

	HITEC-Institute of Medical Sciences	
	SOP for Anti-Harassment	
	DOCUMENT #: SA-SOP-12	ISSUE # 01

1. PREAMBLE

1.1 The Dental College, HITEC-IMS recognizes that a safe and respectful environment is important to address concerns related to harassment. For a healthy learning and work environment to exist, a culture of mutual respect must exist. Lack of mutual respect is apparent when the victim of harassment, sexual or otherwise, has no formal grievance mechanism to address the wrongs experienced.

1.2 The college is committed to providing an institutional environment where all may pursue their studies, careers, duties and activities free from harassment, intimidation or exploitation. Harassment is considered to be a form of unlawful discrimination and is therefore prohibited.

1.3 Harassment constitutes serious misconduct and may result in disciplinary action. Reports of harassment will be taken seriously and will be dealt with promptly, but in a fair and objective manner. The nature and gravity of each instance will dictate the specific action to be taken, which may include intervention, mediation, investigation, and the initiation of grievance or disciplinary procedures.

1.4. Constitution of Pakistan guarantees the right to equality and the right to equal protection under the law and has passed two laws in 2010 to restrict harassment¹. Higher Education Commission (HEC) and Pakistan Medical and Dental Council encourage higher education institutions to formulate internal policies that strengthen and expand upon the available protection against harassment (PM&DC, HEC).

1.5 This policy is in accordance with and made consistent to the provisions of the Protection Against Harassment of Women at the workplace Act 2010 (amended as the "2010 Harassment Act) and has been made in the light of Policy on Protection Against Sexual Harassment in Higher Education Institutions, 2020.

This policy applies to complaints of alleged harassment that may have

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taken place both on- campus, off-campus, or through communication media, digital, or social media.

1.6. All administrators, Head of the Departments and leadership position holders have an obligation to be familiar with and to uphold this policy and to inform other members of institution about its existence.

1.7 A false claim of harassment is a serious offence.

2.PURPOSE

To foster zero tolerance for any other kind of harassment and to ensure that all complaints are taken seriously duly investigated with transparency and appropriately addressed.

To ensure that procedures are provided for persons to lodge complaints in complete confidentiality and all allegations of harassment are investigated.

To educate employees and students to recognize, prevent and report harassment.

To provide effective means to get rid of harassment to the extent possible from the working and learning environment.

To promote a culture of openness, with no fear of retaliation either as a victim or a “whistle-blower”.

3. SCOPE

The policy has institution-wide application and applies to all employees, students, visitors and applicants (for employment or for admission as students), regardless of date, time, or location.

4. DEFINITIONS

This set of definitions is meant to serve as a guide for acts that will be considered as contravening the spirit and intent of the College’s Guiding Principles in the light of anti-harassment policies endorsed by HEC and PM&DC.

Categories and guidelines of harassment:

Any unwelcome conduct, verbal and/or physical, towards an individual

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because of his / her age, level, marital status, national / ethnic origin, sex, creed, caste, color, religion, disability, gender identity or any other reason when such conduct creates an intimidating, hostile or offensive learning environment. The following types of harassment may be reported to anti-harassment cell for resolution:

Physical harassment:

It involves physical attacks or threats and includes:

1. Direct threats of intent to inflict harm
2. Physical attacks (hitting, shoving, kicking)
3. Threatening behavior (shaking fist angrily and shouting)
4. Destroying property to intimidate

Gender/ Sexual Harassment

1. Any unwelcome sexual advance.
2. Request for favors by verbal, written or other means of communication.
3. Physical conduct of such nature or a demeaning attitude that interferes with the victim's work/ academic performance.
4. Creating an intimidating, hostile, offensive work/study/learning environment in which continuation of a course of study is conditional to compliance and refusal results in punitive action.

Personal harassment / Bullying

1. Offensive, abusive, intimidating or insulting behavior.
2. Abuse of power and/or unfair punitive sanctions which makes the individual feel upset, threatened, humiliated and /or vulnerable which undermines the individual's self-confidence and/or reduces the feelings of self-esteem and self-worth, and which may cause the individual to suffer stress.

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Discriminatory Harassment:

It includes unfair treatment of a person because of race, color, religion, national origin, age, disability, gender and identity

Psychological harassment:

Negative impact on a person’s psychological wellbeing/self-esteem. It affects the physical health and interfering with individuals work or academic performance. It includes:

1. Isolating or denying the victims presence.
2. Spreading rumors about the victim.
3. Opposing or challenging everything the victim says.

Cyber-harassment:

Usually pertains to unconsented conduct such as threatening or harassing email messages, instant messages, or to social media and blog entries or websites dedicated solely to torment an individual.

Power harassment:

Bullying a victim who is lower on the chain of command:

1. excessive demands that are impossible to meet
2. magnified demands far below the employees’ capability
3. intrusion into his/her personal life.

REPORTING

The college encourages the reporting of all incidents of harassment, regardless of who the alleged offender may be. The college assures that all complaints will be taken seriously and investigated thoroughly and expeditiously.

Any individual who believes that they have become the victim of harassment

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or have witnessed harassment, should report their concerns immediately through any of the following routes:

Head of AHC

Members of AHC

Head of the administration

Members of Communication and Awareness committee (CAC)

6. RESOLUTION PROCEDURES

Informal Resolution

The aim is to bring together the parties to discuss and resolve the complaint if they choose to do so.

Any two members of AHC will arrange and facilitate discussion between the alleged victim and alleged harasser to resolve the complaint informally.

If the informal resolution process succeeds, the record of the complaint will be kept confidential and head of the AHC will follow up the well-being of the victim quarterly for a period of one year.

6.2 If the informal resolution procedure was not successful or the complainant doesn't want to pursue the informal resolution process, then the complainant should lodge a formal complaint on complaint form (Annexure "A") with the head or members of AHC.

FORMAL INQUIRY PROCEDURES

The procedures noted in this section of the policy deal with formal inquiries about the alleged harassment involving any of the individuals affiliated with the college.

All matters related to the review and investigation of any charge of harassment will be undertaken in strict confidence.

Complaints of harassment must be made in writing and signed by the person preparing the complaint preferably within 30 working days of the

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incident. It should include a factual description of the incident, including quotations of any offending language used.

The office receiving the complaint, in coordination with the members of AHC will review the information provided by the complainant within 5 working days of lodging the complaint.

Once it has been determined that all of the relevant information has been provided, the AHC will convene an Investigating Committee to consider the case.

The investigating Committee/ Hearing panel will consist of head and members of AHC, a non- teaching faculty member and two student members to be appointed by the head of AHC based on their academic record and integrity.

In cases where a student is charging a member of faculty, the faculty members of the Committee must be selected from another academic entity. In cases where a student is charging another student, the student member will be selected from a different academic year.

Wherever possible, within five working days, from the day the charge is communicated, the respondent shall be requested to appear before the Investigating Committee for an interview. On her / his failure to appear before the Committee, without a reasonable cause, the Committee shall proceed ex-parte.

Following an interview with the respondent, the Investigating Committee may request the attendance of appropriate individuals to appear before the Committee in order to provide information pertinent to the case.

Both parties, the complainant and the individual who has been charged with harassment, shall have the right to be accompanied by a colleague/friend from within the institution.

The Investigating Committee shall complete its inquiry within 30 days of its initiation and give its findings and recommendations in writing with appropriate justifications within 10 working days of the completion of inquiry

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to the head of the dental institution.

In cases where an individual has been found guilty of harassment, the head of the institution will decide the penalty taking into consideration the recommendations of the AHC and according to regulations noted in the College's Code of Conduct and Disciplinary Procedures.

The appeal against decision may be made within 30 days of the decision. Appellate body shall review and give the final decision on the appeal within 10 days of the appeal.

COMMUNICATION AND COMPLIANCE WITH THE POLICY

The Communication committee in coordination with the academic heads, shall be responsible for wide dissemination of this policy.

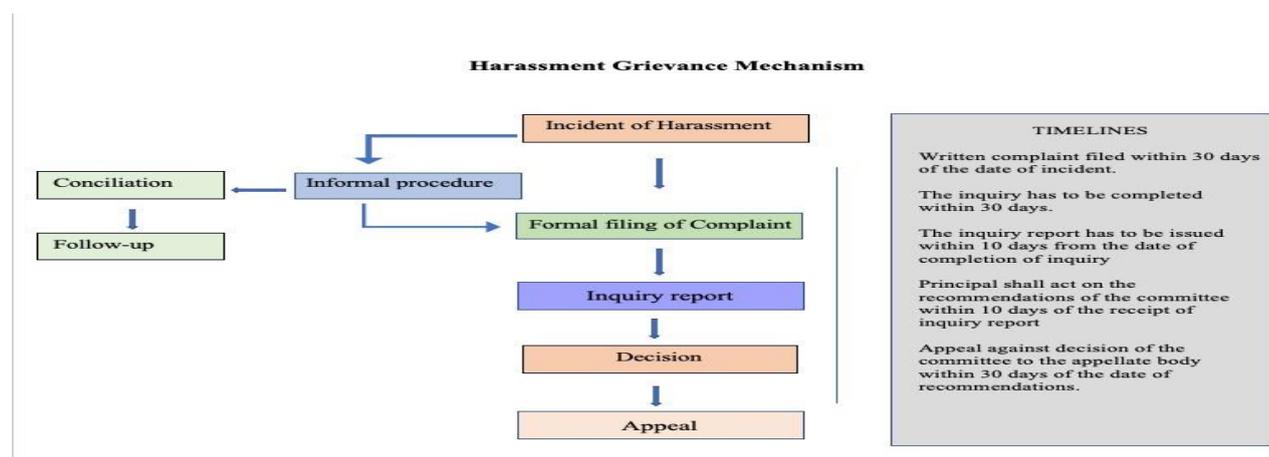
The Anti-Harassment Policy will be available on the College website.

Support and First Line of Contact In the unlikely situation in which an individual who is a victim of an attack should be able to seek help from the Emergency Department in HITEC-IMS. Designated emergency helpline numbers should be displayed in public spaces.

9.3 Hostel Warden: For students and faculty in the hostel, warden office should be open 24/7 for the alleged victims to make a first contact in case of need.

COUNSELLING

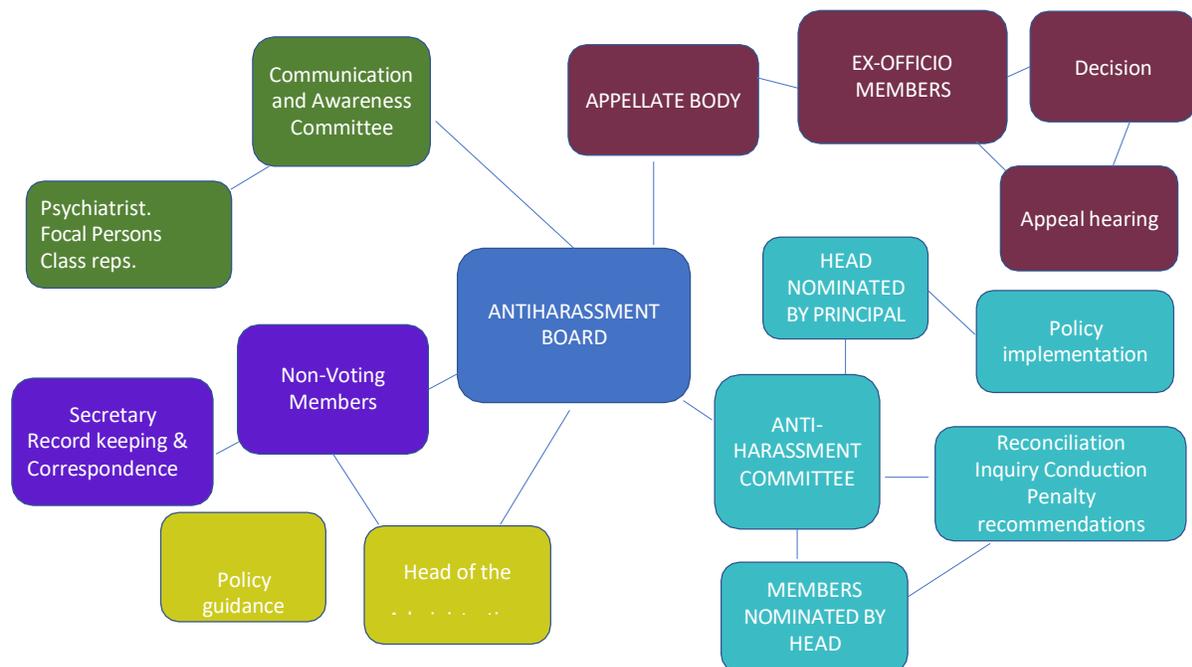
Student counseling service must be available to victims of harassment



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	<h2 style="margin: 0;">SOP for Student Anti-Harassment</h2>	
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Anti-Harassment Board

Organization & Composition



Constituent Bodies

- A. Anti-Harassment Committee
- B. Appellate body
- C. Communication and Awareness Committee (CAC)

A. Anti-Harassment Committee

Principal of the Dental College, HITEC-IMS shall designate the head of AHC. The head of the AHC will choose two members from the teaching faculty and at least one of those members will be a female.

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The head will choose a non- teaching member and one student member.

Head of the Administration, Dental College, HITEC-IMS shall be invited to attend all meetings of the Committee as an ex-officio member to provide advice to the Committee related to the work of the Committee.

A Secretary will be delegated by the Head of AHC, who shall serve as non-voting secretary of the Committee.

The appointed members shall serve for a term of two years. Additional individuals may be invited by the Committee Chair to attend meetings in a non-voting capacity as necessary.

None of the members of the Committee shall have been involved in any prior decision making with respect to the case under appeal or have any conflict of interest, bias or reasonable apprehension of bias.

2. Quorum

Quorum shall be a majority of voting members.

3. Objective

The Committee will consider complaints from individuals and conduct inquiries in respect to the appropriate policy and procedures for harassment and make final recommendations in each case on behalf of the Board.

4. Responsibilities

To consider complaints related to harassment and discrimination and to make final recommendations on behalf of the board.

To provide written reasons for recommendations of the Committee to all parties involved including the Appellate body (Principal and Head of the Administration).

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To plan to educate and train faculty and students in the area of harassment and discrimination.

To determine procedures to be followed by the Committee for hearing appeals. These procedures must be consistent with the appropriate Policy and Procedures for the college and affiliated university.

Anti-Harassment Committee (AHC) for a period of 2 years (202 -2023)	
a. Dr Syeda Sameen Zehra (Head)	Assistant Professor Prosthodontics (President IQ)
b. Dr Saman Malik (Member)	HoD Oral Biology (Member IQ)
c. Dr Fatima Khattak (Member)	Senior Registrar, OMFS (Member IQ)
d. Ms. Sajal (non-teaching faculty)	Finance Department
e. Maarij Saeed (Student)	Final year, BDS.

B Appellate body

B.1. This will comprise of Ex-officio members. Members will include the Principal of Dental College, HITEC-IMS and Head of the Administration.

B.2 Appellate body shall consider the recommendations presented by the AHC and will be responsible for the final decision and execution of the penalty if any.

Appellate Body (Ex-Officio members) Dental College, HITEC-IMS	
a. Dr Irfan Shah	Principal (Chairperson AHC)
b. Major Azhar	Head of Administration

c. Communication and Awareness Committee (CAC)

Head of the AHC will designate two members from the teaching faculty as focal persons for the communication Committee.

The class-representatives of all academic years will be included as members of the communication Committee.

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The college psychologist will be included in the communication committee and will council the alleged victims.

C.3 The CAC will assist the AHC to organize awareness campaigns and help in disseminating information regarding anti-harassment policy.

Communication and Awareness Committee (CAC) for a period of 2 years	
a. Dr Amna Nisar	Demonstrator, Department of Prosthodontics
b. Dr Maryam Ahmed	Demonstrator, Department of Physiology
c. Dr Haseeba	Psychologist, Department of Psychiatry
d. CR & GR	Students, First year, BDS
e. CR & GR	Students, Second year, BDS
f. CR & GR	Students, Third year, BDS
g. CR & GR	Students, Fourth year, BDS

Future Activities Planned for Protection Against Harassment at Dental College, HITEC-IMS

1. Development and publication of customized Anti-Harassment Policy for the college based on the guidelines of HEC and PMC.

1. To display "Code of Conduct" in the organization.
2. Brochures for Anti-Harassment to be part of student admission packs and employee orientation packs.
3. Conduct awareness sessions for students and faculty members.
4. Development of complaint forms and their availability on the website in downloadable form.
5. An interactive awareness session on "Creating Dignified Workplace"
6. A training session for the class teachers

Awareness session for students