



CODE OF CONDUCT

Under Protection against Harassment of women at the Workplace Act, 2010

[Schedule; Sections 2 (c) and 11]

Whereas it is expedient to make the Code of Conduct at the workplace etc. to provide protection and safety to women against harassment it is hereby provided as under:

FOSPAH

GUIDELINES TO ENSURE A HARASSMENT FREE WORK ENVIRONMENT

It is the **responsibility** of every employer to provide a conducive work environment

Harassment means:

- any unwelcome sexual advance, request for sexual favours, stalking or cyber stalking or other verbal, visual or written communication or physical conduct of a sexual nature or sexually demeaning attitudes, including any gestures or expression conveying derogatory connotation causing interference with work performance or creating an intimidating, hostile or offensive work environment, or the attempt to punish the complainant for refusal to comply to such a request or is made a condition for employment; or
- discrimination on basis of gender, which may or may not be sexual in nature, but which may embody discriminatory and prejudicial mind-set or notion, resulting in discriminatory behavior on basis of gender against the complainant:

Provided that a single incident having the effect of making a person uncomfortable or creating a sense of fear or panic at the workplace is also harassment.

Three Significant Manifestations of Harassment:

- Abuse of Authority** means demanding sexual favors from a subordinate for the subordinate to keep or obtain job benefits.
- Hostile environment** is one where the complainant feels uneasy, abused or intimidated resulting in interference with the complainant's work performance.
- Retaliation** for refusing a sexual favor resulting in limited promotion opportunities for the complainant, gossiping about/ maligning the complainant or distorting the complainant's evaluation reports etc.

Complaint in Organization:

- Every organization must have an Inquiry Committee**, consisting of three members of whom at least one should be a woman.
- The names and contact details of the members of the Inquiry Committee should be publicly displayed.
- Adjustment should be made by the employers such as:
 - Complainant and accused should not be required to meet for official business.
 - Extra charge that gives one party excessive power over the other party should be taken away.
 - Retaliation should be strictly monitored.
- The complainant can also file a complaint before the Inquiry Committee through her Incharge, Supervisor, CBA nominee or worker's representative.
- If the Inquiry Committee does not exist/ is not functional in an organization, a complaint can be filed at FOSPAH.

Appeal before FOSPAH:

- Any person aggrieved by the Inquiry Committee's decision can file an appeal before FOSPAH within 30 days of the decision.

Modes of Complaint at FOSPAH:

- A fresh complaint can be filed before the Federal Ombudsman through the following means:
 1. Online
 2. By post
 3. In person.

ENFORCEMENT OF WOMEN'S PROPERTY RIGHTS ACT, 2020

FOSPAH is now empowered to protect and secure the rights of ownership and possession of women in inherited or owned property, movable or immovable, situated in Islamabad Capital Territory (ICT).

- The aggrieved woman or anybody on her behalf can file a complaint before FOSPAH.
- The Ombudsman can also take **suo motu notice** of such matters.
- The Complaint shall be decided expeditiously.



Helpline:

03444 367 367



@fospah



info@fospah.gov.pk

Online Complaint:

