



FEDERAL OMBUDSMAN SECRETARIAT
FOR PROTECTION AGAINST HARASSMENT OF WOMEN AT THE WORKPLACE
Local Government and Rural Development Complex, First Floor, Near
State Bank of Pakistan, G-5/2, Islamabad

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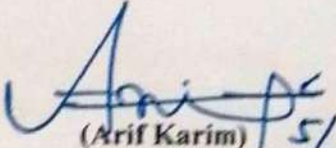
Dated: 5th September, 2023

OFFICE ORDER

Subject:- **INTERNSHIP POLICY GUIDELINE FOR FOSPAH'S INTERNSHIP PROGRAM**

The Honorable Federal Ombudsperson for Protection Against Harassment At the Workplace (FOSPAH), in exercise of powers conferred upon her by Section 17 (3), of the Federal Ombudsmen Institutional Reforms Act 2013, has been pleased to approve Policy Guideline, for FOSPAH Internship program, with effect from 1st August, 2023.

2. For information and compliance in letter and spirit.


(Arif Karim) 5/09/23
Secretary (FOSPAH)

Distribution:

1. PS to Hon'ble Federal Ombudsperson, FOSPAH, Islamabad
2. Regional Heads/Advisors, FOSPAH Regional Offices, Karachi/Lahore/Peshawar
3. Assistant Director (Admin & Accounts), FOSPAH, Islamabad
4. Assistant Director (IT), FOSPAH, Islamabad
5. DDO, FOSPAH, Islamabad
6. AGPR, Islamabad
7. AGPR Sub Offices, Karachi/Lahore/Peshawar

**GOVERNMENT OF PAKISTAN
FEDERAL OMBUDSPERSON SECRETARIAT, FOR PROTECTION
AGAINST HARASSMENT (FOSPAH)**

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**Subject: POLICY GUIDELINES FOR FOSPAH INTERNSHIP
PROGRAMME**

The Federal Ombudsman Secretariat for Protection Against Harassment (FOSPAH) operates as an autonomous quasi-judicial statutory entity, functioning under the purview of Act No-IV of 2010, with the primary mandate of safeguarding individuals against workplace harassment. Notably, FOSPAH has been entrusted with additional responsibilities through the "Enforcement of Women's Property Rights Act, 2020", empowering it to adjudicate cases pertaining to women's inheritance rights. FOSPAH's unwavering commitment revolves around cultivating a secure work environment that is devoid of harassment, abuse, intimidation, and discrimination. By ensuring such an atmosphere, FOSPAH seeks to uphold the principles of dignity, promote employee's well-being, and stimulate increased productivity, thus establishing a workspace conducive to holistic growth.

Internship

FOSPAH has initiated an Internship Programme for last year students and fresh graduates, with a particular emphasis on those specializing in law. This program is designed to offer a short-term, closely supervised work exposure that aligns with their field of study, either to fulfil degree requisites or to gain insight into their career aspirations. The internship structure encompasses practical engagement coupled with a meticulously planned learning process, employing specific assignments directed toward accomplishing FOSPAH's delineated objectives. These guidelines are intended to contemporize the prevailing framework, offering clear guidance and instructions, for Internship placements within both the FOSPAH Secretariat and its Regional offices.

Key Objectives

- To foster awareness and understanding about FOSPAH's mission and aim amongst the younger generation and aspiring legal professionals, ultimately cultivating advocates from diverse segments of society following the culmination of their internship engagements.
- To promote a wider and better understanding of the challenges/issues being dealt with by FOSPAH, and give an insight to the Interns about the operational methodologies adopted by FOSPAH, to overcome various challenges.

- Develop Interns' skills in conducting comprehensive legal research, analyzing cases, statutes, and regulations and synthesizing information, for various legal matters.
- Enhance Interns' proficiency in drafting legal documents, briefs, memos and other legal correspondence.
- Introduce Interns to court procedures, case management, assist in preparing documents for hearings, trials and other legal proceedings and have practical experience of court proceedings.
- To attract and develop a future talent pool of Lawyers, who can actively promote and contribute to the cause of FOSPAH.
- Foster collaboration by involving Interns in team meetings, discussions and brainstorming sessions, encouraging the exchange of ideas and insights.
- Instill a strong sense of ethical considerations in legal practice and guiding interns to navigate professional dilemmas with integrity.
- Encourage Interns' personal growth by fostering adaptability, critical thinking, problem-solving and effective communication skills.
- Provide regular constructive feedback to the Interns, guiding them to improve their legal skills and professional conduct.
- Enabling the Interns to contribute meaningfully to the FOSPAH's objectives, working on its different projects that align with the organization's initiatives and activities.
- To afford Interns the valuable opportunity, to engage in various facets of the FOSPAH Secretariat's operations, enabling them to accumulate practical work experience that can be applied effectively in their future careers, in public sector organizations and judicial forums.
- To create a network of advocates, for the public sector organizations.
- Strive to establish a FOSPAH Internship Programme that is internally coordinated, standing as a flagship initiative, for the organization.

To Ensure:

- Ongoing monitoring and evaluation mechanisms are in place, to ensure the continual enhancement of FOSPAH Secretariat's reputation through the Interns contributions.
- To ensure that the Interns are adequately supported to achieve excellence in their work.
- Ensuring a positive and enriching experience for Interns, which in turn can significantly contribute to their future careers.

Application Scope:

These Guidelines are applicable to all Interns engaged within the FOSPAH Secretariat. It is important to note that the Internship Programme stands distinctly apart from other forms of short-term attachments to the FOSPAH Secretariat, such as contractual or temporary positions. **Furthermore, participation in the Internship Programme does not confer any vested right upon the Interns, nor does it establish a basis for claims related to continued employment, whether on contractual or permanent terms.**

Statement of Guidelines:

These guidelines underscore the FOSPAH Secretariat's unwavering commitment to delivering a high-quality experience for the Interns. This entails engaging them in substantial activities that foster practical learning within their chosen field of study, notably focusing on the legal domain. Interns will benefit from a clearly defined framework that encompasses participation and learning objectives. Their progress will be closely monitored by the designated officers, including Higher Management of FOSPAH, Advisor (Legal), the Registrar, ensuring their effective contributions and promptly addressing any concerns.

It's important to note that Interns will not serve as replacements for regular staff members and are not expected to represent the FOSPAH Secretariat in official capacities, unless designated by the management for a specific task. Nonetheless, their dedicated tasks are anticipated to bring valuable contributions to the organization. The recruitment of FOSPAH interns will adhere to a transparent and competitive selection process, overseen directly by the top management.

Eligibility Criteria:

- HEC recognized BA/BSc degree and above.
- 4th or 5th year law students, in case of local law Programme (LLB 5 Years)
- 3rd year Students in case of External Law Programme (3 Years)
- Fresh Graduates are encouraged to apply.
- The candidates must have strong research background
- The Interns will be recruited for a period of three (03) months with 80% mandatory attendance, which shall be extendable up to a maximum period of One year.
- The following monthly stipend shall be paid to the interns: -
 - Legal Students (4th and 5th year and 3rd year in case of foreign degree Programme):

- (For three days' attendance with Two days online) Rs. 15,000/-Per month
- Legal Students (4th and 5th year and 3rd year in case of foreign degree Programme):
(For five days' attendance) Rs. 20,000/-Per month
- Fresh Legal or equivalent Graduates: Rs. 20,000/- Per Month
(For Three days' attendance with Two days online)
- Fresh Legal or equivalent Graduates: Rs. 25,000/- Per Month
(For Five days' attendance)
- Legal Graduates (Licence Holders of lower Courts): Rs. 25,000/- Per Month
(For Four days' attendance with one day online)
- Legal Graduates (Licence Holders of lower Courts): Rs. 30,000/- Per Month
- Legal Graduates (Licence Holders of High Courts): Rs. 30,000/- Per Month
(For Four days' attendance with One day online)
- Legal Graduates (Licence Holders of High Courts): Rs. 35,000/- Per Month
(For Five days' attendance)
- Based on performance and active participation in official work, the Hon'ble Ombudsperson (FOSPAH) may increase the stipend up to Rs.5000/-, on a quarterly basis.
- The age limit from 22 years to 30 years will be applicable at the time of submission of application.
- Availability to commit to FOSPAH's internship program, including the duration and expected hours per week.
- Female candidates are encouraged to apply.
- Disabled applicants and those belonging to Minorities are also encouraged to apply and Government quota will apply.

Application Procedure:

- All internship opportunities within the Secretariat, at its Head office Islamabad and Regional offices, Lahore, Karachi and Peshawar, will be publicly announced on FOSPAH's website and on social media.
- Applicants must complete the online application form and if required, provide a letter from the sponsoring Institution (University or Law College) on the Institution's official letterhead.
- Applications will only be considered for advertised Internship available slots. However, walk-in interviews are also accepted, if deemed appropriate by the higher management.

- Unless specified, applicants should not forward copies of their diplomas and other important documents.
- Prospective Interns submitting applications must state clearly and precisely the specific internship for which they are applying, the skills and experience they expect to gain or develop during the period of Internship and the contributions they will make to the work of the FOSPAH, as an organization.
- Only shortlisted candidates will be contacted and called for interviews.
- Ombudsperson will conduct interviews of the candidates, herself or notify a representative not below BPS-20 or equivalent Officer.
- Selected Interns shall submit their joining reports to the Admin Section, upon their joining.

Internship Conditions:

FOSPAH will consider accommodating a maximum of Ten (10) interns concurrently at the Head Office in Islamabad and five (5) Interns each at the Regional Offices, Karachi, Lahore and Peshawar. This allocation aims to facilitate efficient and productive management of the Internship Programme.

- The Internship duration will span a minimum of three months, extendable on a quarterly basis for up to a year, contingent upon the Intern's performance.
- Interns working hours will align with the established schedule followed within FOSPAH offices, unless permitted, by the management due to some personal issue.
- Commencement of internships is subject to issuance of offer letter by the FOSPAH, specifying the TOR's stipulated in the Internship Policy.
- Interns are prohibited from engaging in consultancy work with the FOSPAH Secretariat throughout their internship tenure.
- Interns do not hold the status of Secretariat staff members, thereby disqualifying them from receiving any privileges negotiated between the FOSPAH Secretariat and the Government of Pakistan.
- Interns are required to seek explicit written consent from FOSPAH before publishing any reports or papers founded on information acquired during the internship period.

Obligations of the Interns:

- Demonstrate willingness to participate fully and actively in the learning experience by planning their Programme of work with their assigned In-charge Officer.

- Participate in the introduction and orientation Programme of the FOSPAH Secretariat.
- Maintain conduct that upholds the reputation and status of the FOSPAH Secretariat at all times.
- FOSPAH reserves the right to terminate an internship without prior notice, if an intern fails to adhere to the expected standards of behavior and code of conduct.
- Interns are bound by a duty of confidentiality regarding all information, encompassing undisclosed data, shared with them during their internship tenure. They are required to sign a confidentiality agreement prior to commencing their internship.
- Legal Interns are expected to adhere to the appropriate attire customary for legal professionals during official office hours.
- At the culmination of the Internship Programme, in collaboration with their In-charge, interns will complete an evaluation and a report pertaining to their assigned tasks, contributing to the comprehensive Internship evaluation report.
- Interns are urged to maintain consistent communication regarding their progress with their designated In-charge Officer.
- Interns must operate within the guidelines and regulations relevant to them.
- Upon the end of their internship, Interns will complete a leaver form. This form must be signed by the In-charge Officer, affirming the resolution of any outstanding financial commitments (if applicable), the return of the Secretariat's security and access pass, and any other office assets under their use. Subsequently, the Intern's In-charge Officer will forward the completed form to the Admn Section.

Obligations of the FOSPAH Secretariat:

- Provide a comprehensive orientation to familiarize Interns with the FOSPAH's culture, policies, procedures and work environment.
- Assign a dedicated supervisor to guide the Interns and oversee their tasks.
- Ensure a respectful and inclusive work environment that values diversity and encourages Interns to voice their opinions and ideas and demonstrates zero tolerance for harassment.
- Provide Interns with access to legal databases, research materials and tools necessary for their tasks.
- Provide Interns with exposure to various departments such as Admin, HR, Accounts, and other relevant sections, to facilitate a comprehensive learning experience and hands-on

exposure in managing diverse aspects of the FOSPAH's operations familiarizing them with the working of a Government Institution.

- On the successful completion of internship, FOSPAH will issue an experience certificate to the Interns.

Leave Admissible to Interns

Two casual leaves per months are admissible to the Interns, with prior permission of their Officer In-charge.

Learning Outcomes:

The following are the learning outcomes that legal Interns should aim to achieve during their tenure at FOSPAH:

1. **Legal Research Skills:** Conducting thorough legal research, developing an understanding of research toolkits and databases, including the ability to find and analyze relevant statutes, regulations and case laws.
2. **Legal Drafting:** Develop understanding and skills in drafting various legal documents such as case briefs, summons, notices etc.
3. **File Maintenance:** The Interns should develop an understanding of file maintenance including proper tagging and flagging of files, ensuring all the documents are in place.
4. **Court Procedure Exposure:** Gaining insight into court procedures through observation of FOSPAH's internal court proceedings and acquiring knowledge about the operations of a specialized tribunal.
5. **Administrative Duties:** Gaining exposure to basic office procedure and administrative tasks like drafting administrative notes and performing data entry, while developing a foundational understanding of the administrative operations within a Government organization.
6. **Professional Etiquette and Communication:** Develop a high level of professionalism in their interactions with senior staff at FOSPAH, clients, and other parties. This includes effective verbal and written communication, demonstrating respect and courtesy, and presenting themselves in a manner that instills confidence and trust in their abilities.
7. **Legal Analysis:** Witnessing different scenarios and going through case files the interns should develop an ability to analyze complex legal issues, identify potential legal arguments, and assess a case's strengths and weaknesses.

8. **Time Management:** Interns should learn to manage their time effectively to meet deadlines and prioritize tasks in a fast-paced legal environment.
9. **Team Work and Collaboration:** Develop the skills to effectively communicate and work in a team, learning how to contribute effectively to the team.
10. **Professional Development and Exposure:** Actively participate in awareness activities and seminars/workshops to seek opportunities for professional development and ethical guidelines of attending such events.
11. **Ethical Considerations:** Develop a strong understanding of legal ethics and professional responsibility, including client confidentiality and conflicts of interest.

Internship Report:

Upon the conclusion of the Internship Programme, Interns are mandated to submit their internship reports to the FOSPAH. The submission of these reports is a prerequisite, for the issuance of their respective certificates.