

Procedure for Filing Complaints, under SH Act 2013 **(Including Online)**

The procedure for filing complaints is outlined in the POSH Act, with specific provisions for submitting complaints online:

- **Filing a Complaint:**
 - A complaint can be made by the aggrieved woman in writing to the IC within three months from the date of the incident. This period can be extended by another three months if the IC is satisfied with the reasons for the delay.
 - If the aggrieved woman is unable to file the complaint due to physical or mental incapacity or death, her legal heir or any other person authorized by her can do so.

- **Online Complaint:**
 - Many organizations have developed online portals for employees to file complaints. These portals must ensure confidentiality, security, and ease of access.
 - The complaint procedure typically includes logging into the portal, filling out the necessary forms, and attaching any relevant evidence.

- **Confidentiality:** The identity of the complainant, accused, and witnesses must be kept confidential during the proceedings and thereafter.
 - **Inquiry Process**
 - **IC Proceedings:** The IC is required to complete the inquiry within 90 days of receiving the complaint.
 - **Documentation:** All documents related to the inquiry, including witness testimonies and evidence, are recorded and kept confidential.
 - **Action:** After the inquiry, if the IC finds the accused guilty, it recommends action to the employer, which may include written apologies, warnings, reprimands, termination, or other actions as per company policy.

Relevant Rules/Regulations

- **POSH Rules, 2013:** These rules lay down specific procedures for the functioning of the IC, reporting requirements, and guidelines for employer obligations.

- **Employer's Responsibility:**
 - Employers must provide a safe working environment.
 - Display notices regarding the constitution of the IC, and rights of employees under the Act.

- Conduct regular awareness programs on sexual harassment and the complaint mechanism.
- **Annual Report:** The IC must submit an annual report to the employer, which in turn is submitted to the district officer.

Internal Committee Details

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