

Prevention of Sexual Harassment Act, 2013
Creating a Safe, Inclusive, and Respectful Work Environment



POSH at Workplace: Do's & Don'ts

DO's

- ✓ **Respect personal boundaries** – Always seek consent before engaging in physical or verbal interactions.
- ✓ **Be aware of your behaviour** – Maintain professionalism in language, gestures, and expressions.
- ✓ **Speak up** – If you witness harassment, report it. Silence encourages misconduct.
- ✓ **Support colleagues** – Create a culture of trust, safety, and mutual respect.
- ✓ **Understand the law** – Know your rights and responsibilities under the POSH Act.
- ✓ **Use official channels** – Reach out to the Internal Committee (IC) if you experience or witness harassment.
- ✓ **Encourage a zero-tolerance culture** – Harassment in any form is not acceptable.
- ✓ **File complaints in writing** – File sexual harassment complaints to Internal Committee within 3 months from the date of incident.

X DON'Ts

- X **Make unwelcome comments, physical contacts & advances** – Avoid jokes, remarks or hints that are sexually suggestive.
- X **Invade personal space or demand sexual favours** – Avoid unnecessary touching, hovering, or cornering.
- X **Send inappropriate messages** – Avoid texts, emails, or images that may be deemed offensive.
- X **Show pornography** – Never display, share, distribute or show pornographic material at workplace.
- X **Promise/threaten employment benefits** – Never make implied or explicit threats of detrimental treatment in employment, adverse impact on present/future employment status or career damage in case of denial to sexual favours.
- X **Ignore complaints** – Every concern is valid and deserves attention.
- X **Misuse the law** – False complaints can harm the credibility of genuine cases.
- X **Think "it was just a joke"** – Harassment is defined by how it is received, not how it was intended.
- X **Operate without Internal Committee (IC)** – Don't run an organization with 10+ employees without constituting an IC.

★ Remember:

Sexual harassment includes physical contact, unwelcome remarks, lewd gestures, inappropriate emails, messages, stalking, demanding sexual favours, and any conduct that creates a hostile work environment.

For complaints or queries, contact the Internal Committee (IC):

Chairperson:_____

Phone Number:_____

Complaints can also be filed in the She-Box Portal- shebox.wcd.gov.in