

**Annual Report Submission before District Officer  
under Sexual Harassment Act**

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The following are the Obligations of every Employer, as per the Provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules Framed there under:

- a) Ensure the Workplace is Safe for the Women – whether she is an employee or not, i.e any women who comes into contact at the workplace
- b) Treat Sexual Harassment as a Misconduct and the penal provisions, attracting such misconduct when it is proved, to be displayed in a conspicuous place in the premises for the employees to view and adhere
- c) Continuous workshops and awareness programs are to be organized for the new joiners and employees of the organization, at a regular interval. The program shall be organized in such a way, it is sensitizing the employees on the provisions of the Legislation
- d) Besides, the Internal Committee members shall be trained with continuous orientation programs to enhance their knowledge and skills on the Inquiry Provisions and updated with Judicial interpretations of the legislations, if any.
- e) Such programs for Internal Committee members shall be an individual capacity building in nature
- f) Employer shall widely disseminate, appropriately formulated Internal Anti-Sexual Harassment Policy for Prohibition, Prevention and Redressal of Sexual Harassment at the workplace
- g) Widely display the complete details of Internal Committee members including contact details, for any women to reach-out in case of Sexual Harassment
- h) Provide such facilities as required for the complainant in dealing with a Complaint on Sexual Harassment
- i) Organise and Assist Internal Committee in securing attendance of Aggrieved Woman, Respondent and Witnesses, if any, for the inquiry
- j) Make available, such information to the Internal Committee as it may require having regard to the complaint.
- k) Full assistance to the aggrieved woman, if she so chooses to file a complaint in relation to the offence under the Indian Penal Code, with the local Police
- l) Cause to initiate action, under IPC or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the

perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place.

- m) Arrange due diligence compliance by submitting Periodical reports by the Internal Committee, which includes Annual report to the Employer, District Officer

As per the provisions of legislation, the Annual Report submission is due by 31<sup>st</sup> January 2020. This needs to be submitted to the District Officer – who is the Labour Commissioner or District Magistrate or District Collector, which differs from State to State. This is because the States have still to frame the Rules. Currently the Act and Rules are framed by the Central.

For the convenience of the Establishment, I am attaching with this the Draft Template of the Annual Report to be submitted to the Authority.

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