

A background image of a modern office with several people working at desks with computers. A blue semi-transparent banner is overlaid on the image, containing the title text. A horizontal bar with a teal-to-cyan gradient is positioned below the blue banner.

# Unbiased in Approach POSH Policy and Compliance Solutions

# Industries We Serve

At EBS Consultancy Group, we develop POSH training programs with an unbiased and balanced approach to create inclusive workplace.

Our programs focus on fostering a congenial and positive work environment without pointing fingers or undermining any gender. They emphasize awareness, sensitivity, responsible behavior, mutual respect, professional conduct, and compliance, while ensuring that no bias is attributed to any group.

 <p>Automobile</p>	 <p>Entertainment</p>	 <p>Pharmaceuticals</p>
 <p>Aviation</p>	 <p>Environment and Sustainability</p>	 <p>Petrochemicals</p>
 <p>Banking, Finance, Fin Tech &amp; Insurance</p>	 <p>Retail / Fast Moving Consumer Goods</p>	 <p>Sports</p>
 <p>Education</p>	 <p>Health and Wellness</p>	 <p>Textiles</p>
 <p>Chemicals</p>	 <p>Infrastructure</p>	 <p>Travel and Tourism</p>
 <p>Consumer Durables</p>	 <p>Logistics</p>	 <p>Direct Selling</p>
 <p>AlcoBev</p>	 <p>Non-Profit Organizations</p>	 <p>Telecom</p>

# POSH Training Program Methodology



Interactive  
Presentation



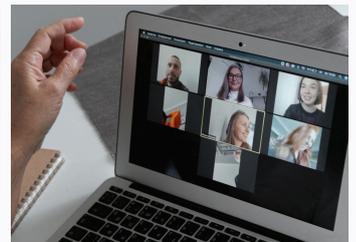
Games and Role  
Plays



Theatre Based  
Sessions



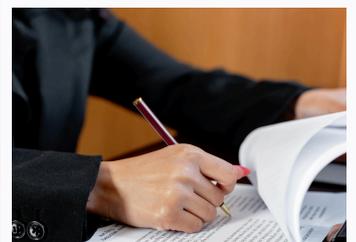
Group Discussion



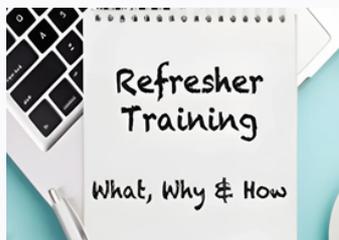
Videos



Real Life Case  
Studies



Updates on Legal  
Changes



Refresher Sessions



Follow Up Support

# Why is POSH Training Mandatory in India

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 — makes it legally mandatory for organizations in India to conduct POSH training.

## Legal Requirement

Every company with 10 or more employees must organize regular POSH awareness and sensitization programs. Non-compliance can lead to monetary penalties, cancellation of business licenses, and reputational damage.

## Creating an Inclusive Workplace

Training educates employees about what constitutes sexual harassment, preventive measures, and the consequences of violations, ensuring a respectful and safe work environment.

## Awareness of Rights & Responsibilities

It empowers employees to recognize, prevent, and report harassment while making them aware of the role of the Internal Committee (IC) in handling complaints.

## Protection for Employers

Conducting regular POSH training and maintaining compliance records protects employers against legal action and helps build credibility.

## Promoting Equality & Inclusivity

It strengthens workplace culture by encouraging dignity, respect, and equal opportunity, which in turn improves employee morale and organizational productivity.

# POSH Compliance Check List

<b>POSH Policy</b>	POSH Policy Document defining sexual harassment and should describe the complaint and redressal process
<b>Internal Committee</b>	The organization's Internal Committee (IC) must comprise a Presiding Officer, who is a senior female employee, at least two employee members committed to women's causes, and at least one member from a non-governmental organization (NGO). At least half of the committee members must be women, and the committee must be chaired by a woman.
<b>Display of Information</b>	The names and contact details of IC members should be prominently displayed at the workplace, including on notice boards, in common areas, or on internal portals.
<b>Employee Awareness &amp; Training</b>	Regular sensitization and awareness workshops must be conducted at least once a year for all employees, including full-time, part-time, contractual staff, and interns.
<b>IC Member Training</b>	IC members should receive regular specialized training on the inquiry process, evidence management, adherence to timelines, and maintaining confidentiality and fairness.
<b>Complaint Mechanism</b>	A secure, accessible, and timely process must be in place for filing and investigating complaints.
<b>Timely Resolution</b>	The IC is required to follow the statutory inquiry timeline, generally completing the process within 90 days from the date the complaint is received.
<b>Employer Action</b>	The employer must act on the IC's recommendations (such as initiating disciplinary measures or granting relief to the aggrieved woman) within 60 days of receiving the report.
<b>Documentation &amp; Record Keeping</b>	Confidential and secure records must be maintained for all IC proceedings, meeting minutes, IC member appointment letters, and conducted training sessions.
<b>Annual Report Filing</b>	The IC must prepare and submit an Annual Report to the District Officer (or Collector/Deputy Commissioner) of the district, detailing the number of complaints received, resolved, and pending, as well as the steps taken to promote awareness.
<b>Policy Review</b>	The POSH Policy and IC composition should be reviewed and updated periodically, such as annually or after significant legal or organizational changes.

# Our POSH Training Programs



Facilitate training that ensures neutrality and inclusivity.



Design programs that uphold fairness, protecting everyone's rights while preventing misuse of the law.



Offer balanced training that safeguards all employees and mitigates the risk of false allegations.



Deliver comprehensive sessions focused on creating a safe workplace with equal protection for all.



Promote dignity, respect, and justice for both men and women through fair and inclusive training.

Our experienced trainers, well-versed in the POSH Act, 2023, are thought leaders and active contributors to discussions on effective POSH implementation in organizations.

We are committed to shaping workplaces that are vibrant, inclusive, and safe for everyone.



# Our POSH Services



## POSH Policy Formulation

We specialize in helping organizations formulate, draft, and implement POSH policies that are legally compliant, inclusive, and tailored to workplace needs.



## POSH Legal Compliance

Ensuring organizations are fully compliant with the Prevention of Sexual Harassment (POSH) Act, 2013, while helping them go beyond mere compliance to foster a genuinely safe and respectful workplace.



## Preparation of Annual Report

We assist organizations in preparing and submitting their Annual POSH Reports, ensuring full compliance with the POSH Act, 2013.



## Review and Audit of POSH Policy

We conduct thorough reviews and audits of POSH policies to assess their effectiveness, compliance, and alignment with organizational practices.



## Facilitate Constitution of IC

We assist organizations in establishing and ensuring the effective functioning of the Internal Committee (IC), as required under the POSH Act, 2013.



## Facilitating Appointment of External IC Member

We assist organizations in the appointment of External Members to the Internal Committee (IC), as mandated by the POSH Act, 2013.



## POSH Training and Sensitization Workshop

We conduct POSH Training and Sensitization Workshops aimed at raising awareness, promoting accountability, and fostering a respectful and inclusive workplace.

# Our POSH Services



## IC Members Training

We offer specialized training programs for Internal Committee (IC) members in accordance with the POSH Act, 2013.



## Top Management Training

We provide specialized POSH Training for Top Management, equipping organizational leaders to understand their important role in promoting a respectful and legally compliant workplace.



## In-house Communication

We assist organizations in developing in-house communication strategies to strengthen POSH awareness, enhance workplace safety, and ensure compliance with the POSH Act, 2013.



## Customized Training

We provide **tailored POSH training programs** designed to address the **distinct needs of your organization**.



## POSH Videos

We create engaging and informative POSH videos to educate employees, raise awareness, and reinforce workplace safety in accordance with the POSH Act, 2013.



## Submission of Annual Report to State Governments

We provide end-to-end assistance in preparing and submitting POSH Annual Reports across India, ensuring organizations remain fully compliant with the POSH Act, 2013.



## Providing FAQ's

We provide a structured set of Frequently Asked Questions (FAQs) that help organizations clarify, simplify, and communicate POSH-related policies, rights, and responsibilities in a clear and accessible way.

# How do we help you in Assessing your POSH Requirements

## Understanding Your Needs

We conduct initial discussions to understand the company's size, workforce composition, and industry-specific requirements

### Gap Analysis

- Review existing HR policies, employee handbooks, and workplace conduct guidelines
- Identify gaps in compliance with the POSH Act, 2013



### Internal Committee (IC) Evaluation

- We assess IC's readiness, training needs, and ability to handle complaints effectively



### Policy Review

- Examine existing POSH or anti-harassment policies
- Recommend revisions or create customized policies where required



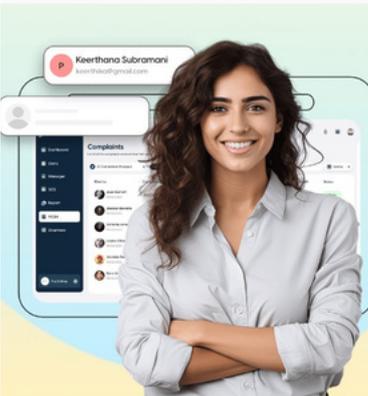
## Awareness & Training Needs

- Evaluate the level of employee awareness about workplace rights and reporting mechanisms.
- Identify training requirements for employees, managers, and IC members



## Compliance & Documentation Check

- Verify if statutory registers, reports, and documentation are being maintained.
- Ensure the organization is prepared for annual compliance filings



## Risk & Culture Assessment

- Assess workplace culture through surveys and feedback mechanisms
- Highlight potential risks or areas of concern related to employee safety and inclusivity



# Why Choose EBS

Extensive experience across diverse sectors, working with reputable organizations

A dedicated team with deep legal expertise in POSH compliance

Our team of lawyers ensures timely submission of POSH Annual Reports, both online and offline, to the designated state government and portals. We also offer training programs on Soft Skills, Leadership, Sales Management and Emotional Intelligence.

**Boost Your Brand Through POSH Training**



# What does an employee gain from EBS POSH Training



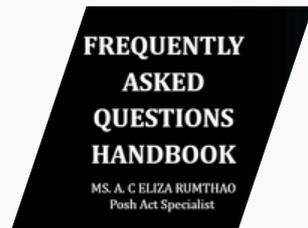
Equips employees with the knowledge, confidence, and awareness needed to maintain a safe, fair, and respectful workplace

Helps employees identify and differentiate between appropriate and inappropriate workplace behaviour



Provides a clear understanding of the legal provisions under the POSH (Prevention of Sexual Harassment) Act

Clarifies what constitutes sexual harassment and the behaviours that fall under it



Teaches the correct procedures for reporting complaints effectively

Empowers employees to speak up confidently without fear of retaliation



# Meet the Trainers

## Advocate Eliza Ruthmao

Practicing Lawyer – Delhi High Court

Ms. Eliza Ruthmao has built an extensive and impactful legal career, with a strong focus on advancing the rights of women and children. Her work spans diverse legal roles, consistently reflecting her dedication to addressing sexual violence, combating trafficking, and providing legal aid and guidance to survivors.



A law graduate from the **University of Delhi**, she specializes in **POSH Training, POCSO, and Company Law**.

Her career is a testament to her passionate commitment to social justice—demonstrated through her legal expertise, advocacy, and tireless efforts to protect and empower vulnerable communities, particularly women and children.

## Dr. Mridula Tandon

President, Sakshi – Centre for Information, Education, and Communication

Dr. Tandon is a distinguished medical professional, accomplished entrepreneur, and dedicated philanthropist. As the Founder Member and President of Sakshi, a leading not-for-profit organization, she has showcased unwavering commitment to social impact and community development.



# Meet the Trainers

## Ms. Ashwini Bhawe

Psychologist | Psychometric Assessor | Talent Optimizer | Executive Coach | Behavioral Trainer | POSH Trainer

Ms. Ashwini Bhawe is a seasoned Psychologist, Marshall Goldsmith Certified Coach, and experienced Personality Assessor and a POSH Trainer with extensive expertise in people development and organizational growth.



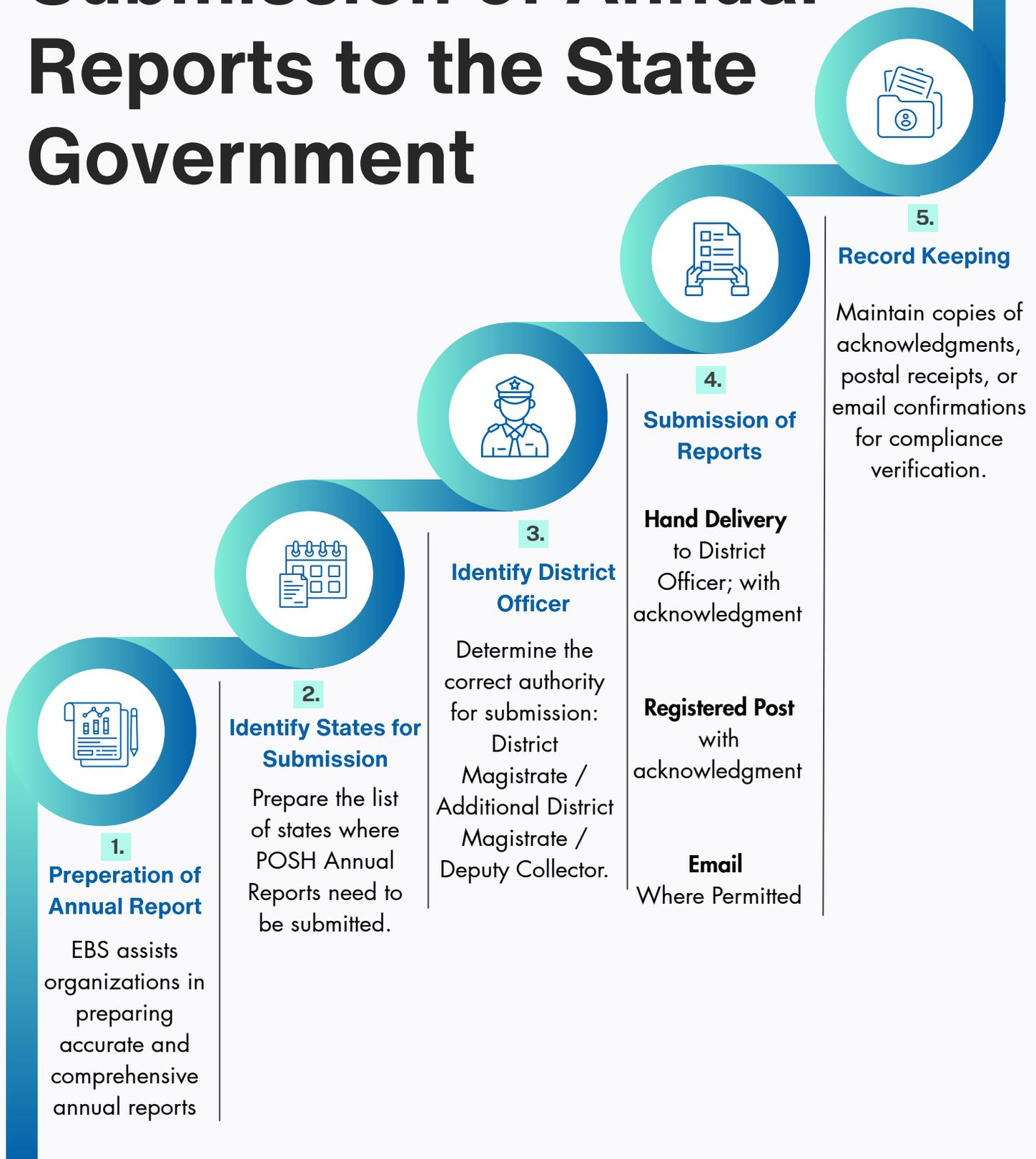
## Ms. Prachi

Prachi Batra Nicholson brings 28 years of distinguished experience in Educational Leadership, Administration, Teaching, and Training. With a proven track record across leading convent and public schools in North India, as well as a reputed NGO, and Colleges she has successfully managed academic operations and led initiatives that foster growth and transformation.



Her career reflects a strong commitment to building capable teams, streamlining administrative systems, and nurturing holistic development within educational institutions and corporate

# Submission of Annual Reports to the State Government





For POSH Training Services, reach out to us! Our experienced trainers are well-versed in all legal aspects of the POSH Act, 2013

We provide outcome-based training programs to help your organization build an inclusive workplace

Call us at +91-9773731090 or write to us at [contactus@ebconsultancygroup.com](mailto:contactus@ebconsultancygroup.com) for more detailed information



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