

## **HAND OUT – HARASSMENT POLICY 2020**

1. **General.** NUML has adopted HEC Harassment Policy July 1, 2020 in all its contents and instructions. Basing on the same parameters “NUML HARASSMENT POLICY” has been formulated which shall come into effect forthwith. The salient of same are reproduced here for quick reference.
2. **Sexual Harassment – (Definition).** Any unwelcome sexual advance request of sexual favors or other verbal or written communication or physical conduct of sexual nature, or sexually demanding attitudes.
3. **Jurisdiction.** Action of misconduct by students, faculty, staff, other members of institution or third parties whether on campus or off campus but connected with institution activity of any kind, or by using university resources.
4. **Focal Person.** Following persons will immediately be contacted to report any such act:-
  - a. Brig Ahmad Salman (Retd), Director Administration Cell: 0323-4325554
  - b. Dr Asma Naveed, HoD, Russian Department Cell: 0332-5304011
5. **Inquiry Committee.**
  - a. Dr Basit Shahzad, Dean FE&CS President
  - b. Dr Fouzia Aslam, Associate Professor, Urdu Department Member
  - c. Brig Ahmad Salman (R), Director Administration Member
  - d. 1 x faculty member (if required) Member
6. **Reporting/Complaints.**
  - a. All complaints of harassment be launched with focal persons or Inquiry Committee within **three months but not later than 12 months.**

b. All complaints when launched should be shared for action either by focal person or committee **within 24 hours**.

c. Immediate interim measures be taken by focal persons. Complainant may contact inquiry committee if not satisfied with the measures. Inquiry committee will adopt following timelines:-

(1) Communication of charges to accused - Within 2 days.

(2) Reply by accused - Within 3 days of communication.

(3) Completion of inquiry in all respect - Within 7 days

(4) Implementation of recommendation - Within 3 days.

7. **Right of Appeal.** Both complainant and respondent can appeal the decision within **30 days**.

8. **Appellate Body.** Following appellate body will deal with all harassment appeals:-

a. Dr Naveed Akhtar, Dean Faculty of Management Sciences President

b. Dr Amtul Hafeez, Assistant Professor, Economics Department Member

c. Col Muhammad Yasin (R), Director HR Member

d. 1 x faculty member (if required) Member

e. All appeals will be appropriately **disposed of, within 10 days after receipt**.

9. False allegation, if proved will be considered as serious offence and dealt with as such.

10. Threats of any kind to any person using this policy will be taken very seriously and proceeded accordingly.