

Annual POSH Compliance Report

Statutory Reference: POSH Act, 2013 & Rules

Status: Annual Statutory Submission

1. Organizational Overview & Scope

Lifelight Empowerment and Education Council (LEEC) is deeply committed to fostering a safe, secure, and dignified working environment free from all forms of discrimination and sexual harassment. In strict compliance with *The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013* (hereinafter referred to as the "POSH Act") and the rules framed thereunder, this annual report compiles the preventive measures, institutional frameworks, and complaint redressal statistics for the organization.

This framework extends across all administrative units, community outreach programs, skill training centers, and public advisory initiatives managed by LEEC, covering all permanent employees, contractual staff, consultants, interns, and volunteers.

2. Constitution of the Internal Committee (IC)

Pursuant to Section 4 of the POSH Act, LEEC has constituted a robust Internal Committee (IC) to receive, investigate, and redress grievances concerning workplace harassment with utmost confidentiality and impartiality.

Role in Committee	Composition Criteria / Designation	Mandate
Presiding Officer	Senior-level woman employee / Director Level	Overall administration and leadership of inquiry proceedings.
Internal Members (2 Nos.)	Employees with legal background / social welfare commitment	Grievance intake, preliminary counseling, and active participation in inquiries.
External Member	External professional / legal expert / NGO representative experienced in gender issues	Ensures independent oversight, objectivity, and expert guidance.

Quorum Notice: A minimum of three members, including the Presiding Officer and the External Committee Member, must be present to constitute a valid quorum for any proceeding or inquiry meeting.

3. Annual Statistics & Complaint Summary

In accordance with Section 21 of the POSH Act, the statistical summary of complaints registered and disposed of during the reporting calendar year is detailed below:

Metric Indicator	Statistical Count	Remarks / Action Status
Number of complaints received in the year	0	No formal or informal grievances reported.
Number of complaints disposed of during the year	0	Not applicable.
Number of cases pending for more than 90 days	0	Zero backlog; active monitoring in place.
Number of workshops / awareness programs conducted	As Scheduled	Staff orientations and IC capacity briefings conducted.
Nature of action taken by the employer / management	N/A	Zero-tolerance environment sustained through preventive outreach.

4. Summary of Preventive and Educational Measures

Under Section 19 of the POSH Act, LEEC proactively enforces preventive measures to ensure that all personnel are well-informed of their rights and obligations. During the year, the organization executed the following initiatives:

- **Comprehensive Policy Dissemination:** The POSH policy handbook is distributed to every onboarded staff member, consultant, and volunteer, reinforcing zero-tolerance protocols.
- **Orientation & Capacity Building:** Periodic interactive sessions were held to educate staff on identifying subtle forms of harassment, recognizing statutory boundaries, and understanding the step-by-step grievance mechanism.
- **Prominent Visual Disclosures:** Contact details, names of IC members, and helpline details are conspicuously displayed on notice boards across administrative offices and community centers.

5. Statutory Filing and Submission Guidelines

This annual report has been reviewed and finalized by the Internal Committee of Lifestart Empowerment and Education Council. As mandated under Section 21(1) and Rule 14 of the POSH Act, copies of this report are formally submitted to:

1. The Governing Board / Management of Lifestart Empowerment and Education Council.

2. The District Officer (District Social Welfare Officer / Competent Authority) having jurisdiction over the regional operations.
3. The centralized online compliance reporting portal (SHe-Box), where applicable.

Presiding Officer

Internal Committee, LEEC

Authorized Management Signatory

Lifelight Empowerment and Education
Council