



Policy Title: Anti Harassment Policy

1.0 Objective

The objective of this policy is to protect the rights of all employees and encourage harassment free workplace.

2.0 Scope

This policy is applicable to all employees of the UMT.

3.0 Policy

3.1 Policy Statement

1. Harassment in any form at UMT is considered as an offense and is punishable under UMT. Anti-Harassment Policy in accordance with the applicable laws, Pakistan Penal Code (1960). The Protection against Harassment of Women at the Workplace Act, 2010 Prevention of Electronic Crimes Act (2016), and HEC sexual harassment policy.
2. Harassment is categorized as downgrading self-esteem and is an objectionable offense in a conducive work environment. At UMT, harassment based upon gender, race, ethnicity, origin, age, religion, sect or because of any other reason, will not be accepted.
3. UMT respects the rights of all employees and encourages harassment free workplace.
4. A mechanism has been developed to deal with the complaints of harassment inclusive of disciplinary measures.

3.2 Definitions

Unless the context otherwise requires, capitalized terms used in this Policy shall have the respective meanings given to them below:

1. "UMT" — University of Management and Technology;
2. "2010 Act" - The Protection against Harassment of Women at the Workplace Act, 2010.
3. "Accused" - An employee against whom complaint has been made under this policy;
4. "Code" - The Code of Conduct prescribed in this policy;
5. "Competent Authority" - Authority as may be designated by the management for the purposes of this policy;
6. "Complainant"- An employee who has made a complaint to the Anti-Harassment Committee on being aggrieved by an act of harassment;
7. "Employee" - A regular or contractual employee whether employed on daily, weekly, monthly or hourly basis, and includes an intern or an apprentice;
8. "Employer"- In relation to a UMT means any person or body of persons whether incorporated or not, who are which employs in UMT under a contract or permanent employment or in any other status (Adhoc, TA, and Visiting Faculty);
9. "Management" - A person or a group of persons responsible for the management of the affairs of UMT;



10. "Ombudsperson" - Person appointed under 2010 Act;
11. "Workplace" means the place of work or the premises where UMT operates and includes buildings, classrooms, offices and laboratories where the activities are carried out and including any situation that is linked to official work or official activity outside the office;
12. "Competent Authority" — The Person notified by UMT as competent authority for the purpose anti-harassment measures
13. "Anti-Harassment Committee" — A group of people assigned to look into complaints of Anti-Harassment Committee.
14. "Policy" — The UMT Anti-Harassment Policy;
15. "Rector" — The Rector of UMT.

3.3 Harassment

Harassment includes discourteous, scaring, hostile, teasing, ridiculing degrading, abuse, embarrassing advancements, comments, remarks or actions. It may include oral/verbal or physical acts including remarks, activities or actions that affects an employee. Violations can vary from giving benign comments to viciousness and putting the employee in any kind of danger through an improper action.

Some deliberate acts and behaviors that come under harassment include:

1. Derogatory, vulgar or insensitive jokes, pranks, or comments;
2. Racial slurs, derogatory remarks about a person's accent, display of racially offensive symbols;
3. Comments about a person's private life or the way they look;
4. Sexual advances or requests for dates;
5. Non-verbal behavior such as staring, leering, whistling or indecent gestures;
6. Ridiculing or demeaning comments;
7. Innuendos or veiled threats;
8. Unreasonably or unjustifiably excluding someone from normal workplace conversations, meetings and making them feel unwelcome;
9. Disrupting a person's work;
10. Comments that ridicule or stereotyping people;
11. Displaying or sharing offensive images such as posters, videos, photos, cartoons, screensavers, emails, or drawings that are derogatory or sexual;
12. Offensive comments about appearance, or other personal or physical characteristics, such as sexually charged comments or comments on someone's physical disability;
13. Unnecessary or unwanted physical contact such as kissing, grouping or massaging, blocking normal movement, or physically interfering with the work of another individual;
14. Threats or demands so that a person submits to sexual requests as a condition of continued employment or to avoid some other loss, and offers of employment-related benefits in return for sexual favors;
15. Physical assault or stalking;



16. Unwillingness to train, evaluate, assist, or work with a colleague;
17. Intimidating acts, such as bullying or threatening;
18. Any other conduct that shows hostility, disrespect for or mistreatment of an individual.

3.4 Types of Harassment

3.4.1 Discriminatory Harassment

UMT is committed to providing a workplace that is free from discriminatory harassment. Employees must not harass anyone because of race, color, gender, national origin, religion, physical or mental disability, sexual orientation, or on the basis of his or her age.

The more common and recognizable forms of discriminatory harassment are mentioned below:

3.4.1.1. Racial Harassment

A victim may experience racial harassment because of race, skin color, ancestry, origin country or citizenship. Even perceived attributes of a certain ethnicity (curly hair, accents, customs, beliefs or clothing) may be the cause. Racial harassment often looks like: (Racial slurs, Insults, Jokes, Degrading comments, disgust and intolerance of differences)

3.4.1.2 Gender Harassment

Gender-based harassment is discriminatory behavior towards a person based on their gender. Negative gender stereotypes about how men and women should or do act are often the center of the harassment. Some acts are:

1. A male faculty/staff harassment for having what is perceived as a woman's job
2. A female faculty/staff member hits a glass ceiling and taunted for not being "leader material"
3. A male/female faculty/staff displays material (comics, posters) that's degrading to another employee.

3.4.1.3 Religious Based Harassment

Religious harassment is often interconnected with racial harassment but narrows in specifically on the victim's religious beliefs;

1. Intolerance toward religious holidays
2. Intolerance toward religious traditions
3. Intolerance toward religious customs
4. Cruel religious jokes
5. Degrading stereotypical comments
6. Pressures to convert religion



3.4.1.4. Disability Based Harassment

Disability-based harassment is a type of workplace harassment directed towards individuals who either:

1. Suffer from a disability themselves.
2. Are acquainted with a disabled person or people.
3. Use disability services (sick leave or workers' compensation).
4. An employee with a disability may experience harassment in the form of harmful teasing, patronizing comments or isolation.

3.4.1.5 Age-Based Harassment

An employee facing age-based harassment might be:

1. Teased and insulted;
2. Left out of activities or meetings, unfairly criticized (simply because of their age and the stereotypes that come with it).

3.4.2 Personal Harassment

Personal Harassment at UMT is objectionable conduct or comment directed towards a specific person which is done to create an intimidating, humiliating, or hostile work or educational environment.

1. Inappropriate comments.
2. Offensive jokes.
3. Personal humiliation.
4. Critical remarks.
5. Ostracizing behaviors.
6. Intimidation tactics.
7. Or any other behavior that creates an intimidating and offensive work environment for the victim.

3.4.3 Physical Harassment

Physical harassment is prohibited in UMT and is considered as workplace harassment that involves physical attacks or threats. In extreme cases, physical harassment may be classified as assault. Physical harassment should be taken very seriously in the workplace and explained thoroughly.

Common behaviors include:

1. Direct threats of intent to inflict harm.
2. Physical attacks (hitting, shoving, kicking).
3. Threatening behavior (shaking fists angrily).
4. Destroying property to intimidate.



3.4.4 Power Harassment

Power harassment that's characterized by a power disparity between the harasser and the harassed is considered as a law-breaking act/behavior as per the code of conduct and anti-harassment policy of UMT.

The harasser exercises their power by distressing a victim who is lower on the office hierarchy.

In many cases, the harasser is a head of the department or line manager/supervisor who victimizes their subordinates. Power harassment isn't limited to a certain type of behavior. It can be verbal in the form of intimidation or it can be physical in the form of acts of violence. More often than not it's psychological. The harasser subjects the victim to:

1. Excessive demands that are impossible to meet.
2. Demeaning demands far below the employee's capability.
3. Intrusion into the employee's personal life.

3.4.5 Psychological Harassment

Victims of psychological harassment often feel put down and belittled on a personal level, a professional level or both. The damage to a victim's psychological well-being often creates a domino effect, impacting their physical health, social life, and work life. Psychological harassment in the workplace might look like:

1. Isolating or denying the victim's presence.
2. Belittling or trivializing the victim's thoughts.
3. Discrediting or spreading rumors about the victim.
4. Opposing or challenging everything the victim says.

3.4.6 Cyberbullying

1. Unauthorized access to information system or data.
2. Unauthorized copying or transmission of data.
3. Interference with information system or data.
4. Unauthorized access/interference to critical infrastructure information system or data.
5. Unauthorized copying or transmission of critical infrastructure data.
6. Elevation of an offense.
7. Cyber terrorism.
8. Hate speech.
9. Recruitment, funding and planning of terrorism.
10. Electronic forgery;
11. Electronic fraud
12. Making, obtaining, or supplying device for use in offence
13. Unauthorized use of identity information
14. Offences against the dignity of a person



15. Child pornography
16. Cruel code
17. Offenses against modesty of a natural person and minor
18. Tampering, etc. of communication equipment
19. Cyber stalking
20. Spamming
21. Spoofing

3.4.7. Retaliation

Retaliation harassment occurs when a person harasses someone else to get revenge and to prevent the victim from behaving in such a way again.

This type of harassment typically has three parts:

1. Employee A: files a complaint about Employee B.
2. Employee B: finds out about the complaint and who made it.
3. Employee B: harasses Employee A to get revenge and deter them from filing further complaints.
4. Employee B, in this case, would be harassing Employee A as retaliation.

3.4.8 Sexual Harassment

The comprehension of inappropriate behavior acts/behavior will be;

1. To ask/force/blackmail male/female student to meet supervisors/authorities in-charge out of the institution's premises with the promise of improvement in grades.
2. Financial and sexual gratification from students by their any employee of UMT.
3. Financial and sexual gratification from graduating students preferably of Ph.D., MPhil, Masters by their thesis supervisors.
4. Intimidation of faculty / staff by students/colleagues in order to tarnish the reputation (character assassination) of faculty/staff.
5. Unwelcome sexual advances — whether they involve physical touching or not.
6. Asking male/female students to visit personal offices of their supervisors/authorities in-charge after office hours to discuss their grades and assignments.
7. Sexual epithets, jokes, written or oral references to sexual conduct, or gossip regarding one's sex life.
8. Comments on an individual's body, comments about an individual's sexual activity, deficiencies, or prowess; displaying sexually suggestive objects, pictures, or cartoons.
9. Unwelcome staring, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments.
10. Inquiries into one's sexual experiences.
11. Discussion of one's sexual activities (even if males are discussing this, it is done deliberately in front of female students or colleagues).



12. Using abusive language that refers to others' mother's or sister's or daughter's bodies.
13. Acts of sexual connotation relating to the same as a common usage in conversation.
14. Male head of department deliberately touching or hitting the body of female employee with any object.
15. Male faculty referring to female bodies and reproductive cycles to embarrass female students during class lectures.
16. Scrutinizing at female/male bodies.
17. Needy female students given financial support by faculty member in exchange for sexual favors.
18. Employee telling vulgar jokes with sexual innuendos during classes or office hours.
19. Supervisors/teachers spending long hours locked away in office with a young female colleague or student.
20. Character assassination of female/male faculty to gain political, academic, or financial gains.
21. Female/male employees initiating intimacy for benefits of grades, employment or finances.
22. Using vulgar language to address females/male (student, faculty and other employees).
23. To touch one's intimate parts in the presence of females without any reason.
24. Threatening female/male students/faculty/staff by using forged/fake documents and pictures to blackmail them into compliance.
25. Anonymous letters/pamphlets/e-mails leading to defamation of character assassination of employees/teachers/students.

3.4.9 Verbal/Oral Harassment

Obvious verbal harassment behaviors include things like;

1. Vulgar comments
2. Threatening
3. Yelling
4. Insulting
5. Cursing

3.5 The Inquiry Committee

3.5.1 The Inquiry Committee shall comprise as follows

1. A standing Anti-Harassment Committee will be constituted by the Rector to resolve the complaint of harassment.
2. The Committee shall consist of 6 members of whom 3 members shall be women. A Chairperson shall be designated from amongst them by the Competent Authority.

3.6 Powers of the Anti-Harassment Committee

1. In addition to the powers and functions mentioned herein, The Committee shall also have the power;
 - i. To summon and enforce attendance of any person and examine them under oath;



- ii. To require the discovery and production of any document;
 - iii. To receive evidence and to record evidence;
 - iv. To take final decision on the complaint in terms of punishments and other appropriate measures (implementation of decision shall be subject to the endorsement by the Rector).
2. The Anti-Harassment Committee shall have the power to inquire into the matters of harassment. If a case requires to get the complainant or the accused medically examined by a designated doctor or a panel of doctors.
 3. The serious registered cases /findings may be reported to the police if required.

3.7 Procedure of Holding the Inquiry

1. Any employee who has a complaint of harassment at work by anyone, including faculty, staff or visitors, should immediately bring the matter in writing to head of HR with a copy to chief Anti-Harassment Officer.
2. The Harassment Inquiry Committee, within three working days of receipt of a written complaint, shall:
 - a. Communicate to the accuser the charges and statement of allegations, formal written charge sheet of which will be given to harasser;
 - b. Require the accused within seven working days from the day the charge is communicated to submit a written defense and on his/her failure to do so without reasonable cause, the Committee shall proceed ex-parte; and
 - c. Enquire into the charge and may investigate such oral or documentary evidence in support of the charge or in defense of the accused.
3. The following provisions shall be followed by the Committee in relation to an inquiry;
 - a. The statements and other evidence acquired in the inquiry process shall be considered as confidential;
 - b. Both parties, the complainant and the accused, shall have the right to be represented or accompanied by a colleague as a witness;
 - c. No adverse action shall be taken against the complainant or the witnesses unless it is proven that the complaint or the evidence were malafide/fake;
 - d. The Anti-Harassment Committee shall ensure that the accused or any other person shall in no case create any hostile environment for the complainant so as to pressurize the complainant from freely pursuing the complaint.
4. The Anti-Harassment Committee shall take a decision on the case and will implemented after endorsement of Rector.
 - a) **Minor penalties**
 - Written warning;
 - Withholding, for a specific period, promotion or increment;
 - Suspension, for a specific period;



- Any other minor penalty deemed appropriate by the Anti-Harassment Committee.

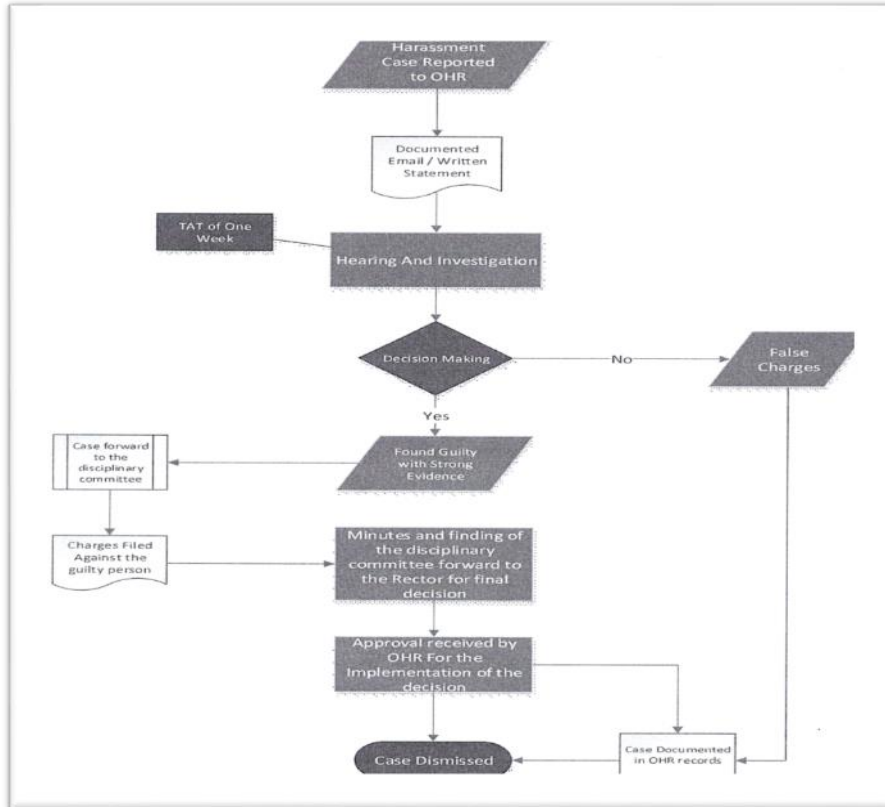
b) Major penalties

- Dismissal from service and registration of police case;
- Dismissal from service;
- Termination from service;
- Forced resignation;
- Volunteer acceptance of resignation;
- Layoff from service.

3.8 Records with OHCM

1. All notes and records arising from procedures of an informal or formal resolution of all harassment cases under this Policy shall be maintained in a permanent confidential file, with the Office of Human Resources.
2. The notes/records referred shall also be maintained by the secretary of Anti-Harassment committee.

3.9 Process Flow





4.0 Compliance and Enforcement

OHCM is responsible for the compliance and enforcement of this policy.



ANNEX: Inquiry Committee Notification



NO.ORG/NOT/3010/006/01
January 14, 2021

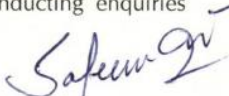
NOTIFICATION

Subject: **Implementation of Protection against Harassment of Women at Workplace Act 2010 and its Rules 2013**

It is notified for the information of all concerned that the Rector, in pursuance of the direction of the Office of the Ombudsperson (Mohtasib) Punjab regarding Implementation of 'Protection against Harassment of Women at the Workplace Act 2010' and its Rules 2013, has been pleased to constitute the following inquiry committee to enquire into the complaints regarding harassment of women at workplace:

- | | |
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| 1. Dr. Mumtaz Hasan Malik,
Dean, School of Textile and Design | Convener |
| 2. Dr. Sadia Saleem,
Acting Dean, School of Professional Psychology | Member |
| 3. Mr. Ahmad Abdullah,
Senior Director Planning and Development | Member |
| 4. Ms. Rameen Fatima Rai,
Manager HR – Strategies & Policies/ER, | Focal Person and
Secretary of the Committee |

The inquiry committee shall abide by the 'Protection against Harassment of Women at Workplace Act 2010' and its Rules 2013 in letter and spirit for conducting enquiries regarding harassment of women at workplace.


Engr. Saleem Ata
Registrar

Circulation: Rector Secretariat, President Secretariat, All Deans, All Directors, All Heads of Teaching Departments, OCE, OTR, Heads of Management Offices and Master file