



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

75
Azadi Ka
Amrit Mahotsav

Limited
seats

CERTIFICATE COURSE ON PoSH

(Prevention of Sexual Harassment)

REGISTRATION OPEN FOR BATCH-5

For Registration: <https://www.icsi.edu/student/courses-offered/>

REGISTRATION OPEN: 29th July 2022

LAST DATE TO REGISTER: 11th September 2022

COMMENCEMENT OF CLASSES: 1st October 2022

COURSE COMPLETION: FEBRUARY 2023

Study
material
will also be
provided

15 Structured
CPE Credits
upon Enrolment

WHO SHOULD ATTEND?

This course is especially designed for HR Professionals, Corporate Trainers, Company secretaries and In-house counsels.

COURSE DELIVERY : The course will be offered through online mode on ICSI LMS platform through Live Webinars and recorded version & PPTs (also available through Android and IOS App) with interactive webinar and video based lectures. This course will facilitate online learning and doubts clarity of the members from subject experts.

COURSE DURATION : 15-20 hours of training will be provided through once a week sessions and each session will be of 2 hours approx.

ELIGIBILITY

- Members of ICSI/ICAI/CMAI
- Students of ICSI Executive Programme or higher
- LLB/LLM, MBA etc.
- Graduation in any stream from a recognised University/Institute

ASSESSMENT AND PROJECT REPORT : Upon successful completion of online training, candidate will be required to pass a MCQ based assessment and to submit a project report.

MODE OF ASSESSMENT

- MCQ Based Test-50% Weightage
- Project Report-50% Weightage

AWARD OF CERTIFICATE : Certificate of Completion will be awarded by ICSI to all the candidates, upon successfully completion of the course, MCQ based assessment test and Submission of project report.

COURSE FEES

- Members & Students of ICSI- Rs.10,000/- plus GST
- Others – Rs.20,000/- plus GST

Registration once done cannot be cancelled or transferred and non-refundable.

CS Devendra V. Deshpande
President, The ICSI

CS Asish Mohan
Secretary, The ICSI

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Certificate Course on POSH (Batch 5) : Course Content

Session	Topic to Be Discussed
I	Introduction to Sexual Harassment & Legal Framework in India <ul style="list-style-type: none"> Principles to determine Sexual Harassment Important Definitions Relevance of the Act for employees, committee members, HR personnel, in-house lawyers, accountants and secretaries The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 – An Overview Vishaka Guidelines and other Related Judicial Pronouncements
II	Sensitisation and Training of Employees <ul style="list-style-type: none"> Modes of sensitisation - workshop, intranet or video-conferencing Content generation for sensitization Evaluation techniques and frequency Provision of take-away information kit
III	Anti-Sexual Harassment Policy- An Overview, Drafting, Implementation and Dissemination <ul style="list-style-type: none"> Elements of anti-sexual harassment law in employment agreements and policies Evaluation of existing sexual harassment redressal mechanisms in the organisation Main Elements of the Policy w.r.t legal requirements Policy Formation & Drafting Guidelines Policy Implementation Steps and Implementation Challenge. Dissemination and publicity of anti-sexual harassment policy
IV	Prolusion to Internal Complaints Committee (ICC) <ul style="list-style-type: none"> Constitution, duties and roles of ICC Challenges in Constitution of ICC and Consequences of its Non-Constitution and non-Implementation of ICC's decision Employer's duties with respect to ICC Identification of appropriate course of action for an ICC in respect of multiple forms of complaints and scenarios whether the complainants require forwarding to the police or not.
V	Monitoring Adherence <ul style="list-style-type: none"> Ensure Policy Adherence Auditing Anti-sexual harassment policy Risk Mitigation measures of employer's liability Maintenance of case files and records of different kinds of proceeding
VI	Procedures and Timelines for the ICC to decide a sexual harassment complaint <ul style="list-style-type: none"> Complaint filing Draft and serve the summons to the respondent to submit a response and attend ICC proceedings. Reply by the accused Identify the course of action to be adopted by the ICC if the respondent/ witness not attend the ICC proceedings.
VII	Decision Making Process by the ICC <ul style="list-style-type: none"> Drafting and issuance of hearing notice Presentation of evidence, recording the deposition of witness Examination and cross examination Settlements & interim measure and its identification Final reliefs, drafting of orders, and reports Draft a decision of the ICC with recommendations to employer (includes how to write a reasoned decision, appreciation of evidence, identification of appropriate recommendations, etc.)
VIII	Drafting Various Agreements and Orders <ul style="list-style-type: none"> Draft a settlement agreement between the complainant and the respondent pursuant to conciliation efforts by the ICC Draft an appropriate interim order of the ICC in an anti-sexual harassment complaint, keeping in mind legal requirements and organizational interest.
IX	Compliances under the Act with respect to the Annual Report to District Officer & Board Report Compliances
X	Case Laws & Panel Discussions