

3. Corporate Staff Personal Safety Audit

Enfold offers a unique sexual safety audit for organizations, called Staff Personal Safety Practice Improvement Review Process.

Scope of Review: Enfold will review the safety practices followed in the organization against the recommendations outlined in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, and provide recommendations for improvement of safety practices at the end of this review. The implementation of the recommendations remains the responsibility of the organization.

- A.** The organization will do a self-evaluation using a Safety Diagnostic Tool provided by Enfold. This will help the organization and Enfold assess what is in place and what needs improvement as well as provide a focus to the next step in the review process
- B.** A one day face to face interaction with the Enfold team will be organized during which
 - Documentation of several aspects pertaining to safety will be checked (a comprehensive list will be given before the date).
 - Standard operating procedures will be discussed
 - Sensitization and training schedules for concepts of sexual harassment and guidelines of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (POSH Act) will be reviewed
 - Focused Group discussion of half hour each will be held with the management, staff, and support staff; to understand their knowledge of standard operating protocols and procedures under the POSH Act.
 - A meeting with the Internal Committee will be held to understand handling of prior incidents and review of documentation.
- C.** A verbal feedback will be given at the end of the two days to the management along with suggestions/ concerns.
- D.** A detailed report will be sent by Enfold within 1 week of the review.
- E.** Post audit help with designing structures/procedures and training can be provided, if required by the organization.

Enfold would suggest this review be conducted yearly to ensure robust safety practices. For details please contact info@enfoldindia.org