



**Medical Teaching Institution  
Mardan Medical Complex Mardan**



**Protection Against Harassment at Workplace at MTI,  
Mardan**

❖ **What is Gender Discrimination?**

Gender Discrimination is an attitude or action/decision taken with a bias towards individuals on the basis of their gender.

This usually occurs when a woman is not given her due right only because she is a woman, or a man is assumed to do something only because of his traditional role as a man and not his merits or capabilities. For example if a woman is senior and is capable she may still not get a promotion only because the management believes that women cannot take on positions of high responsibility. Stereotyping a man or a woman into their traditional roles or associating them with careers traditionally associated with their gender would also fall under this category. For example always asking a woman to make tea at professional meeting or always expecting a woman to be a teacher and a man to be a scientist.

❖ **What is Sexual Harassment?**

Sexual harassment is defined as "any unwelcome sexual advance, request for sexual favours or other verbal or physical conduct of a sexual nature, when it interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment.

Sexual harassment can take many forms and may include, but is not limited to: unwelcome sexual advances, the forcing of sexual attention, verbal or physical, on an unwilling person; or the attempt to punish the refusal to comply. Specific examples are: verbal harassment or abuse, subtle pressure for sexual activities, sexual advances in the pretext of narrating sexual incidents, unnecessary touching, patting, or pinching, leering at a person's body, constant brushing up against a person's body, demanding sexual favours accompanying by subtle or overt threats concerning employment or advancement, physical assault, including rape.

There are two significant manifestations of Sexual harassment in the work environment, which are important to describe.

❖ **Scope:**

This workplace harassment policy applies to all employees, patients, patient attendants and anyone else whom employees come into contact with at work in accordance to the Act i.e. Protection against Harassment of Women at the workplace Act, 2010.



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❖ **Committee for the Implementation of the Protection against Harassment at Workplace:**

The following committee consisting of the following officers is hereby constituted for Implementation of the Protection against Harassment of Women at workplace.

1. Mrs. Mehrun Nissa	Nursing Director	Chairperson
2. Prof Dr. Tariq	In-charge Eye Unit	Member
3. Dr. Naila	Gynae Unit	Member
4. Female Student	from BKMC	Member

❖ **The Policy Statement:**

MTI, Mardan is committed to providing a safe environment for all its employees, patients & their attendants, free from discrimination on any ground and from harassment at work including sexual harassment. This Institute will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment.

**1. Code of Conduct for the Employees:**

- a. During the discharge of official duties in the office, all functionaries should behave in proper manner according to the official decorum.
- b. The language should be civilized and simple. Words and sentences having more than one meaning should be strictly avoided.
- c. The dress should be proper as per office norms. Casual dress should not be worn.
- d. Unnecessary stay and unnecessary visits to women's workplace are strictly prohibited.
- e. Staring is also a menace in our society and should be avoided.
- f. Duties after office hours and duties on holidays for women must be approved from the concerned Head of Department.
- g. Any other action which tantamount to harassment of female employees will be considered a serious offence and disciplinary action will be taken under the Code of Conduct against the offenders.
- h. All female employees are advised to launch a complaint immediately to the Human Resource Department MTI, Mardan, who will refer the matter to inquiry Committee for investigation and submission of report along with recommendations.



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- i. The Chairman of Committee will submit their report to the competent authority for the recommendations after inquiry for taking all decisions in such matters.
- j. The competent authority will make sure the implementation on the same.

All sexual harassment is prohibited whether it takes place within the institute premises or outside, including at social events, recreational trips, training sessions or conferences sponsored by the institute.

**2. Complaints Procedures:**

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. The institute recognizes that sexual harassment may occur in unequal relationships (i.e. between a supervisor and his/her employee) and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, he/she can approach HR department or one of the members of nominated committee responsible for receiving complaints of sexual harassment.

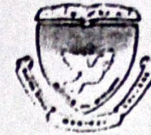
When a designated person receives a complaint of sexual harassment, he/she will:

- Immediately record the dates, times and facts of the incident(s)
- Ascertain the views of the victim as to what outcome he/she wants
- Ensure that the victim understands the hospital procedures for dealing with the complaint
- Discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome.
- Keep a confidential record of all discussions
- Respect the choice of the victim
- Ensure that the victim knows that they can lodge the complaint outside of the institute through the relevant country/legal framework.

Throughout the complaints procedure, a victim is entitled to be helped by the committee members. MTI, Mardan recognizes that because sexual harassment often occurs in unequal relationships within the workplace, victims often feel that they cannot come forward; the institute understands the need to support victims in making complaints.



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**3. Sanctions and Disciplinary Measures:**

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- Verbal or written warning
- Adverse performance evaluation
- Deduction in Salary ,IPA/HPA
- Transfer
- Demotion
- Suspension
- Dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

**4. Implementation of this policy:**

MTI, Mardan will ensure that this policy is widely disseminated to all relevant persons. It will be included in the staff handbook.

All employees and students must be trained on the content of this policy as part of their induction into the Institute.

Every year, MTI, Mardan will require all employees to attend a refresher training course on the content of this policy.

It is the responsibility of every Head of Department to ensure that all his/her employees are aware of the policy.

Submitted By: **Manager HR & OD**

Reviewed and Approved by Hospital Director: