



CMH LAHORE MEDICAL COLLEGE & INSTITUTE OF DENTISTRY



Date: April 8, 2025

297/HR(Policy)/2025

ANTI-HARASSMENT POLICY

1. Purpose

This policy aims to provide a safe, respectful, and inclusive work environment free from harassment for all employees. It outlines procedures for reporting and addressing harassment and defines responsibilities to ensure compliance with legal and ethical standards.

2. Scope

This policy applies to all employees of CMH LMC & IOD and its units, regardless of their location or the nature of their engagement. CMH LMC & IOD is committed to maintaining a work environment free from harassment.

3. Responsibilities

• Management:

- Ensure understanding and compliance with this policy.
- Foster a culture of respect and inclusion.
- Address complaints promptly and fairly.
- Code of Conduct for employees has been prepared and same has been displayed in Urdu and English at workplace.
- CMH LMC & IOD will ensure that the anti-harassment policy promotes diversity, equity and inclusion and to encourage gender mainstreaming equality.

• Employees:

- Treat all colleagues with respect and dignity.
- Report any incidents of harassment.
- Facilitate the reporting and investigation process.
- Maintain confidentiality and impartiality.

4. Zero Tolerance Harassment Policy:

- Spreading malicious rumors especially against any employee including female colleagues.
- Gender, caste, and religion should never be the reason for any unfair treatment.
- Picking on or regularly undermining someone.
- Denying someone's training or promotion for one's own personal vendetta etc.
- Sexual Harassment
- CMH LMC & IOD prohibit all forms of harassment by any employee, including supervisors, managers, and workers. Violation will result in discipline up to and including immediate dismissal for employees.

5. (a) Sexual harassment / gender-based harassment against women

Unwanted sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature against women are strictly prohibited and will be dealt under the Protection Against Harassment of Women at the Workplace Act, 2010.

(b) Other forms of harassment covering all employees

- **Verbal Harassment:** Insults, derogatory comments, or slurs.
- **Physical Harassment:** Unwelcome touching, blocking movement, or any physical interference.
- **Visual Harassment:** Display of offensive or suggestive images, emails, or other visual material.
- **Psychological Harassment:** Intimidation, threats, or any conduct that causes psychological harm.
- **Religious Harassment:** Religious harassment is often interconnected with racial harassment but narrows in specifically on the victim's religious beliefs.
- **Power Harassment:** Power harassment isn't limited to a certain type of behavior. It can be verbal in the form of intimidation or physical in the form of acts of violence. Power harassment is a form of harassment and workplace bullying in which someone in a position of greater power uses that power to harass or bully a lower-ranking person.

6. Protection against Harassment

Reporting Procedure

I. Formal Complaint:

Employees can report harassment to HR department, VP academics, DCE/VP (Adm & Policies) or CE/Principal. Complaints will be made in writing.

II. Anonymous Reporting:

Employees may submit complaints anonymously via designated channels if they prefer not to disclose their identity which includes emailing directly to the Chief Executive.

7. Investigation Procedure

I. Initial Assessment:

- HR department will conduct a preliminary review to determine regarding accuracy of the complaint.

II. Formal Investigation:

- The matter will be handed over to the investigation committee who will gather evidence, interview relevant parties, and document findings.
- Investigations will be conducted impartially and confidentially.

8. Outcome/Decision:

- Based on the investigation, appropriate action will be taken by the Chief Executive/Principal which may include disciplinary measures up to and including dismissal from employment.

9. Protection Against Retaliation

Retaliation against anyone who reports harassment or participates in an investigation is strictly prohibited. Any employee found to be engaging in retaliation will face disciplinary action, under disciplinary procedure and harassment policy.

10. Confidentiality

All reports and investigations will be handled with the utmost confidentiality. Information will only be shared on a need-to-know basis.

11. Policy Review

This policy can be reviewed/updated as and when required to ensure effectiveness and compliance with relevant laws.

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