

BEST PRACTICES FROM THE



TOP 25 SAFEST WORKPLACES IN INDIA



Note from Kelp CEO & Founder, Smita Shetty Kapoor

9th December is a glorious day for us as, we got a law which changed the way India looks at workplaces. We got the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013 commonly known as the PoSH Act 2013. Every year on this day we at Kelp (formerly known as KelpHR) look forward to applauding the “Top 25 Safest Workplaces in India.” In fact the year 2023 held extra special significance as we celebrated not only a decade of the PoSH Act but also a decade of Kelp's meaningful existence.

52 companies made it to the final round of evaluation at the Kelp PoSH Awards® 2023. Out of these our esteemed jury handpicked the Top 25 Safest Workplaces in India after a thorough process that involved a two-step evaluation and detailed submission of reports as a part of the award entry process.

This event holds a special place in our hearts as it celebrates not just compliance but a culture of respect, equity, and happiness within our corporates which is a vital component of our society.

Eleven years have passed since the enactment of the act, yet regrettably, India remains largely non-compliant. Unfortunately, women continue to encounter various forms of harassment on a daily basis, discouraging them from moving ahead in taking up new opportunities or seeking employment in the workplace and thereby adversely affecting the development of our society.

Creating safe workplaces via Prevention of Sexual Harassment, is not just a compliance requirement; it's a commitment. A commitment to fostering an environment where every individual feels safe, valued, and heard. Every year at the Kelp PoSH Awards®, we come together to recognize and applaud those who go above and beyond in promoting these principles.



Our awardees have exhibited the spirit of the act through their actions, initiatives, and unwavering dedication to creating a workplace that stands for safety first. Their efforts contribute not only to the well-being of the employees but also to the very fabric of their organizations.

As we acknowledge their achievements, let us also take a moment to reflect on the collective responsibility we all share. Each one of us plays a crucial role in upholding the values of safe workplace, ensuring that our workplace is a haven of respect and professionalism.

I extend my heartfelt appreciation to the dedicated Kelp Team, whose unwavering efforts have contributed to the creation of this enduring legacy. Special commendation goes to Ankita, the Marketing Head at Kelp and the Project Manager of Kelp PoSH Awards®, for her meticulous and laborious efforts in steering our endeavours. Without her, the success of the Kelp PoSH Awards® would not have been possible. I also want to acknowledge Amoolya, our SME in PoSH, who expertly curated the entire evaluation process, providing valuable guidance to judges and nominees. Saayilaxmi, our technology expert, ensured seamless functioning without any lag in the evaluation technology. A round of applause is due to our applicant services team, led by Gomathy and Manju, for their consistent efforts in providing applicants with the necessary inputs. Thank you all for your dedication and invaluable contributions to our shared success.

The Kelp PoSH Awards® symbolize our commitment to the cause of safe, respectful and inclusive workplaces. Best practices collected from these organisations act as a benchmark to any organization which not only wants to create a safe space but wants to create a happy workplace so every kind of individual can thrive in this ecosystem.

Thank you to every individual who has contributed to making Kelp a beacon of fairness and equality. Your dedication inspires us to strive for continuous improvement, fostering a workplace culture that is not just compliant but truly exceptional.

This day is a reminder of the positive change we can create together. Congratulations to the awardees, and here's to a future where every workplace embodies the principles of respect, happiness, and inclusivity.

Note on the Kelp PoSH Awards® Journey



From their inception, the Kelp PoSH Awards® have aimed to recognize and honour companies committed to fostering safe and respectful environments. The Awards have evolved significantly over the years, from limited questions about compliance to a holistic approach, refined criteria, transitioning from manual oversight to a digitised, streamlined system and a smoother application and evaluation processes. The most recent, 4th edition saw a surge in applicants, indicating a growing awareness of workplace safety. This shows that there has been a broader shift in corporate circles towards prioritizing employee well-being and inclusivity in the workplace. In all this, our core mission remains unchanged: to recognize and celebrate organizations that prioritize workplace safety and harassment prevention.

We have learnt a lot from our experience administering these Awards, not only in terms of the trove of best practices and ideas we encounter through the applications, but also that there can be a challenging journey between intention and action. The 25 holders of the title of 'Safest Workplaces in India' also realize that while winning is a cherry on top of the cake, the real reward is in the improvement in employee experience, talent retention, heightened productivity and other metrics. Kelp is steadfast in its mission to support organizations in their journey to achieve these objectives.



In summary, the Kelp PoSH Awards® have evolved to become a cornerstone event considering the importance of creating inclusive work environments. As organizations continue to prioritize these values, the awards will remain a symbol of progress and excellence in fostering positive workplace cultures.

I. Minimum Compliances

While we had many entries that detailed every action and initiative being taken by the applicant organisation, only some of them went beyond compliance and demonstrated a larger vision and cultural shift. We will share the best practices that those organisations had, but before that, there are certain minimum compliances required under India's law, and they are set out below.

A Formation of Internal Committee (IC)

Every organization with 10 or more employees must constitute an Internal Committee (IC).

B Policy Implementation

Employers are mandated to formulate a sexual harassment policy consistent with the provisions of the PoSH Act which includes definitions of sexual harassment, the complaint procedure, prohibition of retaliation, obligation of confidentiality and details of the IC.

C Zero Tolerance Policy

Organizations should adopt a zero-tolerance approach towards sexual harassment, demonstrating top-level commitment to creating a safe and respectful work environment for all employees.

D Display of Posters

Employers are required to prominently display posters or notices informing employees about the provisions of the PoSH Act, the penal consequences of sexual harassment, and the contact details of the Internal Committee (IC).

E Awareness and Sensitization Programs

Regular training programs should be conducted for employees to create awareness about what constitutes sexual harassment, how to prevent it, and the process for filing complaints.



F Capacity Building Workshops for IC Members

Members of the Internal Committee (IC) must undergo capacity building and training workshops to effectively handle complaints of sexual harassment.

G Annual Reporting

Employers are required to submit an annual report to the authorities (as prescribed) detailing the number of complaints received, inquiries conducted, and actions taken.

H Timely Redressal

Complaints of sexual harassment must be addressed promptly.

I Documentation

Proper documentation (maintained confidentially) of all complaints, inquiries, and actions taken by the IC is necessary for legal compliance and accountability.

J External Compliance

Organizations should also be aware of any additional state-specific regulations or guidelines that may apply to them.

II. Best Practices from the Winners of the Kelp PoSH Awards 2023® - Top 25 Safest Workplaces in India

A Training & Sensitization

1. Conducting Quiz and Case-study Tests

Some of the Kelp PoSH Awards® winners conducted quizzes among employees to increase engagement and test awareness. Members of their internal committees were required to solve case studies to prepare them to respond effectively to complaints of sexual harassment. As the great Ben Franklin said, *"Tell me and I forget, teach me and I may remember, involve me, and I learn."*

2. Collecting Feedback after Training Programs

The design of many of the winners' training programs had one major feature in common; that they are updated and modified in response to the trainee feedback. Each such program is a two-way street, where the learner's input is key to greater adoption and understanding of the material.

3. In-house Trainers, Regular Sessions

Short training sessions held at regular intervals (one of the winning companies held weekly sessions for blue collar staff) and



grooming trainers from among the employees (one of the winning companies had female employees delivering trainings) were some of the out of the box initiatives that were seen among the Kelp PoSH Awards® winners' submissions.

Kelp Tip: When it comes to non-SME trainers, it is important to ensure they are disseminating the correct information. Get the training material vetted by a PoSH practitioner.

4. Regular Internal Committee Training

Like a well-oiled machine, the internal committee functions best when the members are equipped with an updated understanding and the best tools to tackle the menace of workplace sexual harassment. Regular check-ins are essential to achieve this, and a winning organization conducted short training programs once every two months!

5. Work-life Balance Discussions

When women feel a sense of belonging to the workplace, when they feel cared for, there are very visible changes in the way they conduct and assert themselves. Hence, this directly impacts the state of safety and gender equality within the organization. Many of the Kelp PoSH Awards® winners have realized this and have implemented these initiatives hand in hand with other PoSH safety measures.

6. Self-defense and Safe Escape

In an emergency situation, only the people present know how daunting and helpless it can feel. No matter how robust the complaint handling procedure, self-defense and safe escape training should be part of every organization's training roster to equip potential targets of violence and harassment at the workplace. This step was commended by many of our jury members too.

7. Women's Career Coaching Program

You may wonder how does career coaching figure in a list of PoSH related best practices. Sexual harassment is often about power, and when there are more men in leadership positions, it leaves the junior female staff vulnerable to unwanted advances. The more women there are at the top, it makes it harder for harassers to act with impunity. This was exemplified in a few of the winning organizations which had a healthy male to female C-suite ratio.

8. Bystander / Witness training

A key participant in a situation of sexual harassment, other than the perpetrator and the victim, is the bystander. But very often, we are unsure what to do about what we are witnessing. Training everyone on how to be an active bystander and a stellar witness instills a sense of collective responsibility and is an effective, long-term solution for addressing the issue of workplace sexual harassment.



B Awareness

9. PoSH Calendar

If you want your organization to go beyond mere compliance, it is key to work around the year than to rush towards checking the boxes at the end of the year. Designing a year-long calendar to outline PoSH-related activities, such as employee training, IC member sessions, and quarterly review meetings, brings a structured plan to the Anti-Sexual Harassment agenda, and also achieves the effect of sustaining the message in the mind of the workforce.

10. Multilingual Awareness Materials

Often, organizations end up focusing on compliance for their corporate staff. However, the security, housekeeping and other staff are also part of the workplace. Creating multilingual posters, videos, mailers, and newsletters ensures that everyone, regardless of their language, has access to the same information and protection. And it's no longer just a good to have, rather it is a necessary part of compliance (as evidenced by the detailed Annual Reporting required by the Gurgaon district office).

11. Recognition of IC Members

A simple step like displaying photos and ID numbers of Internal Committee (IC) members near common areas like the canteen, washrooms, and lifts, along with visitor-friendly video displays at the reception area, aids in recognizing

committee members, crucially increasing the trust in the committee and provides information on preventing sexual harassment.

12. Empowering Initiatives for Women

As PoSH practitioners, we observe that women and victims of harassment often self-censor, or refrain from sharing their stories and concerns, even in 'safe spaces'. Implementing special initiatives like "Stop, React, Respect," "Speak Up," and "Employee Reach Out" encourages women to voice their concerns. Additionally, organizing "Ladies' Special Sessions" and creating a Women's Corner to discuss recent judgments and achievements related to women's rights empowers women in the workplace to focus on their career and well-being, while knowing their rights and leaving safety concerns to the employer!

13. Offline Accessibility of PoSH Content

Survey upon survey reveals the low levels of awareness and access to material about PoSH law and policy among employees. Making PoSH content available offline caters to employees without online access, including those who may not be tech-savvy or work in non-tech roles. This ensures accessibility for everyone, including blue-collar and contract workers. Make a welcome kit for anyone who is joining or becoming associated with your company and add the relevant extracts from the policy.



14. Employee Well-Being Facilities

Unless you have provisions at your workplace for vulnerable women to complete their work commitments with the necessary support, you may face a talent attrition problem. Allocating resources for "Wellness Rooms" for pregnant and lactating women, ambulance facilities for all employees, and implementing security checks for women working late in the office creates safe spaces and signals to them that they belong and are cared for.

15. Engaging Training Methods

Conducting interactive webinars, theatre-based sessions, and competitions for slogans or one-liners provides innovative and engaging content. These mediums make the information more relatable and foster a sense of personal engagement. At Kelp we have successfully collaborated with clients to run programs such as theatre-based training, gamified learning programs and have also curated events around the theme of 'safety at the workplace'.

16. PoSH Month Celebration

One of the winning organizations shared that they celebrated 'PoSH month'. If you're curious what that entails, let us know! We can only say that it's a win-win strategy, ensuring that the employees remember that the organization cares about their safety, and that the organization is seen as an employer of choice. Celebrating PoSH month fosters

excitement and pride in creating a safe workplace environment. The month-long awareness activities and celebrations positively reinforce the importance of maintaining a secure workplace.

Complaint handling / Redressal Flow Chart

17. 24/7 Hotline and Confidential Channels

Many of the winning organizations had implemented innovative initiatives like the "Complaint Box," "Kiosk Machine," or "POWHER" to provide employees with confidential channels for reporting grievances. These tools enhanced access to means of redressal, foster a transparent work environment, and empowered individuals to voice concerns, which, we are certain contributed to a more inclusive and responsive organizational culture.

18. Redressal Mechanism

Strategic placement of relevant and necessary information is a great way to reinforce an important message about access to means of redressal. One of the organizations simply loaded screensavers on every employee's laptop display with details of reporting channels and a redressal flow chart, giving a straightforward and visible pathway for addressing concerns and fostering a workplace where concerns are promptly heeded.

D Company culture & ethos

19. Granting Incentives

Organizations boost employee engagement and foster a culture of continuous learning by offering incentives in various forms for attending training sessions. This not only motivates employees but also contributes to a skilled and motivated workforce, driving overall organizational success.

20. Compliance

Organizations prioritize a safe and inclusive workplace environment by conducting half-yearly PoSH Audits, surveys and promoting employee well-being. Having comprehensive Work from Home guidelines reflects an adaptive and responsible approach in upholding ethical standards in today's dynamic work landscape. Kelp can also help you if you want to understand where your organization stands, and where you want to take it from here, culture wise!

21. Retaliation

Retaliation refers to negative actions taken against an individual in response to their reporting of wrongdoing or misconduct. To counteract this, companies often implement initiatives like "Whistleblower" programs, providing a secure and confidential channel for employees to report concerns without fear of reprisal, thereby fostering a culture of transparency and accountability.

22. Gender Neutral Policy

We know that the Indian PoSH law protects women, but we must also realize that as organizations, you can have a policy that you deem to be equitable and gender neutral, without toeing the line of the law. We reject the premise that harassment can only be done by a man to a woman as outdated and several of our winning companies echo this, choosing to have a gender-neutral policy.

E Intersection with DEI & EAP

23. Counselling and Well-being sessions

Prioritizing employee well-being by offering counseling services to address challenges during case proceedings is an essential support for employee mental health. Additionally, conducting health and mental well-being sessions helps promote awareness and equips employees with tools to manage stress, contributing to a more resilient workforce.

24. Corporate Framework

Incorporating an Anti-Discrimination Policy, Gender Neutral Policy, and Anti-Corruption policy into the corporate governance framework, establishes a commitment to fairness, equality, and ethical business practices, fostering trust and sustainability.

25. Promoting Diversity, Equity & Inclusion (DEI)

Embracing Inclusivity Day, launching initiatives like "IDEA" to encourage inclusivity, supporting DEI clubs in organizing activities, and appointing DEI ambassadors to actively promote awareness and understanding throughout the workplace collectively foster an understanding and inclusive environment that values and celebrates diversity. This was underscored by many of the top organizations which run thriving, innovative DEI programs.

III. What the Top 25 Companies did Differently

The companies recognized as the Top 25 Safest Workplaces in India at Kelp PoSH Awards® 2023 have earned their distinction through unwavering dedication and consistency in cultivating a secure and inclusive environment. What sets these companies apart is their commitment to fostering safety, not as a mere checkbox exercise but as an integral aspect of their organizational culture. This commitment is evident through practices such as bi-monthly Internal Committee (IC) training, humanizing IC members via photo

displays, and comprehensive initiatives like STOP, REACT & RESPECT, PowHER, and IDEA. These companies have extended themselves beyond standard safety measures; offering dedicated spaces for women, psychological training, hotlines, self-defense programs, and specialized sessions. Notably, they have successfully integrated diversity, equity, and inclusion (DEI) initiatives, recognizing and addressing intersectionality, ensuring workplaces that are not only safe but genuinely supportive and empowering for all employees. This holistic approach distinguishes these companies as beacons of excellence in creating safe and welcoming workplaces. It is pertinent to note that the companies reaching the top 25 have actively understood safety beyond a mere sexual harassment-free environment. They embrace an intersectional approach, integrating DE&I initiatives to sensitize employees and instill values of sensitivity and safety through holistic practices. Kelp, as an industry expert, emphasizes that these initiatives serve as a guide in creating a safe workplace, fostering employee sensitivity, and enhancing retention rates. Such measures also promote accountability and foster a sense of the company being a second home for employees. Initiatives like these contribute to the development of trustworthy leaders capable of advancing the company's needs with vigilance.



Consistency and planning for such initiatives are key to success. While the efforts may seem like they are not yielding many tangible results initially, over the long run, the outcomes manifest in intangible ways that are far more precious than mere numbers. The cultural shift propels these companies to a place where employees treat the company with utmost respect. Notably, some companies that have not won the awards or narrowly missed them have demonstrated multiple efforts in their workplaces. However, what sets the winners apart is the meticulous planning, incorporating initiatives like dedicated calendars for PoSH, and consistently providing sensitivity training to various stakeholders for PoSH and DEI initiatives. This strategic and sustained approach is what propels them to the forefront of workplace safety and inclusivity.

Conclusion

In conclusion, the Kelp PoSH Awards® - Top 25 Safest Workplaces in India highlights our dedication to the well-being of employees and the promoting a culture of safety. As we look back at the impressive accomplishments of the companies involved, we are inspired by their belief that creating a safe and supportive workplace is not merely a responsibility but a crucial part of

sustainable and ethical business practices. Kelp's tireless efforts and meticulous planning have not only elevated the importance of these awards but have also been a key factor in encouraging positive change across workplaces.

The Kelp PoSH Awards® have become a keystone of our mission at Kelp, serving as a platform to recognize and celebrate the progress made in creating safer workplaces. The success stories and the best practices shared during these events have not only raised awareness but have also set benchmarks for excellence in occupational safety.

Looking ahead, we affirm our dedication to continue organizing the Kelp PoSH Awards® annually. This proud tradition not only recognizes exceptional efforts but also fosters a shared push towards a safer, healthier workplace culture. By consistently spotlighting and rewarding companies that excel in workplace safety, we aim to inspire others to follow suit.

We look forward with anticipation to future editions of the Kelp PoSH Awards®, confident that Kelp will continue to lead the way in promoting a safer, healthier, and more inclusive working world.



Glimpses of the Kelp PoSH Awards® 2023 – Top 25 Safest Workplaces in India

“We are thrilled to witness another successful edition of the Kelp PoSH Awards. This event is a testament to our unwavering commitment to fostering workplaces that prioritise safety, respect, and inclusivity. The outstanding achievements of the winners inspire us to continue our mission of creating positive and empowering work environments for all.”

**Smita Shetty Kapoor,
CEO & Co-founder, Kelp**

“Prioritising safety isn’t just a policy, it’s our culture. Winning this award affirms our commitment to creating a workplace where every employee feels secure and valued”

**Shiv Agrawal, MD
ABC Consultants**

Torchbearers & 3 Time Winners



“We are honoured to be recognised as the Torchbearers of Workplace Safety: Triple Safety Crown among the ‘Top 25 Safest Workplaces in India’ for the third consecutive year. This recognition underscores our efforts towards creating a robust and engaging PoSH education and awareness program at Uber. Combating sexual harassment in the workplace isn’t just a responsibility but it is part of our commitment to fostering a culture of respect, dignity and equality. This award is a recognition for our organisation’s collective efforts to ensure inclusivity and respect at the workplace.”

**Megha Yethadka,
Sr Director, Uber India**

Torchbearers & 3 Time Winners

“We are extremely happy to be recognized as one of the Top 25 Safest Workplaces in India for two consecutive years. This prestigious recognition underscores our unwavering dedication to maintaining the highest standards of safety across all facets of our operations, respect for diverse thought and empowerment that allows each individual to be itself and thrive at TCE. Our comprehensive practices, rigorous training programs, leadership engagement on subject and cutting-edge technologies have collectively contributed to creating a secure and healthy work environment. At TCE, we strongly believe that this accolade is a testament to our continuous efforts to foster a culture of safety, respect and well-being where every team member feels valued and protected.”

**Nidhi Mehendiratta, CHRO & Chief Ethics,
Tata Consulting Engineers**

Torchbearers & 2 Time Winners



TOP 25 SAFEST WORKPLACES IN INDIA

ABC Consultants
Pvt. Ltd.

Aditya Birla
Fashion &
Retail Limited –
Fashion Crafted

Aditya Birla
Fashion &
Retail Limited –
Haritha Apparels

Ather Energy
Private Limited

Brandix Apparel
India Private Limited

BTS Strategy
Alignment & Execution
Private Limited

DBS Technology
Services India
Private Limited (DTI)

Flatirons Solutions
India Private Ltd

FlexAbility HR
Solutions
Private Limited

India Factoring &
Finance Solutions
Private Limited

Ingram Micro
India Private Limited

Interglobe
Aviation Ltd.

LearningMate
Solutions Pvt. Ltd.

Mastek Limited

Merit Data &
Technology Pvt. Ltd.

Movate
Technologies
Pvt Ltd

Niterra India
PVT. LTD.

PI Industries
Limited

Quinnox
Consultancy
Services Limited

Swiss Re Global
Business Solutions
India Private Limited

Syngenta
Services Pvt Ltd

Tata Consulting
Engineers Limited

TATA Medical
& Diagnostics Ltd.

Uber

WNS Global
Services
Private Ltd



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Torchbearers of Workplace Safety



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