



CODE OF CONDUCT

Under Protection Against Harassment 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

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

Types of harassment:

- i. **Abuse of Authority** means demanding sexual favors from subordinate for the subordinate to keep or obtain job benefits.
- ii. **Hostile environment** means one where the complainant feels uneasy, abused and intimidated which interferes with the complainant's work performance.
- iii. **Retaliation** means refusing a sexual favor results in limiting promotion, generating gossip or distorting evaluation reports etc.

Complaint in organization:

- **Every organization must have an inquiry committee**, consisting of three members; at least one woman, to entertain the complaints.
- The names and contact numbers of members of inquiry committee should be publicly displayed.
- Adjustment should be made by the employers such as:
 - i. Complainant and accused should not be required to meet for official business.
 - ii. Extra charge, giving one party excessive power over the other, should be taken away.
 - iii. Retaliation should be strictly monitored
- If harassment committee does not exist/ functional in an organization, complaint can be filed at FOSPAH.

Appeal at FOSPAH:

- Feeling aggrieved of inquiry committee's decision, an appeal can be filed at FOSPAH within 30 days.

OR

Complaint at FOSPAH:

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

FOSPAH IS EMPOWERED TO PROTECT AND SECURE THE RIGHTS OF OWNERSHIP OF WOMEN IN THE PROPERTY INHERITED OR OWNED

FOSPAH is now empowered under the "Enforcement of Women's Property Rights Act 2020" to deal with all the complaints related to **women's property rights including movable or immovable property**.

- The aggrieved woman or anybody on her behalf can file a complaint at FOSPAH.
- The Ombudsman can even take **sou moto notice** in such cases.
- Decision would be announced in 2 months.



Online Complaint
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