

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.**