

**EXECUTIVE
CERTIFICATION ON

SEXUAL
HARASSMENT
PREVENTION
ADVISORY**

Building industry capacity since 2014, 100+ Experts Certified

**Professional Certificate Program for Existing and
Interested Professionals in the field of Workplace Sexual
Harassment Advisory.**



About Us

As the global economy struggles with the gender imbalance in different facets of society, the question is no longer about what to do, but instead, where to begin. Like a problem, a solution also does not stand in isolation and requires a careful drafting of the ecosystem and its stakeholders affecting it.

For Ungender, this journey's starting point is workplaces and the tool being used are gender laws.

Ungender found its existential roots when its founder was building POSH Toolkit (an implementation capsule on POSH Act, 2013 for India Inc.) to solve the nuances of implementation for a law that new in 2014.

The toolkit got its approval and endorsement through industry bodies and leaders such as CII and NASSCOM. The first professional certification towards building an industry standard was curated by the founder in 2014, in collaboration with National University of Juridical Sciences, Kolkata, launched as an online program.

The program evolved as an independent entity under "Ungender" in 2017 and has, till today, trained and certified hundreds of existing and aspiring POSH professionals working independently or leading POSH and Workplace Practices Advisory firms and NGOs.



SEXUAL HARASSMENT OF WOMEN AT WORKPLACE ACT, 2013

PREVENTION | PROHIBITION | REDRESSAL

The success or failure of a legislation is not decided merely by how airtight the law may look on paper or the intentions with which it has been drafted. Once passed, it is the implementation of the law that decides whether the law has actually achieved all that it aims to or not. The same holds good for the Prevention of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("Act").

No matter how many bodies are created for appropriate implementation of the Act, in the end, it is dependent on whether these bodies are made up of appropriate and qualified people.



SEXUAL HARASSMENT OF WOMEN AT WORKPLACE ACT, 2013

PREVENTION | PROHIBITION | REDRESSAL

The Internal Committee (IC) is a body which is required to be constituted by organizations and employers when they have more than 10 employees working in a workplace. This has been a compulsory obligation under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("Act").

The Internal Committee is the first body inside a Company that an aggrieved party approaches when they wish to file a complaint of sexual harassment. The role of the IC in ensuring that the provisions of the Act are followed appropriately cannot be overstated. Correspondingly, the members of the IC in a Company must be chosen carefully with regard to the role they play.

Thereby, finding the right people for these posts remains to be the main area of focus that any Company struggles with. While the Act does lay down certain criteria based on which the person is to be chosen, it is necessary to go beyond and understand the kind of person that is envisioned and intended by the Act.



SEXUAL HARASSMENT OF WOMEN AT WORKPLACE ACT, 2013

PREVENTION | PROHIBITION | REDRESSAL

Finding an appropriately qualified individual to fulfil the role of the external member in the Internal Committee is one particular task that poses quite a few difficulties for organisations. Especially as the law itself requires that the members come with a certain set of knowledge and qualifications.

What is needed of a POSH Practitioner?

Do they have an in-depth knowledge of the POSH Act, 2013 and its provisions?

Do they understand how organizational dynamics work and industry trends affect POSH Act, 2013 and its implementation in any organization?

Do they have a balanced insights and approach towards gender issues at workplaces without being affected by their biases?

Do they have the experience of conducting a legally compliant end-to-end investigation under POSH Act, 2013?



Executive Certificate Program on PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT WORKPLACE ACT, 2013

PREVENTION | PROHIBITION | REDRESSAL

More than a million workplaces in India...

Do we have enough experts?

The role of an IC member is crucial in the accurate ground level implementation of the Act and its desired objectives in workplaces.

Workplace leaders need to build a qualified team of IC members.

The program intends to provide a platform for focused discussion and exchange of knowledge and experience between different fields of professionals who are eligible to be an IC member.

Program is designed for:
HR Professionals | Lawyers | NGO Professionals
External Members | ICC Members



Executive Certificate Program on PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT WORKPLACE ACT, 2013

PREVENTION | PROHIBITION | REDRESSAL

Here's what some of our expert learners have to say

I was keen to get involved in matters related to POSH and to support organisations who care and respect their female employees. Being a HR professional with distinguished experience of over 35 years, I felt the need to complete the online program from Ungender who work towards this cause. The guidance and support they provided was outstanding. The study material provided was in depth and gave us thorough understanding of the subject. Moreover, the various video and conference calls resolved lot of queries through dialogue and debate. It was a very enriching experience and I would strongly recommend HR professionals or law graduates or those associated with NGOs addressing women's issues to undertake this programme.

SAVITASHOLAPURKAR, HR PROFESSIONAL, 35+ YEARS
EXPERIENCE

This course, from an External Member perspective has provided me with new skill set, broader perspective, and so much more confidence to create awareness with respect to this Act along with evidenced best practices. The knowledge gained in this course taught me how to better assess my clients and determine which approach to recommend. As an ECM (External Committee Member) this course was by far the most comprehensive, well done and relevant trainings I have ever completed. Being online this also gives you flexibility to learn at your own pace and also absorb the essence of provisions of the Act. 24*7 support by Ungender faculty helps you to get the most appropriate resolutions. I would like to thank team Ungender for empowering me and I would strongly suggest this course to all who look forward to work as an ECM with various organizations

AMIT KHANZODE - MANAGEMENT CONSULTANT

The course modules by Ungender are thoughtfully developed for external members which could be used as guidebook. The situations for discussion are also interesting and makes EMs to think beyond boundaries. Organisations expect EMs to be subject experts, hence, it is very important for EMs to have right kind of knowledge and information from authentic sources. Ungender rightly fulfils this.

USHA. M.V, SOCIAL SCIENTIST AND COUNSELLOR,
30+ YEARS EXPERIENCE



Executive Certificate Program on PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT WORKPLACE ACT, 2013

PREVENTION | PROHIBITION | REDRESSAL

Key Takeaways From the Program

FOR ORGANIZATIONS

- Trained Internal Members who are well versed in law and practice.
- Compliance with the law on sexual harassment
- Inclusivity and diversity in the organization
- Members who proactively work towards creating a safe, inclusive and productive workplace
- Members who encourage women participation in the workforce

FOR INDIVIDUALS

- Industry standard certification-
- Industry insights
- Templates to kickstart your career
- References if you join the Ungender network
- Continuous updates on the law on PoSH and best practices
- Comprehensive handbook on the PoSH Act and its implementation.



PROGRAM DETAILS

Fee: INR 45,000/- inclusive of taxes.

Payment can be made in 3 instalments.

Corporate group discounts applicable at 20%.

Duration: 3 Months

Mode: Online

Detailed Components:

- Mode of teaching will be online
- Lectures will be conducted on a learning management system through text based modules, videos, doubt clarification sessions.
- Sufficient practice tests and case studies for self assessment
- Live cases discussion from industry practitioners for real time learning.
- Weekly webinars
- Mentoring sessions to build a POSH Practice
- Assessment and Certification included
- Assignment facilitation with Corporates and workplaces



PROGRAM DETAILS : SYLLABUS

- I. International Legal Framework
 - A. UN Conventions and Resolutions
 - B. Comparative case studies from across the globe
 - C. India's compliance with International Standards
 - D. Best Practices
- II. Indian Legal Framework
 - A. Evolution of the PoSH Act, 2013
 - B. Supplementary laws
 - C. Indian Constitution
 - D. Case Laws
- III. Understanding the PoSH Act, 2013
 - A. Intent of the Act
 - B. Scope and Application
 - C. PoSH Rules, 2013
- IV. Introduction to Authorities and their Duties
 - A. Centre and State
 - B. District Authority
 - C. IC/LCC/Nodal Officer
 - D. Employer
- V. Employer and Management
 - A. Definition
 - B. Duties of Employer and Management
 - C. Limitations
 - D. Powers
 - E. Kinds of Employers
- VI. Decoding workspace under the PoSH Act, 2013
 - A. What is a workplace?
 - B. Case Studies
- VII. Employee
 - A. Definition under the PoSH Act
 - B. Rights of employees
 - C. Duties of Employees
- VIII. Decoding Sexual Harassment
 - A. Under the PoSH Act
 - B. Harassment v/s Sexual Harassment
 - C. What contributes to workplace sexual harassment
- IX. Internal Complaints Committee
 - A. Composition
 - B. Role
 - C. Responsibility
 - D. IC Checklist - Dos and Don'ts
- X. ICC as a redressal mechanism
 - A. How to investigate
 - B. Timeline
 - C. Documentation
 - D. Process
 - E. Levels of Investigation
 - F. Appeal
- XI. Dimensions of Practice
 - A. Documentation and advisory
 - B. Awareness and Capacity Building
 - C. Investigation



PROGRAM DETAILS : SYLLABUS

XII. Guidelines, Templates and Formats

As a practitioner in POSH field, it is not sufficient that you understand the legal nuances, but also have the tools ready for deployment in your practice area. In this section, you will receive about 40 templates ready to use for ICC activities, sample templates for documentation capsule in POSH and basic training material for deployment for your clients.

A Practitioner's handbook will be provided to you with all the content and templates for your perusal.



Frequently Asked Questions

1. How long has this program been running for?

Ungender Leadership conceptualized India's first and only executive certification program four years ago and since then, more than 100 professionals have acquired their certificate from us.

2. Is it possible to speak to the past learners?

Yes. We take pride in knowing that our learners are currently running their own practice as an individual or as an organization to provide POSH advisory to workplaces. We will be happy to introduce you to them for a discussion.

3. What is the duration of the program?

The duration of the program is 3 months.

4. Who is involved in administering the capacity building program?

The program is conceptualised, co-ordinated and marketed by Ungender, an advisory firm focusing on ensuring diversity and inclusivity at workplaces through legal compliance. Ungender is the leading advisory firms in India focusing on end-to-end implementation of Prevention of Sexual Harassment at Workplace Act, 2013. Ungender has worked with and educated more than 300 workplaces in India and impacted 50,000+ people through their industry specific products and services around this law.



Frequently Asked Questions

5. What is the mode of conducting this program?

The program shall be conducted online only. There is no classroom training involved.

6. What is the methodology of the program?

Lectures will be conducted on a learning management system through text based modules, videos and webinars. Sufficient practice tests and case studies are provided for self-assessment.

7. What is the time commitment needed from me to attend this program?

The participant should spend 2-3 hours per week while accessing the program to get full value of the program.

8. What is the time and duration for which the learner has to log in?

Since the entire content is online through the learning management system, therefore the trainee should be spending at least 2-3 hours per week online to access the training program. Additional time should be spent towards reading the uploaded material and engaging in our live discussions, webinars and recommended readings.

9. Who will benefit from this program?

The program is designed for HR professionals, Lawyers, NGO Professionals or anyone who is either a member of the Internal Complaints Committee constituted under POSH Act, 2013 or wants to get on board the ICC as External Member.



Frequently Asked Questions

10. Will there be any practical training along with theory?

With this program, you will be learning about how to become an effective external member on the Internal Complaints Committee constituted in any workplace under Prevention of Sexual Harassment at Workplace Act, 2013. Apart from the theoretical understanding of the Act, the program covers all necessary guidelines relevant to conducting investigations of sexual harassment complaints as part of IC, including documentation, timeline and procedural guidelines. You will also have a one hour mentoring session from our experts on how to kickstart your career in the field. For more details of the program structure, kindly refer to the brochure.

11. Will I learn how to write various reports as required during investigations of sexual harassment complaints with this program?

Yes, you will be provided templates and formats of all the reports that are required to be written as part of the documentation guidelines under the Act. For more details of the program structure, kindly refer to the syllabus.

12. How will the evaluation and certification be done?

The evaluation shall be done at the end of 3 months. The evaluation will be through multiple choice question format. The online Case Study based Multiple Choice Questions are to be attempted online.



Frequently Asked Questions

13. Will the tests be conducted online or in-person?

The test can be taken by logging in to the online learning management system from any location. You do not need to go to any centre or another city to give the test.

14. How will I receive my certificate?

The hard copy of your certificate will be provided to you upon completion. Our process is set to collect your address and courier it to your provided address.

15. When is the next batch?

Admission in the program is on an on-going basis.

16. I have more questions, who do I ask?

Please write to us at contact@ungender.in or call Ms. Pallavi Pareek on 9582630056 for any clarification.



A workplace devoid of sexual harassment is a key step towards a woman's economic liberation.

Join us, as we build a community of professionals committed to eradicating sexual harassment from workplaces in India.

Get in touch for more information
+91 95826 30056 | +91 95926 09269
contact@ungender.in

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