

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 against harassment it is hereby provided as under:

GUIDELINE TO ENSURE A HARASSMENT FREE WORK ENVIRONMENT

Types of Harassment:

1. Abuse of Authority, meaning:

A person in authority while exercising his power demands sexual favours from a subordinate, in order for the subordinate to keep or obtain job benefits.

2. Creating hostile environment, meaning:

An environment where the Complainant feels uneasy, abused and intimidated, which interferes with the Complainant's work performance.

3. Retaliation, meaning:

Refusal to grant a sexual favour resulting in limiting promotion, generating gossip or distorting evaluation reports etc.

Complaint at organization:

- It is mandatory for every organization to have an inquiry committee constituted under the Protection against Harassment of Women at Workplace Act 2010.
- The inquiry committee is to be composed of 3 members of whom at least one member shall be a woman.
- Complaint to be made to a member of the inquiry committee.
- The employer should display the names and contact number of the members of inquiry committee at visible spots within the building.
- Adjustments should be made by the employer, such as:
 - (i) Complainant and the Accused shall not be required to meet for official business.
 - (ii) Extra charge should be taken away which may give one party excessive power over the other.
 - (iii) Retaliation should be strictly monitored.

Appeal at FOSPAH:

- If the Complainant or Accused is not satisfied with the decision of the inquiry committee in the organization, then an appeal can be filed at FOSPAH.
- Appeal is to be filed within 30 days.

Complaint at FOSPAH:

- A fresh complaint can be filed before the Federal Ombudsman.
- Complaint can be either submitted online, by post or in person.

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

FOSPAH IS EMPOWERED TO PROTECT AND SECURE THE RIGHT OF OWNERSHIP OF WOMEN IN THE PROPERTY

You can now file a complaint at FOSPAH under the "Enforcement of Women's Property Rights Act 2020" The Act, 2020, empowers FOSPAH to deal with all the complaints related to **women's property rights including moveable or immovable property.**

- FOSPAH can entertain a matter if a complaint is brought before it by the aggrieved woman or anybody on her behalf.
- The Ombudsman can even take a **Suo Moto Notice** in such like cases.
- The complaint will be decided within 60 days.
- FOSPAH can even entertain the matter if it is pending before a court of law and in such matters, FOSPAH will submit a report for assessment of the Court, after a complete investigation.
- On conclusion of the proceedings, the Ombudsman may deliver possession of the property as well as ownership and title to the Complainant.
- The Ombudsman may adopt all the necessary means for implementation of its orders.

Federal Ombudsman Secretariat for Protection Against Harassment (FOSPAH)

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