FRONTIER MEDICAL AND DENTAL COLLEGE

Anti-Harassment Policy for Employees

(Guidelines, Policies and Procedures)

Frontier Medical and Dental College is committed to a work environment where all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal learning and employment opportunities, and prohibits unlawful and discriminatory practices, including harassment.

Therefore, Frontier Medical and Dental College expects that all interactions among students, teachers, other employees, individuals, external service providers, business partners, customers and vendors are business-like and free of explicit bias, prejudice and harassment.

1. Purpose:

Frontier Medical and Dental College has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination, and retaliation. The purpose of this policy is to ensure that, in the workplace, no person harasses another person in any way on the basis of gender, sexual orientation, race, religion, ethnic background, minority status, disability, or personal likes and dislikes. Moreover, the policy's purpose is to ensure that harassment including sexual harassment in any form is not tolerated.

2. Scope:

This policy applies to all employees / individuals / external service provider in any way affiliated with the organization, who have experienced and/or witnessed any type of harassment including

sexual harassment in the workplace or in any work-related setting outside the workplace, such as during official meetings and official business-related social events. All arising allegations shall be promptly investigated and resolved at the earliest according to the parameters defined within this policy document.

3. Definition:

3.1 Harassment:

Harassment is a verbal, written or physical conduct that denigrates, or shows hostility or aversion towards a person because of his/her gender, sexual orientation, race, religion, ethnic background, minority status, disability, and that:

a) Has the purpose or effect of creating an intimidating, hostile or offensive work environment, or

b) Has the purpose or effect of unreasonably interfering with an individual's work performance, or

c) Otherwise adversely affects an individual's employment opportunities. Harassing conduct may include, but is not limited to, epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; name calling, physical/verbal assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, undue interference with work performance and Sexual Harassment.

3.2 Sexual Harassment:

Any unwelcome sexual advance, request for sexual favours or other verbal or written communication or physical conduct of a sexual nature or sexually demeaning attitudes where:

a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment,

b) Submission to or rejection of such conduct is used as the basis for employment decisions, or
c) Such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile or offensive working environment.

3.3 "Employee":

Means a person employed by the organization on regular and full-time basis including employees on probation.

3.4 "Individual": includes, but not limited to, person hired on Company Contract, Agency Contract, employment applicant and intern/apprentice.

3.5 "External Service Providers":

Means and includes any employee of a third party sourcing company, not included in the definition of the employee, providing services to the Company as an external resource without any linkage in terms of service contract, employment and payroll with the Company.

3.6 "Work Place":

Means the place of work or the premises where the Company operates and includes building, open area or a larger geographical area where the activities of the Company are carried out and including any situation that is linked to official work or official activity outside the office.

3.7 "Complainant":

An Employee / Individual / External Service Provider who is subject to alleged harassment or a witness of such act.

3.8 "Respondent":

Respondent is an Employee/ Individual / External Service Provider (through their respective employer) who's alleged conduct is subject of a complaint. Also referred as allege accused.

3.9 “Complaint Channel”:
Employees can report an act of harassment by sending an email to HR department at hr.ummarafmdc@gmail.com or sending a verbal or written complaint to the Chairman of the Anti-Harassment Inquiry Committee.

3.10 “Inquiry Committee”:
Means the Standing Committee established to inquire into allegations of Harassment and shall consist of three (03) members amongst which one will be nominated as the Chairperson. Such member shall be nominated by the Competent Authority. At least one member in the Committee shall be a female. In case a complaint is made against one of the members of the Inquiry Committee, that member should be replaced by another for that particular case. In the event there is a sexual harassment case which the management is unable to resolve, it may solicit input from relevant Board member, if required.

3.11 Competent Authority
a) For Manager & Above: MD & CEO
b) For Deputy Manager & Below: Head Human Resource

3.12 “Ombudsperson”: means (Mohtasib) a person appointed by the Government to investigate complaints and cases related to harassment.

4. Guidelines

4.1 The Company shall display copies of Anti-Harassment Policy in English and Urdu in its offices and branches at conspicuous

places and circulate the policy every year for employee's information and guidance.

4.2 Human Resources shall organize training of employees for awareness and proper handling of all such matters.

4.3 Below mentioned are parameters for identifying cases of alleged harassment including sexual harassments:

4.3.1 Harassment based on sex (sexual and non-sexual), race, colour, ethnic background, sexual orientation, national origin, religion, age, disability, or retaliation.

4.3.2 Harassment based on behaviour not conforming to the social norms; however this may exclude very occasional compliments of a socially acceptable nature.

4.3.3 Offensive conduct must be pervasive, such that a reasonable employee would consider it to be intimidating, hostile or abusive. It refers to behaviour that is not welcome, that is personally offensive, and that debilitates morale & interferes with work effectiveness.

4.3.4 Sexual Harassment encompasses a wide range of conduct and all are prohibited, some examples of specifically prohibited conduct include the following:

i. Physical, written, or verbal harassment or abuse; (flirtations, including through the electronic/social media, advances, and/or propositions)

ii. Behaviour and/or words, including demand for sexual favours, accompanied by implied threats or preferential treatment concerning a person’s employment status; (individual’s employment, work assignments, promotions, salary, or letters of recommendation)

iii. Inappropriate displays of suggestive objects or pictures.

iv. Gestures, verbal expressions, or comments about a person’s body, clothing, or sharing of sexual experiences.

v. Inappropriate jokes and references to such literature.

vi. Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body.

vii. Unwelcome sexual advances, propositions, or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience.

viii. Retaliation for sexual harassment complaints.

4.3.5 All Employees/Individuals/External Service Providers are expected to take reasonable measures to prevent and discourage any type of Harassment including Sexual Harassment from

occurring in the workplace and report any such instances to their direct supervisor, or through the Complaint Channel.

4.3.6 Any Employee who violates this Policy shall be subject to appropriate disciplinary action, which may result in termination.

4.3.7 The Company shall do everything consistent with the enforcement of this Policy to protect the privacy of the concerned involved and to ensure that the Complainant and Respondent are treated fairly. Information about the Complainant and their disposition is considered confidential and shall be disclosed only to the relevant person(s).

4.3.8 The Inquiry Committee shall monitor the situation regularly until it is satisfied that the corrective measures have been implemented.

4.3.9 The detailed process regarding implementation of the Anti-Harassment Policy mentioning reporting, investigation and decision-making process shall be approved by Head Human Resources and will comply with all prevailing laws of the Country including the Protection against Harassment of Women at the Workplace Act, 2010. The approved process shall be communicated to all employees and individuals.

***Policy Issued by**: Miss Um-e-Ummara*
Human Resource Manager
Department of Human Resources
Frontier Medical and Dental College