

POSH Training for IC Members, HR Professionals, and Managers

Duration: 1 day (8 hours)

Training Objectives:

- To educate participants on their respective roles and responsibilities in handling sexual harassment complaints effectively.
- To provide guidance on the process of handling complaints, conducting inquiries, and ensuring fair resolution.
- To empower participants to work collaboratively in upholding a safe and respectful workplace environment.

Training Methodology:

- Interactive Presentations
- Case Studies and Scenarios
- Role-Playing Exercises
- Group Discussions
- Q&A Sessions

Program Outline:

Module 1: Introduction to POSH and Roles

- Overview of the POSH Act and its Applicability
- Mandate and Responsibilities of IC Members, HR Professionals, and Managers
- Understanding the Collaborative Approach in Addressing Sexual Harassment Incidents

Module 2: Handling Sexual Harassment Complaints

- Steps to Objectively Document Complaints
- Process of Filing a Complaint and Procedures Followed
- Communicating with the Complainant and Respondent
- Case Study: Role-Playing Exercise - Simulating the collaboration between IC, HR, and Managers in handling a sexual harassment complaint.

Module 3: Conducting Inquiries and Investigations

- Process of Conciliation and Inquiry
- Differentiating Sexual Harassment from Gender-Based Discrimination
- Conducting Fair and Unbiased Investigations
- Activity: Inquiry Simulation - Participants engage in a mock inquiry process to practice conducting thorough investigations.

Module 4: Legal Aspects and Compliance

- Legal Provisions and Punishments for Sexual Harassment
- Consequences of Non-Compliance with POSH Regulations
- Responsibilities in Maintaining Confidentiality and Due Process

- Case Study: Analyzing Legal Implications and Compliance Requirements for IC, HR, and Managers

Module 5: Post-Inquiry Actions and Follow-Up

- Implementing Recommendations from IC Investigation
- Ensuring Non-Retaliation and Continued Support for the Victim
- Monitoring and Follow-Up to Prevent Recurrence
- Activity: Policy Review and Update - Participants review organizational policies and procedures, identifying areas for improvement and updates.

Module 6: Prevention Strategies and Proactive Measures

- Promoting a Culture of Respect and Inclusivity
- Training and Awareness Programs for Employees
- Implementing Preventive Measures and Best Practices
- Group Discussion: Sharing Success Stories and Challenges in Implementing Prevention Strategies

Conclusion:

- Recap of Key Learnings
- Commitment to Uphold a Harassment-Free Workplace
- Distribution of Training Materials and Resources
- Action Plan Development: Participants outline steps to implement within their respective roles to enhance POSH compliance and effectiveness.