INDIALAW

Training and Awareness Programs

POSH Training Law Firm for Employee Awareness and Internal Committee Programmes

PRACTICE PROFILE • OCTOBER 2026

Overview

POSH Training for Employees, Managers and Internal Committee Members

Section 19 of the POSH Act requires every employer to organise workshops and awareness programmes at regular intervals to sensitise employees, and orientation programmes for the members of the Internal Committee. Rule 13 of the POSH Rules adds seminars and skill-building programmes for committee members.

Our sessions are run by the firm's POSH and employment practice, so they cover the legal procedure in the detail that a real inquiry needs. Employee sessions explain what sexual harassment is under the Act and how to raise a complaint. Committee sessions work through receiving a complaint, issuing notices, running hearings and writing a report that will hold up if it is challenged.

Every session is documented with the date, attendance, content and assessment results. These records feed the annual report, which must state the number of workshops held, and they show that the employer met its Section 19 duties if a complaint is later disputed.

Our Services

Programmes we run

- Annual awareness sessions for all employees
- Orientation and certification for Internal Committee members
- Interactive sessions using case studies and role-play
- Briefings for senior leadership and boards
- E-learning modules for remote and field staff
- Sector-specific workshops, for example for manufacturing, IT and hospitality
- Post-training assessments and compliance documentation

Internal Committee orientation covers

- The statutory framework, definitions and the committee's powers
- Receiving and screening a complaint, and conciliation under Section 10
- Notices and replies under Rule 7, hearings, quorum and natural justice
- Interim relief under Section 12
- Weighing evidence and writing a reasoned findings report
- Confidentiality under Section 16 and the annual report under Rule 14

Key Highlights

Who needs which session

- Employees: what counts as sexual harassment, how to complain, and protection against retaliation
- Managers: what to do when a complaint reaches them, why they should not investigate informally, and interim measures
- Internal Committee members: inquiry procedure, natural justice, evidence and report writing
- Leadership and boards: the employer's duties, penalties under Section 26, and disclosure in the annual report and the Board's report

Key Professionals



Nidhi Singh
Partner



Arpita Dutta
Partner



Ratnakar Srivastava
Head: Technology and Data Protection Laws

Frequently Asked Questions

Q1 **Is POSH training mandatory?**

Yes. Section 19 requires employers to organise workshops and awareness programmes at regular intervals for employees and orientation programmes for Internal Committee members. The Act does not fix a frequency. Most employers run sessions every year and at induction, which also gives them a record for the annual report.

Q2 **What should POSH training for employees cover?**

What counts as sexual harassment under the Act, with examples relevant to the workplace, who the policy covers, how and to whom to complain, what happens after a complaint, confidentiality, protection against retaliation, and the consequences for those found responsible.

Q3 **What training do Internal Committee members need?**

Committee members need to know the procedure in detail: screening a complaint, conciliation, the notice and reply timelines under Rule 7, conducting hearings with the required quorum, interim relief, assessing evidence, and writing a reasoned report. Mock hearings and drafting exercises work better for this than lectures.

Q4 **Can POSH training be delivered online?**

The Act does not prescribe a format. Online modules suit large or dispersed workforces. For Internal Committee members, live sessions with mock hearings are more useful. Keep attendance and completion records whichever format you use.

Q5 **Do training sessions need to be reported anywhere?**

Yes. The annual report under Rule 14 must state the number of workshops or awareness programmes held during the year, so each session should be dated and recorded.

Q6 **How does training help if a complaint is challenged later?**

Records showing that staff and committee members were trained support the employer's position that it met its Section 19 duties. Committees that have been trained are also more likely to follow the procedure that courts check when an inquiry is challenged.

Related Practice Areas

Sexual Harassment at Workplace (POSH) | Litigation and Dispute Resolution | Investigations and Proceedings | Internal Committee (IC) Support And Management | POSH Advisory and Compliance