



Enhancing HR & Compliance with Efficiency



WE PROCESS



Our Office:

2, 3 & 7, Shanti Nagar Co-Op. I. Estate, Plot 4-B,
Shanti Nagar, Vakola, Santacruz (E), Mumbai
400055.

India | Canada | UK | Philippines | USA

Awards & Certificate

- An ISO 9001:2015 and ISO 27001:2013 with QMS & OHSAS 180001: 2017 Certified Company
- Great Managers Institute for having named for 50 top companies in SME sector in Forbes
- Awarded as 'Emerging Giants' by India SME Forum in the International SME Conclave, April 2018
- Certified as a 'Great Place to Work'
- Best Payroll & Compliance Management Consultancy by Apac Insider - 2017
- Awarded the "BEST PAYROLL AND COMPLIANCE MANAGEMENT CONSULTANT" by the World HRD Congress 2021

	<i>Description</i>	<i>Actionable dates</i>	<i>Measures to be taken</i>
1.	Policy drafting on POSH (the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act , 2013	Instant	All organizations (whether public or private) having 10 or more employees (whether permanent, temporary, ad-hoc, consultants, interns or contract workers irrespective of gender) are mandated under Law to comply with certain requirements laid down under the POSH Act. The policy that is specific to the organization can be created with the help of experts in the field. You may ask to me : skpfdelhi@gmail.com
2.	Formation of an Internal Committee (IC)	Instant	An 'Internal Committee' ("IC") to hear and redress grievances pertaining to sexual harassment. The constitution of IC is prescribed under the POSH Act
3.	Filing of Statutory Annual Report	Annually (for each calendar year)	To be furnished in the prescribed format by 31 st January every year.
4.	Sexual harassment must be treated as a form of misconduct	Instant	Incorporation in the employment contracts/ Appointment Letter/ HR policy/ Sexual harassment policy , adding in Certified Standing Orders of the company.
5.	Issue certificate from the employees to evidence compliance	Periodic	The certificate should be in the form of a declaration that states the employee has not experienced any incident of sexual



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			harassment in the organization.
6.	Display of posters/ notices in prominent places in the organization	Instant	Posters with graphics can be prepared. The posters must also contain the information of the members of the IC.
7.	Informing employees about the zero-tolerance policy towards sexual harassment	As and when required	Initially all employees of the organization should be given sufficient training and information on what constitutes sexual harassment
8.	Prohibition from usage of technology, social media in any form or manner	Instant	In the changed circumstances due to the pandemic a lot of organizations are working from home. The trend might even continue in the longer run. Therefore, sufficient modifications/ additions should be made in the new and existing POSH policies to incorporate situations to cover instances of sexual harassment via IT
9.	Supervising the functioning of the Internal Committee	Periodic	Necessary knowledge is to be imparted including information as to amendments and judgments on the law
10.	Assistance to be given to the aggrieved employees in all respects including criminal complaint in the police station	As needed	Guidance to be given to employee as to how to proceed to lodge an FIR to the concerned police station.
11.	Implementation of diversity and inclusivity neutral policies	From time to time	Guides for male and transgender employees and formulation of gender neutral versions of the sexual harassment policy



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