



LOGO

< Organization name>

Effective Date of Policy- DD/MM/YY

Posh Policy

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1.0 What is the POSH Policy?

POSH stands for “Prevention of Sexual Harassment.” It refers to laws, policies, and programs that are designed to prevent sexual harassment in the workplace.

In many countries, including India and the United States, there are laws that require employers to have a POSH policy in place to protect employees from sexual harassment. These laws may require employers to provide training on sexual harassment prevention, establish a process for reporting and to address sexual harassment complaints, and take disciplinary action against those who engage in sexual harassment.

POSH policies are intended to create a safe and respectful work environment where all employees are treated with dignity and respect. They are also designed to ensure that employers are held accountable for preventing and addressing sexual harassment in the workplace.

Sexual harassment can take many forms, including unwanted physical contact, verbal or written sexual advances or comments, and displaying sexually suggestive materials in the workplace. It can be experienced by people of any gender, and it is /essential that all employees feel safe and supported in the workplace.

2.0 POSH policy template

XYZ Company is committed to creating a safe, respectful, and inclusive work environment for all employees. We do not tolerate sexual harassment of any kind and are committed to taking all necessary steps to prevent and address any incidents that may occur. This POSH policy outlines our approach to preventing and addressing sexual harassment in the workplace.

2.1 Definition of sexual harassment:

Sexual harassment is defined as any unwanted physical, which may be verbal or nonverbal, conduct of a decidedly sexual nature that is considered severe or pervasive enough to create a hostile and unsafe working environment. This includes, but is not limited to:

- Unwanted physical contact or advances
- Verbal or written sexual advances or comments
- Displaying sexually suggestive materials in the workplace
- Making unwanted sexual jokes or comments
- Asking for sexual favors in exchange for employment-related decisions or benefits

3.0 Reporting and addressing sexual harassment:

- Any employee who experiences or witnesses sexual harassment in the workplace is encouraged to report it immediately to their supervisor, HR, or the POSH committee.
- Reports can be made orally or in writing and can be made anonymously if the employee prefers.
- Reports will be promptly and thoroughly investigated, and appropriate disciplinary action will be taken if it is determined that sexual harassment has occurred.
- Confidentiality will be maintained to the extent possible, and the employee who made the report will not be subjected to retaliation for speaking out.
- If the investigation determines that sexual harassment has occurred, the company will take prompt and appropriate corrective action, including disciplinary action up to and including termination.

4.0 Preventative measures:

- The company will provide regular training on sexual harassment prevention to all employees.
- The company will maintain a POSH committee responsible for implementing and enforcing this policy, as well as investigating and addressing any reports of sexual harassment.

- The company will maintain an open-door policy that encourages employees to speak out if they experience or witness sexual harassment in the workplace.

To know more about the policy, please visit

www.zimyo.com