

Annual Action Taken Report (ATR) format for Heads of Offices & Establishment Owners/Employers on the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 also known as (PoSH) Act, 2013:

(to be submitted to Directorate of Women & Child Development and a copy to Deputy Commissioner)

Name of Office/Establishment/Organization : _____
Reporting Period : _____

I. General Information

1. **Name of the Organization/Establishment:** _____
2. **Address of the Organization:** _____
3. **Head of the Office / Employer Name:** _____
4. **Contact Information:** (phone & email) _____
5. **Total Number of Employees, as of [_____]:** _____

II. PoSH Compliance Committee

1. **Name & designation of the Internal Complaints Committee (ICC) Members:**
 - Chairperson : _____
 - Member 1 : _____
 - Member 2 : _____
 - Member 3 : _____
 - Member 4 : _____
 - Member 5 : _____
 - External Member: _____
2. **Date of Constitution of ICC:** _____
3. **Number of ICC Meetings Held During the Reporting Period:** _____
4. **Training/Capacity Building of ICC Members:** (Details of Training, Date, Trainer, and Topics Covered)

III. Awareness Programs and Training

1. **Training Programs for Employees:**
 - Number of employees trained on PoSH during the year: [_____]
 - Dates and Locations of Awareness Sessions:
[_____]
 - Key Topics Covered: [_____]
 - Mode of Training (e.g., Online, Offline, Hybrid): [_____]
2. **Materials Distributed:** (Details about leaflets, handbook, brochures, posters, emails, etc.)
○ _____

IV. Complaints of Sexual Harassment

1. **Number of Complaints of Sexual Harassment Received:** [_____]
2. **Breakdown of Complaints by Nature of Allegation:**
 - Verbal Harassment : [_____] Visual Harassment : [_____]
 - Physical Harassment : [_____] Other (Specify) : [_____]
3. **Status of Complaints:**
 - Number of Complaints Investigated : [_____]

- Number of Complaints Resolved : [_____]
- Number of Complaints Pending : [_____]

4. **Action Taken:**

- Details of Actions Taken (Disciplinary Action, Counselling, etc.):
[_____]

V. Policy and Procedure Implementation

1. **PoSH Policy Implementation:**

- The PoSH policy was communicated to all employees: [Yes/No] _____
- Policy available on internal portal/website: [Yes/No] _____

2. **Grievance Redressal Mechanism:**

- Details of the mechanism and process [Provide information about how complaints are processed and resolved]:

3. **Follow-Up on Action Plans and Recommendations:**

- _____

VI. Prevention and Reporting Measures

1. **Prevention Measures Undertaken:**

- Posters and signages put up in common areas: [Yes/No] _____
- PoSH related communication/updates shared regularly: [Yes/No] _____
- Other preventive actions (please specify):

2. **Monitoring Mechanism:**

- Mechanism to review and monitor compliance with the PoSH Act: [Provide details about the monitoring system]

VII. Challenges and Recommendations

1. **Challenges Faced in Implementing PoSH Act:** (Describe any challenges faced, such as resistance to policy, lack of awareness, etc.)

- [_____]

2. **Recommendations for Improvement:** (Provide any suggestions or plans for improving PoSH compliance)

- [_____]

VIII. Signature & Certification

I, _____, the Head of Office/Employer of _____, hereby confirm that the information provided in this Annual Action Taken Report is true and accurate to the best of my knowledge and belief.

Signature of Head of Office / Employer

Designation:

Date: