

# **PoSH Non-Compliance Penalties & Risk Checklist**

*As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Tick each checkbox to assess your organization's PoSH compliance risk exposure.*

## **1. Statutory Non-Compliance Risks**

- ☐ PoSH policy aligned with the PoSH Act, 2013 is in place and communicated
- ☐ Internal Committee (IC) is correctly constituted
- ☐ External IC member is appointed
- ☐ PoSH details are displayed at the workplace or shared digitally
- ☐ Annual PoSH report is prepared and submitted where applicable

## **2. Process & Governance Risks**

- ☐ IC members trained on inquiry procedures and sensitivity
- ☐ Complaints handled within statutory timelines
- ☐ Confidentiality obligations under Section 16 followed
- ☐ Inquiry documentation properly maintained

## **3. Financial & Legal Penalties**

- ☐ Risk of penalty up to INR 50,000 for first non-compliance (Section 26)
- ☐ Higher penalties for repeated violations assessed
- ☐ Risk of cancellation or non-renewal of licenses understood
- ☐ Compensation liabilities evaluated

## **4. Reputational & Culture Risks**

- ☐ Employees aware of reporting mechanisms
- ☐ Leadership endorses PoSH compliance
- ☐ Employer brand risk assessed
- ☐ Workplace culture supports psychological safety