



Government of India
Ministry of Women and Child Development

POSH

VOLUNTARY COMPLIANCE CHECKLIST

SHe-Box

Online Complaint Management System



SHe-Box Portal



S.No	Compliance Point	Yes	No
Part A - POSH Policy and compliance regarding Internal Committee (IC)			
1	POSH policy drafted and adopted (Refer to Rule 13(a) of POSH Act, 2013)	<input type="checkbox"/>	<input type="checkbox"/>
2	Policy circulated to all employees (including interns/contract staff) (Refer Section 19(b), POSH Act 2013)	<input type="checkbox"/>	<input type="checkbox"/>
3	Policy displayed prominently at workplace (including on the digital platforms) Refer Section 19(b), POSH Act 2013)	<input type="checkbox"/>	<input type="checkbox"/>
4	Policy covers remote/ virtual work environments	<input type="checkbox"/>	<input type="checkbox"/>
5	Internal Committee (IC) constituted at each office/unit (Refer Section 4(1), POSH Act 2013)	<input type="checkbox"/>	<input type="checkbox"/>
6	IC has minimum 4 members (Refer Section 4(2), POSH Act 2013)	<input type="checkbox"/>	<input type="checkbox"/>
7	At least 50% of IC members are women (Refer Section 4(2)(c), POSH Act 2013)	<input type="checkbox"/>	<input type="checkbox"/>
8	Presiding Officer (senior woman employee) appointed (Refer Section 4(2)(a), POSH Act 2013)	<input type="checkbox"/>	<input type="checkbox"/>
9	External NGO/association member included (Refer Section 4(2)(c), POSH Act 2013)tt	<input type="checkbox"/>	<input type="checkbox"/>
Part B- Support to Aggrieved Woman			
10	Multiple complaint channels available (email, written, online, complaint box, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
11	Complaints acknowledged within 7 days (Refer to Rule 7(2) of POSH Act, 2013)	<input type="checkbox"/>	<input type="checkbox"/>
12	Confidentiality maintained during inquiry (Refer Section 16 POSH Act 2013)	<input type="checkbox"/>	<input type="checkbox"/>
13	Interim relief provided, when requested by aggrieved woman (Refer Section 12 POSH Act 2013)	<input type="checkbox"/>	<input type="checkbox"/>
14	No retaliation against complainant/ witnesses (Refer Section 19 (g) POSH Act 2013)	<input type="checkbox"/>	<input type="checkbox"/>
15	Counselling/ legal aid support provided, if required/ sought for (Refer Section 19 (c) POSH Act 2013)	<input type="checkbox"/>	<input type="checkbox"/>

S.No	Compliance Point	Yes	No
Part C- Awareness and Training			
16	IC members trained on complaint handling (Refer Section 19 (c) POSH Act 2013)	<input type="checkbox"/>	<input type="checkbox"/>
17	POSH awareness sessions conducted regularly for sensitising employees (Refer Section 19 (c) POSH Act 2013)	<input type="checkbox"/>	<input type="checkbox"/>
Part D – Employers Responsibility			
18	Inquiry completed within 90 days (Refer Section 11 (4) POSH Act 2013)	<input type="checkbox"/>	<input type="checkbox"/>
19	Employer has taken action on the report of IC within 60 days (Refer Section 13 (4) POSH Act 2013)	<input type="checkbox"/>	<input type="checkbox"/>
20	Records of complaints/ inquiries maintained securely (Refer Section 16 POSH Act 2013)	<input type="checkbox"/>	<input type="checkbox"/>
21	Safe working environment ensured (physical & digital) (Refer Section 19(a), POSH Act 2013)	<input type="checkbox"/>	<input type="checkbox"/>
22	IC submits annual report to employer/ District Officer (Refer Section 21, POSH Act 2013)	<input type="checkbox"/>	<input type="checkbox"/>
23	Employer includes POSH compliance in annual report/ filing (Refer to Rule 14 of POSH Act, 2013)	<input type="checkbox"/>	<input type="checkbox"/>
24	Disciplinary action taken in cases of proven misconduct	<input type="checkbox"/>	<input type="checkbox"/>
25	Regular audits of POSH compliance conducted	<input type="checkbox"/>	<input type="checkbox"/>
Part E – Sexual Harassment Electronic Box (SHe-Box) (https://shebox.wcd.gov.in/) on-boarding			
26	Organisation has designated Nodal Officer for SHe- Box portal (Refer Order dated 12.08.2025 in Aureliano Fernandes Vs State of Goa & Ors)	<input type="checkbox"/>	<input type="checkbox"/>
27	Organisation has updated Nodal Officers' details of all field offices/ administrative units having more than ten employees on SHe- Box portal (Refer Order dated 12.08.2025 in Aureliano Fernandes Vs State of Goa & Ors)	<input type="checkbox"/>	<input type="checkbox"/>
28	IC details of Head Office uploaded on the SHe- Box portal (Refer Order dated 12.08.2025 in Aureliano Fernandes Vs State of Goa & Ors)	<input type="checkbox"/>	<input type="checkbox"/>
29	IC details of all other offices uploaded on the SHe- Box portal (Refer Order dated 12.08.2025 in Aureliano Fernandes Vs State of Goa & Ors)	<input type="checkbox"/>	<input type="checkbox"/>
30	Annual Report uploaded on the SHe- Box portal (Refer Order dated 12.08.2025 in Aureliano Fernandes Vs State of Goa & Ors)	<input type="checkbox"/>	<input type="checkbox"/>