

Annexure 4.3

Introduction:

It is the policy of PSDF to prohibit harassment in employment on the basis of sex, race, color, religion, age, national origin, disability or any other factor prohibited by law applicable to an individual's employment with PSDF. Harassment in employment can occur and is prohibited, both in the workplace and off the premises, including at social activities conducted or sponsored by PSDF.

All PSDF personnel must comply with this policy and violations will result in disciplinary action. PSDF will not condone any harassment of an employee by any personnel or vendor or other business entity whose relationship to the employee is through the business of PSDF.

Scope:

The policy applies to all employees of PSDF

Policy Description:

Harassment of or discrimination against community members in connection with his/her work by another member also may be a violation of this policy. Any member who experiences or observes any harassment or discrimination against a member by anyone should report such harassment to his/her supervisor or department head.

SEXUAL HARASSMENT

- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- Sexual harassment may include, but is not limited to, intentional physical conduct that is sexual in nature, such as touching, pinching, patting; sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience; repeated unwelcome requests for a romantic relationship; and displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic. Basing an employment decision or implying that it will be based on an employee's submission to or rejection of sexual overtures is prohibited.
- "If any person demands sexual favour or uses verbal or non-verbal communication or physical conduct of a sexual nature to annoy, insult, intimidate or threaten the female at the workplace, with the intent of unreasonably interfering with work performance is liable to be punished with imprisonment for three years or with fine or with both under Section 509 of the Pakistan Penal Code, 1860"

- PSDF has an inquiry committee in place to address harassment issues as per the “Protection against Harassment of Women Act 2010”.

HARASSMENT OTHER THAN SEXUAL HARASSMENT

- Harassment, other than sexual harassment, is verbal or physical conduct that denigrates or shows hostility or aversion to an individual because of gender, race, color, religion, age, national origin, disability or any basis prohibited by law when such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance, creating an intimidating, hostile, or offensive work environment, or otherwise adversely affects an individual’s employment opportunities.
- Harassment may include, but is not limited to, verbal abuse, ridicule, including slurs, epithets, and stereotyping, offensive jokes and comments; threatening, intimidating, or hostile acts; and displaying or distributing offensive materials, writings, graffiti, or pictures.

Procedure Description:

If any employee believes prohibited harassment has occurred, or if any employee has questions concerning this policy, he/she should notify Line Manager and Head of HR immediately. Employees are encouraged to report potential harassment before it becomes severe or pervasive. Reports will be investigated impartially, and any appropriate corrective action will be taken, including discipline, for inappropriate conduct. Complaints will be handled confidentially, except as necessary for investigation and resolution. This policy prohibits retaliation, harassment, or other adverse action because of making a complaint, assisting in an investigation, opposing harassment or otherwise exercising rights protected by law.