



STANDARD OPERATING PROCEDURES (SOP)
PROTECTION AGAINST SEXUAL HARRASSMENT
AT WORK PLACE ACT 2010



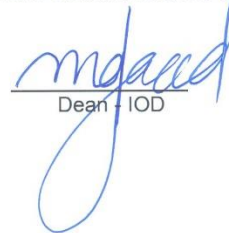
1. **General** The objective of this policy is to define sexual harassment and to outline procedures for filing complaints, investigating sexual harassment claims and formulation of appropriate disciplinary measures in case of any such violation.
2. **Scope** This policy will be applicable to all employees and students of CMH Lahore Medical College & Institute of Dentistry. All employees and students will be subject to strict disciplinary action which may include dismissal from service / expel from college, for violation of this policy.
3. **Sexual Harassment Define** Behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances in a work place or other professional or social situation.

Composition of Committee A committee comprising of 3 to 7 members (at least 30% membership to females in the committee) should be constituted with clear term of reference as per Act. The notification of the inquiry committee member may kindly be uploaded on website separately from the policy document and also displayed and circulated throughout the Institute.

4. **Responsibilities**
 - a. CMH Lahore Medical College & IOD is responsible to ensure enforcement of law and constitute an inquiry Committee.
 - b. HR department is responsible to ensure that all the employees and students are aware of the consequences of sexual harassment, implementation of procedure / complaints both for the individual filing the complaint (complainant) and the accused individual (respondent).
 - c. Complainant is responsible to submit incident report as soon as possible after an incident has occurred, preferably in writing.
 - d. Inquiry Committee is responsible to assist the complainant in completing a written statement or in case an employee and student refuses to provide information in writing.


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5. **Procedure** The inquiry committee after the receipt of written complaint shall:-

- a. Communicate to the accused in writing within 3 days with allegation statement.
- b. The accused shall respond in writing within 7 days ex-parte decision will be taken by the committee if the accused fails to submit written defense.
- c. Within 30 days inquiry committee shall complete the process and submit its recommendations to the Competent Authority.
- d. Within 1 week of the receipt of recommendations from the inquiry committee, Competent Authority shall implement the decision.
- e. To ensure the prompt and thorough investigation of sexual harassment complaint, the complainant should provide as much of the following information as is possible:
 - (1) The name, department and position of the person or persons allegedly committing harassment.
 - (2) A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.
 - (3) The effect of the incident(s) on the complainant's ability to perform his or her job, or on other terms or conditions of his or her employment.
 - (4) The names of other individuals who might have been subject to the same or similar harassment.
 - (5) What, if any, steps the complainant has taken to stop the harassment.
 - (6) Any other information the complainant believes to be relevant to the harassment complaint.
- f. The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of sexual harassment under local, state or federal law.



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6. Policy

- a. If an employee / student feel that he or she is being subjected to sexual harassment he or she may immediately inform the harasser that his/ her conduct is un-welcome and needs to be stopped immediately. If the inappropriate conduct does not cease, or if the employee / student is unable to or uncomfortable with addressing the alleged harasser directly, he or she should report the incident to standing inquiry committee.
- b. Employees / students who violate this policy are subject to appropriate discipline. If an investigation results in finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious or repeated violations is termination of employment. Persons who violate this policy may also be subject to civil damages or criminal penalties.
- c. All complaints and investigations are handled confidentially. In case information is disclosed, it should be strictly on need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation and nominated faculty members take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a sexual harassment complaint or investigation is maintained in secure files within the HR department.
- d. Submission such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- e. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- f. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment can be physical and psychological in nature.



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