	<b>HUMAN RESOURCE-CORPORATE POLICY</b>				
	<b>Anti-Harassment Policy</b>				
	<b>Doc. No:</b> RMI-HR-015	<b>Effective Date:</b> 01-Sep-2021	<b>Revision Date:</b> 30-Sep-2024	<b>Version:</b> 01	<b>Page</b> 1 of 5

## 1.0 PURPOSE

- 1.1 Rehman Medical Institute strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. The environment of the organization should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. Rehman Medical Institute will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, Rehman Medical Institute will seek to prevent, correct, and discipline behavior that violates this policy.

## 2.0 SCOPE


- 2.1 This policy applies to all RMI Staff.

## 3.0 RESPONSIBILITY

- 3.1 All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.
- 3.2 Managers and supervisors who knowingly allow or tolerate discrimination, harassment, or retaliation, including the failure to immediately report such misconduct to human resources (HR), are in violation of this policy and subject to discipline.

## 4.0 DEFINITIONS AND ABBREVIATIONS

- 4.1 **“Accused”** means an employee or employer of an organization against whom a complaint has been made under this policy.
- 4.2 **“Complainant”** means a woman or man who has made a complaint to the to the Inquiry Committee on being aggrieved by an act of harassment.
- 4.3 **“Employee”** means a regular or contractual employee whether employed on daily, weekly, or monthly or hourly basis, and includes an intern or a trainee.
- 4.4 **“harassment”** means any unwelcome sexual advance, request for sexual favors or other verbal or written communication or physical conduct of a sexual nature or sexually demeaning attitudes, 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.
- 4.5 **“Inquiry Committee”** means the Inquiry Committee established by the management as per rules identified under “Protection of Women from Harassment Act 2010”. Inquiry committee will include at least three members of which one must be female.
- 4.6 **“Competent Authority”** means the authority as may be designated by the management for purpose of final decisions on inquiry committee findings and promotion of preventive measures for compliance to Anti-Harassment policy under act of law.

 <b>RMI</b> REHMAN MEDICAL INSTITUTE	<b>HUMAN RESOURCE-CORPORATE POLICY</b>				
	<b>Anti-Harassment Policy</b>				
	<b>Doc. No:</b> RMI-HR-015	<b>Effective Date:</b> 01-Sep-2021	<b>Revision Date:</b> 30-Sep-2024	<b>Version:</b> 01	<b>Page</b> 2 of 5

## 5.0 POLICY AND PROCEDURE

5.1 Rehman Medical Institute has developed this policy to protect women and men from harassment at the workplace. The purpose of this policy is to encourage the reporting of all incidents of harassment (Including sexual harassment) experienced by any individual and to provide a guideline for the behavior for all employees, including management, to ensure a work environment free of harassment and intimidation.

5.2 Rehman Medical Institute is committed to promote equality in the workplace by taking all required measures to prevent such incidents and to deal promptly and fairly with any reports of sexual harassment in a confidential and discreet manner.

5.3 Harassment is behavior that is absolutely unacceptable in the workplace and includes conduct/behavior of the following nature:

5.3.1 Any unwelcome sexual advance, request for sexual favors

5.3.2 Verbal or written communication or physical conduct of a sexual nature

5.3.3 Sexually demeaning attitudes which cause interference with work performance or create an intimidating, hostile or offensive work environment

5.3.4 Attempt to punish the complainant for refusal to comply to such a request or is made a condition for employment

5.3.5 Visual contact, such as leering, staring at another's body or gesturing


5.3.6 Generalized gender-based remarks and comments

5.3.7 Verbal or written sexually suggestive or obscene comments, jokes or propositions including letters, notes, e-mail, invitations, gestures, or inappropriate comments about a person's clothing.

5.4 There are three significant manifestations of harassment in the work environment:

### 5.4.1 Abuse of authority

A demand by a person in authority, such as a supervisor, for sexual favors in order for the complainant to keep or obtain certain job benefits, be it a wage increase, a promotion, training opportunity, a transfer or the job itself.

	<b>HUMAN RESOURCE-CORPORATE POLICY</b>				
	<b>Anti-Harassment Policy</b>				
	<b>Doc. No:</b> RMI-HR-015	<b>Effective Date:</b> 01-Sep-2021	<b>Revision Date:</b> 30-Sep-2024	<b>Version:</b> 01	<b>Page</b> 3 of 5

#### 5.4.2 Creating a hostile environment

Any unwelcome sexual advances, request for sexual favors or other verbal or physical conduct of a sexual nature, which interferes with an individual's work performance or creates an intimidating, hostile, abusive or offensive work environment.

The typical "hostile environment" claim, in general, requires finding of a pattern of offensive conduct, however, in cases where the harassment is particularly severe, such as in cases involving physical contact, a single offensive incident will constitute a violation.

#### 5.4.3 Retaliation

The refusal to grant a sexual favor can result in retaliation, which may include limiting the employee's options for future promotions or training, distorting the evaluation reports, generating gossip against the employee or other ways of limiting access to his/her rights. Such behavior is also a part of harassment.

#### 5.5 Procedure for informal complaints:

5.5.1 An informal approach to resolve a complaint of harassment may be through mediation between the parties involved and by providing advice and counselling on a strictly confidential basis.


5.5.2 A complainant or a staff member designated by the complainant may report an incident of harassment informally to their supervisor or a member of the Inquiry Committee. The request may be made orally or in writing. The supervisor or the committee member will address the issue at their discretion.

5.5.3 If the case is taken up for investigation at an informal level, a senior manager from the department will conduct the investigation in a confidential manner. The accused will be approached with the intention of resolving the matter.

5.5.4 If the incident or the case reported constitutes of harassment of a higher degree and the officer or a member reviewing the case feels that it needs to be pursued formally for a disciplinary action the case can be taken as a formal complaint after approval from the complainant.

#### 5.6 Procedure for Formal Complaints:

**Inquiry Committee:** Rehman Medical Institute will constitute an inquiry committee composing of three members of whom one member shall be female. HR department will

	<b>HUMAN RESOURCE-CORPORATE POLICY</b>				
	<b>Anti-Harassment Policy</b>				
	<b>Doc. No:</b> RMI-HR-015	<b>Effective Date:</b> 01-Sep-2021	<b>Revision Date:</b> 30-Sep-2024	<b>Version:</b> 01	<b>Page</b> 4 of 5

ensure the awareness of all employees regarding the inquiry committee members through new employee orientation/notification email and continuous training.

- 5.6.1 A complainant can file a formal complaint at any time. The complainant may make a formal complaint through their supervisor or directly through any member of the Inquiry Committee. The supervisor or committee member is obligated to initiate the process of investigation.
- 5.6.2 Assistance in the inquiry procedure can be sought from any employee of RMI. The supervisor will be the lead person and should facilitate the process and not try to hide any details of the incident.
- 5.6.3 The Management/Inquiry Committee shall do its best to temporarily adjust so that the accused and the complainant do not have to interact. This would include temporarily changing the office or taking away any responsibility which may give one party excessive powers over the job conditions of the other party. If deemed necessary, management may also decide to send the accused on leave or suspend the accused in accordance with the applicable procedures for dealing with the cases of misconduct.
- 5.6.4 Retaliation from either party will be strictly monitored.
- 5.6.5 RMI Management will constitute respective three (3) members inquiry committee for healthcare, clinical and education division containing on female member as per law & regulation guideline on a case to case basis and notify respective stakeholders in case of any harassment case is reported to HR department or CEO office.

**5.7 Inquiry, recommendations, and imposition of penalties:**


Within three days of a receipt of the written complaint, the Inquiry Committee shall proceed to investigate the situation as per the procedure provided by the Act and shall submit its findings and recommendations within thirty days of the initiation of inquiry. In case the accused is proved to be guilty, the inquiry committee shall recommend one or more of the following penalties:

**5.7.1 Minor Penalty:**

- Censure.
- Withholding, for a specific period, promotion or increment.
- Recovery of the compensation payable to the complainant from pay or any other source of the accused.

**5.7.2 Major Penalty:**

- Demotion

 <b>RMI</b> REHMAN MEDICAL INSTITUTE	<b>HUMAN RESOURCE-CORPORATE POLICY</b>				
	<b>Anti-Harassment Policy</b>				
	<b>Doc. No:</b> RMI-HR-015	<b>Effective Date:</b> 01-Sep-2021	<b>Revision Date:</b> 30-Sep-2024	<b>Version:</b> 01	<b>Page</b> 5 of 5

- Compulsory retirement.
- Removal/dismissal from service.

Fine: A part of the fine can be used as compensation for the complainant.

## 5.8 Filing Police Report against the Accused

- 5.8.1 Sexual harassment at any place, including a workplace, has been made a crime by amendment in the Section 509 of the Pakistan Penal Code 1860, thereby making it punishable by a fine up to Rupees 500,000/- and/or imprisonment up to 3 years.
- 5.8.2 This Code does not bar any complainant to invoke the relevant sections of the Pakistan Penal Code 1860.

## 6.0 ANNEXURE

6.1 Nil

## 7.0 REFERENCE

7.1 Nil

## 8.0 AMENDMENT HISTORY


8.1

Version	Date of Revision	Amendment Description (Compared to Previous Version)	Pages Affected

The changes are highlighted in the policy by yellow color for easy recognition

## 9.0 APPROVAL SHEET

<b>Prepared by</b>	
	Signature
<b>Reviewed by</b>	
	Signature
	Signature
<b>Approved by</b>	
	Signature

 REHMAN MEDICAL INSTITUTE	<b>HUMAN RESOURCE-CORPORATE POLICY</b>				
	<b>Anti-Harassment Policy</b>				
	<b>Doc. No:</b> RMI-HR-015	<b>Effective Date:</b> 01-Sep-2021	<b>Revision Date:</b> 30-Sep-2024	<b>Version:</b> 01	<b>Page</b> 6 of 5