

## NOTIFICATION

### THE PROTECTION AGAINST HARASSMENT OF WOMEN AT WORKPLACE

In order to make UIT an exemplary work environment regardless of gender, cast and creed, it is notified that the Institute has adopted “**The Protection against Harassment of Women at Workplace Act 2010**” [hereinafter referred as Act] of Parliament of Pakistan with immediate effect. As per Act, any unwelcomed sexual advancement, request for sexual favour or other verbal or written communication or physical conduct of a sexual nature or sexually demeaning attitudes, causing interference with work performance or creating an intimidating, hostile or offensive work environment will be taken as an **offence with zero tolerance** and dealt as per Act.

The entire Act is applicable to all permanent and contractual employees of the Institute. For the convenience of employees, salient / actionable areas of the Act including Inquiry Committee are notified as follows:

#### 1. Inquiry Committee

1.1 As per Act, an Inquiry Committee [hereinafter referred as Committee] has been constituted of following members to enquire into complaints under this Act:

- (i) M. Kamran Jamil, Head HR & Administration ... Chairperson [as part of senior management]
- (ii) Shabana Naz, Manager Finance ... Member [as part of mandatory female member]
- (iii) Dr. Muhammad Waseem, Assistant Professor ... Member [as part of senior employee]

1.2 In case a complaint is made against one of the members of the Committee then that member will be replaced by another member [to be nominated by the Head HR & Administration] from within the Institute, for that particular case.

#### 2. Procedure for holding Inquiry

2.1 The Committee, within 03 days of receipt of a written complaint, shall

- 2.1.1 Communicate to the accused the charges and statement of allegations leveled against him, the formal written receipt of which will be detained;
- 2.1.2 Require the accused within fifteen days from the day the charge is communicated to him to submit a written defense and on his failure to do so without reasonable cause, the Committee shall proceed ex-parte; and
- 2.1.3 Enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defense of the accused as the Committee may consider necessary and each party shall be entitled to cross-examine the witnesses against him.

2.2 The following provisions shall be followed by the Committee in relation to inquiry:

- 2.2.1 The statements and other evidence acquired in the inquiry process shall be considered as confidential;

- 2.2.2 An officer in the Institute, if considered necessary, may be nominated to provide advice and assistance for each party;
- 2.3 The Committee shall submit its findings and recommendations to the Competent Authority within thirty days of the initiation of inquiry. If the Committee finds the accused to be guilty it shall recommend to the Competent Authority for imposing one or more of the following penalties:
- 2.3.1 Minor Penalties
- 2.3.1.1 Censure;
  - 2.3.1.2 Withholding, for a specific period, promotion or increment;
  - 2.3.1.3 Temporarily suspension from service for an inquiry / specific period; and
  - 2.3.1.4 Recovery of the compensation payable to the complainant from pay or any other source of the accused;
- 2.3.2 Major Penalties
- 2.3.2.1 Reduction to a lower post or transfer to another department / region / city on the same or lower post;
  - 2.3.2.2 Compulsory retirement;
  - 2.3.2.3 Removal from service;
  - 2.3.2.4 Dismissal from service;
  - 2.3.2.5 Fine. Apart of the fine can be used as compensation for the complainant.
- 2.3.3 Penalties may not be limited to above and can also be increased as per the recommendations of the Committee or the directives of Competent Authority.
- 2.4 The Competent Authority shall impose the penalty recommended by the Committee as per clause 2.3 above within 01 month of the receipt of the recommendations of the Committee.
- 2.5 The Committee shall meet on regular basis and monitor the situation regularly until they are satisfied that their recommendations subject to decision of Competent Authority have been Implemented.

### 3. Powers of the Inquiry Committee

The Inquiry Committee shall have flowing powers related to the case brought before it:

- 3.1 to summon and enforce attendance of any person within the institute and examine him on oath (Non adherence from the person called upon will be dealt as non-compliance on report of Committee);
- 3.2 to require the discovery and production of any document;
- 3.3 to receive evidence on affidavits; and
- 3.4 to record evidence.



**Muhammad Kamran Jamil**

Director HR and Administration