



**Neha Kedia**  
**PoSH Enabler**  
**IC External Member**



### **Background:**

A seasoned professional enabling organisations to be compliant as per Government of India's mandated, The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, i.e. PoSH Act since its inception.

### **Objective and Approach:**

The PoSH Act was introduced to address gender/sex-based discrimination at the workplace. This Act stipulates responsibilities of employers towards prevention, prohibition and redressal of instances of sexual harassment at the workplace. Sexual harassment violates women's fundamental right of gender equality and life of dignity.

I have been actively involved in the implementation of the PoSH Act, since its inception. I am familiar with issues relating to sexual harassment and have more than 9 years of relevant experience in conducting neutral, unbiased, fair and time bound redressal of sexual harassment complaints at the workplace. I successfully fulfil the responsibilities of any company's Internal Committee (IC) requirement of an External Member. I am empanelled with more than 150 companies and have presided over more than 200 cases till date, with a 100% success rate.

My focus covers the accurate representation and deployment of this Act, where:

- Awareness- I create awareness about the PoSH Act, with organisations and employees through training and sensitisation programmes.
- Legalities- I assist organisations stay on the right side of the law through compliance with the PoSH Act in letter and spirit.
- Checklists- I provide a complete checklist for employers and HR departments to ensure workplace compliance with PoSH guidelines and help them achieve a healthy and safe, work environment.
- Unbiased Status- I bring a neutral and professional approach to the vocation.

### **Application:**

I help organisations implement the following obligations mandated under the PoSH Act by:

- Drafting a customised anti-sexual harassment policy according to the profile of each organisation as required under the Law.

**"Implementing the PoSH Act at Organizations since it's inception"**

**"Assisted more than 300 Organizations to be PoSH compliant"**

**"Empaneled with more than 150 companies as an External Member"**

**"Presided over more than 200 cases till date, with a 100% success rate"**



**Neha Kedia**  
**PoSH Enabler**  
**IC External Member**

- Creating an IC to address sexual harassment complaints which is mandatory if an organisation employs 10 or more workers per location.
- Constituting the IC as per law by an order in writing for it to be considered a legally constituted IC.
- Providing posters for the organisation which display definition of sexual harassment, constitution of the office of the IC and accentuate the legal consequences of sexual harassment at the workplace.
- Sharing a specific draft format for any sexual harassment complaint to be filled in.
- Conducting sensitisation and awareness programmes for all employees at regular intervals as mandated under the PoSH Act.
- Preparing a diagnostic questionnaire to check the employees' understanding of the PoSH policy.
- Conducting IC capacity building sessions to train IC members of the various powers that has been entrusted upon them under the PoSH Act.
- Nominating a member from an NGO/association committed to the cause of women or a person familiar with issues relating to sexual harassment in the IC situated at each location.
- As an External Member I ensure a neutral, unbiased, fair and time bound redressal of the following processes as prescribed under the Act:
  - Spearheading and redressing complaints by following the guidelines step by step as mentioned under the Act.
  - Before the inquiry starts, explaining the inquiry process in detail to both parties.
  - Sending notices to all parties for the inquiry procedure.
  - Preparing the minutes of the meetings and all other documentation.
  - Once the inquiry is complete, drafting the entire inquiry report and guiding the IC with its implementation.
  - Counselling the affected parties as and when required.
- Assisting in drafting the IC Annual Report with the relevant details that must be submitted in the report as per the Law.
- Guiding on submission of the Annual Report by the IC to the organisation and submission of the same to the Nodal Officer of the District at the end of each calendar year.
- Conducting an anti-sexual harassment law audit annually to identify the grey areas and undertake effective measures accordingly in compliance with the Law.



### Client Base:

I have a rich experience of working with different companies across industries and am empanelled with companies such as:

Aamir Khan Films	Condé Nast India Private Limited	Kroll Advisory Private Limited	Shapoorji Pallonji
Ageless Clinic Private Limited	DIC India Limited	Marigold Park Capital Advisers Private Limited	Sephora Cosmetics
AGIO Pharmaceuticals Limited	Doha Bank	Mettler-Toledo India Private Limited	Shinhan Bank
Allen Career Institute Private Limited	Duff & Phelps Group	Moët Hennessy India Private Limited	Skechers Retail India Private Limited
Analytical Wizards Services Private Limited	First Abu Dhabi Bank PJSC	MUFG Bank	Smith & Nephew Healthcare Private Limited
Bajaj Electricals	Gap International Sourcing Private Limited	NRB Bearings	Sodexo SVC India
Balaji Telefilms	Global Insurance Brokers	Nykaa E Retail	Sony Pictures Films
BSH Household Appliances Manufacturing Private Limited	Gulf Air	Oxford University Press India	STT Global Data Centres India Private Limited
ChrysCapital Advisors	Hershey India Iris Software Technologies	Pipeline Infrastructure	Tata Communications Limited
CHRYSO India Private Limited	Hapag Lloyd Business	Reynolds Pens India	Vishal Bhardwaj Films LLP
Covestro India	Industrial Bank of Korea	Red Chillies Entertainments	Wolters Kluwer India