

Indian National Centre for Ocean information Services

Internal Complaints Committee

Report on the Activities conducted as part of the Sexual Harassment Prevention Week (10-17 December 2025)

As per the directives of the Ministry of Women and Child Development and the D.O. No 13016/2/2017-WW-Part(1) dated 10th December 2025, all organizations and their subordinate offices were advised to commemorate the period 10-17 December 2025 as “Sexual Harassment Prevention Week” by organizing various activities. The suggested activities included constituting or revamping Internal Committees (ICs), onboarding or updating relevant details on the SHe-Box portal, conducting sensitization and awareness programmes, disposing of all pending complaints, and fostering a culture of respect and safety for women in the workplace.

In compliance with the above directives, INCOIS conducted several activities in addition to its routine responsibilities. These included the regular updation and continuous monitoring of details on the SHe-Box portal. It is also noted that no complaints were pending with the Internal Complaints Committee (ICC) of INCOIS, either through the SHe-Box portal or through manual submissions.

A brief overview of the activities conducted during the week is given below:

- 1. Display of posters on the consequences of Sexual Harassment at work workplace & Dos and Don'ts at the workplace premises visible to all employees**

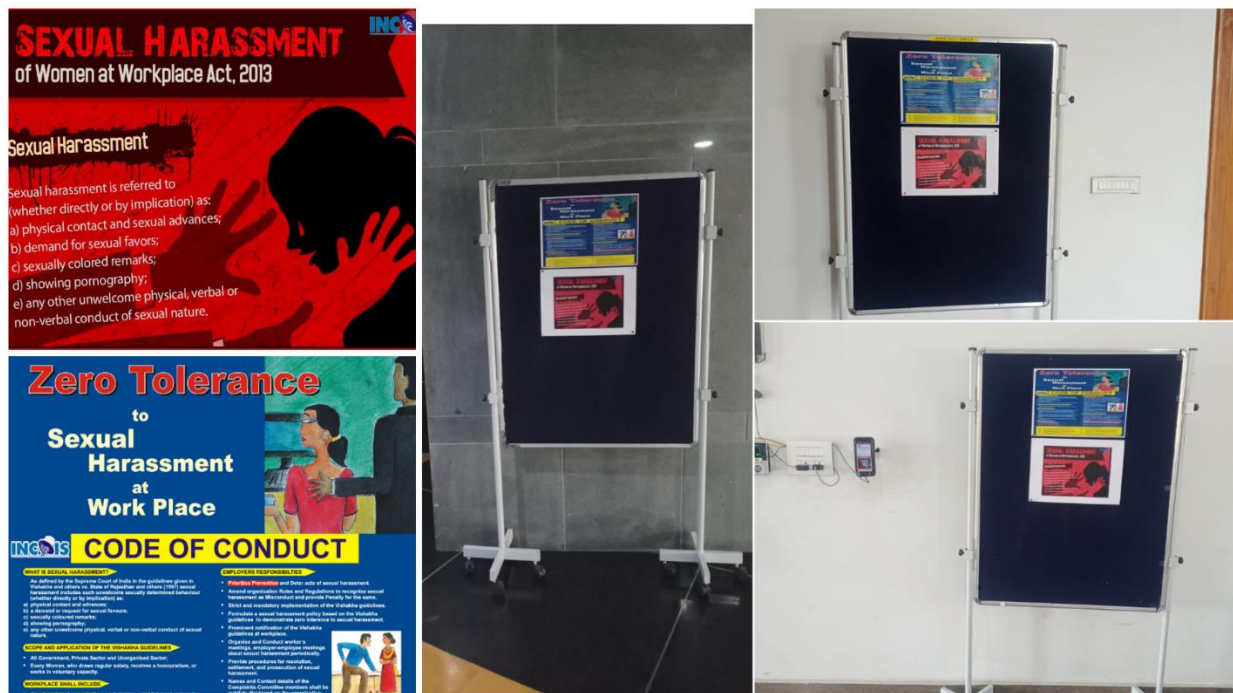


Fig1: Posters designed and displayed at campus premises to create awareness on the consequences of Sexual Harassment at work workplace

2. Awareness creation through INCOIS web site and social media handles of INCOIS on the Women Helpline (181) and One Stop Centre (OSC) services to support women in distress in the campus premises.



Fig 2: Posters designed and published in social media for creating awareness on women helpline and OSC

3. **Sensitization and awareness program** for employees on the provisions of the **POSH Act, 2013**.

INCOIS organized a POSH Act awareness program on 17 December 2025, led by Ms. Rakhi Ghosh, Advocate and Founder of Vakil Chambers, Hyderabad. The session provided a comprehensive overview of the background and key provisions of the POSH Act, while sensitizing staff about their rights, the importance of a safe workplace, and the grievance redressal mechanisms available through the Internal Complaints Committee.



Fig 3: Images taken during the awareness program on POSH conducted at INCOIS on 17 December 2025