- ▶ Creating a zero-tolerance policy towards sexual harassment
- ▶ Importance of promoting awareness & sensitivity
- ▶ Implementing preventive measures and policies
- ▶ Do's & Don'ts for Employees
- ▶ Case Studies & Latest Case Laws

IMPACT

After completing POSH certification training, an individual can develop a comprehensive understanding of sexual harassment laws and policies. They can acquire skills in identifying, preventing, and addressing instances of harassment in the workplace. Moreover, they learn about the rights, roles, and responsibilities of employees and employers, and how to handle

complaints effectively. They can also enhance their knowledge & skills towards gender equality and women's safety at the workplace, thus fostering a healthy work environment for all employees.

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 programme 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 programme, 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 **February 05 - 07, 2025**. 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 **February 03, 2025**.

Note: Kindly forward us the details of Bank / Wire transfer of fee payment indicating the **Programme Code (Prg/24 - 25/1/149)** to poffice@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 **January 22, 2025**.

LAST DATE FOR WITHDRAWAL

January 29, 2025. Any withdrawals after this date will entail forfeiture of fee paid, if any.

MEDICAL INSURANCE

The nominees are requested to carry with them 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

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



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Leadership through Learning

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

Nomination Form

Certificate Programme on

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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