

No: SUK-IBA/Rgs/102/14

Dated January 25, 2014

NOTIFICATION

Zero Tolerance For Sexual Harassment

CODE OF CONDUCT at Sukkur IBA

This Code provides the minimum requirements that any organization needs to adhere to in order to comply with the 'Protection Against Harassment of Women at Workplace Act, 2010

The purpose of this Code of Conduct is to improve the work environment of the organization so that both male and female employees can work with dignity, they can have better job satisfaction due to civilized and respectful work environment and can improve the productivity of the organization.

The procedure for implementation of the Code is simple. The management needs to take the main responsibility to ensure that work environment is respectful for every employee and if there are any complaints the management needs to appoint a 3 member committee to look after the complaints. The committee members can take care of the complaint informally where the issue is kept confidential and the problem is resolved or the complainant can decide to file a complaint formally to the same Committee. In that case a formal inquiry process is undertaken. The Committee will submit the result of the inquiry and their recommended punishment to the Competent Authority or the head of the company and the necessary action will be taken.

The management is required to

- a) adopt the Code as part of the policies
- b) Appoint a 3 member Committee with at least one woman (some members can be co-opted from outside the organization). Inform the employees of the names of the Committee members.
- c) Make the Code available for the employees (give them a copy or post it on a wall).



THE CODE

Sexual harassment by any employee is an unacceptable behavior in an organization. It is defined as: *any unwelcome sexual advance, request for sexual favors or other verbal or written communication or physical conduct of a sexual nature*

or sexually demeaning attitudes, causing interference with work performance or creating an intimidating, hostile or offensive work environment,

or the attempt to punish the complainant for refusal to comply to such a request or is made a condition for employment.

It is prohibited in any circumstance including any interaction or situation that is linked to official work or official activity outside the office. It constitutes a violation of this Code and is punishable.

A complaint can be filed with one of the members of the Inquiry Committee against any employee of the company if such behavior is experienced.

The Committee can, according to the preference of the complainant initiate an informal or a formal inquiry.

The management has to make sure that the process is just and no retaliation against the complainant is allowed.

Once the Committee reaches a decision and recommends a penalty, in case the accused is found guilty from the options given in Law, the management/competent Authority has to implement the decision.



Engr. Zahid Hussain Khand
Registrar
Sukkur IBA

Cc to:

1. PS to Director
2. All HoDs and Sectional Heads
3. All concerned