

NIAZI MEDICAL COLLEGE, SARGODHA

ANTI HARASSMENT POLICY

All individuals have right to learn/ work with peace of mind without any intimidation. No institution can strive without harassment free environment, equality and justice. The Administration of Niazi Medical & Dental College (NMDC) considers harassment a breach of its standards of conduct, so an AntiHarassment Cell will be set up for students, staff or faculty to lodge complaints against any type of harassment for fair and timely resolution.

1. Objectives:

The objectives of this policy are to:-

- I.** Create and maintain a congenial learning and working environment for students and employees of NMDC free of all types of harassment.
- II.** Promote awareness about sexual harassment.
- III.** Ensure fair and timely resolution of harassment complaints.

2. Implementation of the Policy:

The Principal will constitute a committee to execute the policy under the procedures and guidelines given below.

3. Composition of the Committee:

The composition of the committee will be as under:-

- I. Chairperson:** A senior female Professor.
- II. Members**
 - a)** Director Students Affairs
 - b)** 1 x Male Professor from Preclinical Sciences
 - c)** 1 x Female Professor from Clinical Sciences
 - d)** 1 x Female Professor from Basic Sciences

4. Responsibilities of Anti-Harassment Committee:

The chairperson and members will have the following responsibilities:

- I. Chairperson will be responsible to;**
 - a)** Ensure fair and timely resolution of harassment complaint.
 - b)** Process all the individual complaints and take suitable action in the manner and mode as per the guidelines of the policy.

- c) Form / review the guidelines of policy to rectify the grievance of sexual harassment as required from time to time, in the light of the acts of the parliament/ Government of Pakistan on the subject.
- d) Take preventive steps for all types of harassment specially gender discrimination and sexual harassment.
- e) Promote awareness about harassment through printed materials, posters or workshops.
- f) Deal with the false allegations as serious offense and take action under the disciplinary regulations of NMDC.

II. Members will be responsible to:

- a) Register complaints of harassment, made by any female/male student or employee of NMDC.
- b) Provide confidential counseling service to sexual harassment cases, so they can speak about the sensitive incident.
- c) Forward the complaint to the chairperson.

5. Procedures and the Guidelines of the Policy:

The following types of harassment may be reported to anti-harassment cell for resolution:

- a) **Physical harassment.** It involves physical attacks or threats and includes:
 - I. Direct threats of intent to inflict harm
 - II. Physical attacks (hitting, shoving, kicking)
 - III. Threatening behavior (shaking fists angrily/ shouting)
 - IV. Destroying property to intimidate
- b) **Personal harassment.** It is bullying in its most basic form and includes:
 - I. Inappropriate comments / offensive jokes
 - II. Personal humiliation/ critical remarks
 - III. Ostracizing behavior/ Intimidation tactics
- c) **Discriminatory Harassment.** It includes unfair treatment of a person because of race, color, religion, national origin, age, disability, gender identity, and gender expression.
- d) **Psychological Harassment.** It generates a negative impact on a person's psychological well-being / self-esteem. It often creates a domino effect, affecting the physical health and interfering with individual's work or academic performance. It includes:
 - I. Isolating or denying the victim's presence.
 - II. Belittling or trivializing the victim's thoughts.
 - III. Discrediting or spreading rumors about the victim.
 - IV. Opposing or challenging everything the victim says.
- e) **Cyber bullying and online harassment.** It includes:
 - I. Sharing humiliating things about the victim by e-mail or chat with mass
 - II. Spreading lies or gossip about the victim on social media.

III. Sending harassing text messages directly to the victim.

f) **Power Harassment.** The harasser exercises his / her power by bullying a victim who is lower on the office hierarchy. The harasser subjects the victim to:

- I. Excessive demands that are impossible to meet
- II. Magnified demands far below the employee's capability
- III. Intrusion into his/ her personal life

g) **Sexual harassment.** It is a serious offence. Pakistani law defines sexual harassment as:

- I. Any unwelcome sexual advance
- II. Request for sexual favors or other verbal or written communication or physical conduct of a sexual nature or sexually demeaning attitudes
- III. Causing interference with work performance or creating intimidating
- IV. Hostile or offensive work environment,
- V. The attempt to punish the complainant for refusal to comply with such a request or is made a condition for employment.

6. Reporting the incidence:

- I. The harassed person will approach to any member of the cell personally and/or in company of her/his colleague or departmental head, preferably at the earliest with no time bar.
- II. The harassed person will report the incidence of harassment verbally, on telephone, by written application or email to any member of the cell for onward submission to the chairperson.

7. Harassment Resolution:

Resolution may be followed through three progressive levels.

- Informal Resolution (with or without a written complaint)
- Formal Resolution (with or without a written complaint)

a) **Informal Resolution.** The committee will normally seek resolution through informal means.

- I. The chairperson will interview both the harassed and the harasser separately to know their points of view.
- II. Arrange a conference with them and encourage/ facilitate them to resolve the issue directly through personal discussions in an amicable manner within 07 working days of receiving the complaint.

b) **Formal Resolution.** If informal resolution fails then formal resolution will be done. Upon receipt of the complaint, the chairperson will;

- I. Inform the harasser immediately in writing.
- II. Start an inquiry within 03 working days based on the evidences provided by the complainant or collected by the committee members.
- III. Involve both harassed and the harasser in the resolution process.

- IV. Allow an opportunity to the harassed and harasser to discuss the complaint in person for any clarification or evidence.
- V. Dismiss the complaint if the harassed person fails to prove the case.
- VI. Notify the decision to the complainant/ respondent

8. Disciplinary Action for Established Harassment / False Allegation.

Depending upon the nature and gravity of the established offence or false allegation the disciplinary action shall be one or more of the following:

a) For Faculty / Staff

- I. Removal from an administrative/ academic position.
- II. Dismissal or suspension from service
- III. Withholding of increment/s
- IV. Financial compensation deductible from accused pay and allowances

b) For Students:

- I. A verbal or written warning will be issued to the student under intimation to the parents/guardian.
- II. Imposition of fine
- III. Temporary/ permanent expulsion from hostel/ college
- IV. Withdrawing scholarship/ other benefits
- V. Debarring from appearing in any test/examination or other evaluation process
- VI. Debarring from representing NMDC in any national or international event.

9. Right to appeal:

The accused or complainant, if dissatisfied, will have the right to appeal to competent authority (Principal).