

Are you in receipt of a Complaint... What next?....Proper Perusal...

HR Vidyalaya's
POSH Snippet

08, Jan,
2021

08/
2021

1. Check whether the complaint is from aggrieved women or others
2. Check whether the complaint is in order (to accept or ask for further details)

a. Complainant details

- i. In case of Employee, complete employment details
- ii. In case of others (Name, Mobile no., Email Id etc)

b. Details of Complaint

- i. Date (if it is series of incident....last date of incident
- ii. Time (if it is series of incident.... time at last date of incident

c. What happened (description)

- i. How the aggrieved woman felt during such incident

d. Any witness/es

e. Any supporting documents

f. Any physical attack/injury or involvement of during incident (by the respondent)

g. Any details of Absence or Hospitalization, further to the alleged incident

3. What actually aggrieved woman requires through the complaint.



Discuss with all

committee

members...Proceed &

accept, if in order.

Issue a copy to

respondent for his

reply.