

POSH - Annual report format

Section 21 (1) requires the Internal Committee or the Local Committee to prepare in each calendar year, an annual report and submit the same to the employer and the District Officer.

What to include?

Rule 14 says the annual report should include the following details:

1. Number of complaints of sexual harassment received in the year
2. Number of complaints disposed of during the year
3. Number of cases pending for more than ninety days
4. Number of workshops or awareness programme against sexual harassment carried out
5. Nature of action taken by the employer or District officer

How to prepare the Annual Report ?

The template is shared below. IC should take care to present the data with utmost accuracy. Be transparent in the activities conducted and action taken.

Who should sign on the annual report?

Once the entire IC has seen and approved the contents of the report, the Presiding officer should sign the annual report for and on behalf of the IC.

Whom to submit?

IC must submit one copy of the annual report to the employer and another copy to the District officer. Given below is the sample draft of the Annual Report.

DRAFT - “Annual Report”

To

The CEO / Principal / Director / District Officer [*Insert appropriate designation*],

[Name of the company]

[Address]

Respected Sir / Madam,

Subject: Submission of annual report as per the requirement of Section 21 (1) of Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013

We hereby submit the Annual Report of the Internal Committee on Prevention of Sexual Harassment for the calendar year 2020.

1. Number of Sexual Harassment complaints received during the year, _____.
2. Number of Cases disposed of during the year, _____.
3. Number of cases pending as on 31st December 2020 for more than 90 days

4. Number of workshops or awareness programme for employees against sexual harassment carried out during the year, 2020.

Sl. No.	Date	No. of Employees covered

5. Details of IC meetings conducted in the year 2020

Sl. no	IC meeting	Date	Skill building activity conducted
1	Meeting one		
2	Meeting two		
3	Meeting three		
4	Meeting four		

6. Nature of action taken by the employer during the year 2020.

Sl. No	Nature of action taken by employer – 2020	Status	Date	Remarks
1	Constitution of the IC	Yes/No		
2	IC training	Yes/No		
3	Implementation of the POSH policy	Yes/No		
4	Constitution of IC displayed at conspicuous locations (Notice board / Canteen / Security etc,) at workplace	Yes/No		

7. The Names and Contact details of the IC members is as follows:

Sl. No.	Name	Designation	Contact details - email/Ph.
		Presiding Officer	
		IC Member	
		IC member	
		External Member	

8. Summary of the action taken on Complaints of Sexual Harassment:

Sl. No.	Complaint No.	Complainant	Respondent	Disciplinary Action
		Female employee	Male employee	

The report has been prepared in compliance of Section 21 (1) of Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Yours faithfully,

[Name of the Presiding Officer]

Presiding Officer,

Internal Complaints Committee

[Insert branch name or location]

[Insert organization's name and address]

Dated: [Insert date]