

UNIVERSITY OF LORALAI : HARASSMENT POLICY

(To be read in conjunction with HEC Anti-Harassment Policy 2023)

❖ Introduction

- ✚ University of Loralai is committed to provide plausible anti-harassment procedures to all students, faculty, and staff to provide a conducive, dignified, and comfortable working environment where human rights and privileges are protected with equity, dignity, and safety. Policy is developed with particular focus on female gender based on our religion and cultural norms; however, no gender discrimination or gender equality is compromised.
- ✚ Harassment has different tears, ranging from undesirable and aggressive behaviour to physical assault, which disturbs the conducive working environment in the university. These can be triggered by students, faculty, staff, and vendors intending to humiliate others using different mediums – physical, verbal or electronic (using IT devices).
- ✚ University of Loralai will have “**zero tolerance**” on this aspect. It will make an utmost endeavour to protect all human resources from any harassment to restore the reputation of the institution and identify culprits for definite punitive actions. Harassment is categorised as under:
 - **Physical Harassment** includes violence, both physically or to property and other types of physical abuse.
 - **Personal Harassment**, also called bullying, involves unwanted remarks, insults, offensive and derogatory statements, and constantly putting someone down with derogatory comments.
 - **Discriminatory Harassment** is directed at someone’s gender, age, caste, ethnicity, religious sect, lifestyle, or another form of a protected class who is subjected to offensive or intimidating remarks.
 - **Psychological Harassment**: The victim is often put down, belittled, or has to listen to needless condescending remarks (both at professional and personal levels) that can affect their psychological well-being or mental health. These negative remarks can be aimed at the victim.
 - **Cyberbullying is done online and involves threatening statements, rumours, and fake news** against the victim and making one’s confidential data (whether natural or forged) viral on social media to harm their mental health, personal reputation, and integrity.
 - **Sexual Harassment** is when the offender behaves romantically or sexually towards the victim, who is uncomfortable and does not want attention of this nature. There is also something known as Quid Pro Quo sexual harassment, where the superior makes a sexual request or advancement to the victim and, upon refusal, threatens the victim of losing their grades, job, or the chance of promotion. It is incredibly offensive when the authorities make such submissions a condition towards any University activity or benefit.
 - **3rd Party Harassment** comes from someone not a permanent member of the University of Loralai community. These can include vendors, contractors, visiting faculty members, etc. There are still other forms, such as **verbal harassment, power harassment, and retaliatory harassment**. All of this contributes to a toxic and hostile workplace.
- **Aim**: To prevent all acts of harassment from the workplace to act upon complaints, to take punitive actions promptly, reasonably, professionally and with full justice to the involved persons, and to ensure the confidentiality of all parties as a corollary course.

- **Applicability:** This policy applies to University students, staff and faculty working at Main, sub-campuses, and affiliate colleges. This policy also applies to other members of the University of Loralai community, such as interns, hostilities, etc.; visiting personnel in an official capacity; and third parties, such as vendors, service providers, visitors, etc. The jurisdiction of this policy also encompasses University of Loralai computing or network resources accessed from an off-campus location, which shall be deemed to have occurred on campus. This policy covers all types of harassment, as mentioned above.

1. Preventing Harassment: Precautions for Different Types

1. Physical Harassment:

Precautions:

- i. ***Respect Personal Space:*** Always maintain a respectful physical distance from others, especially if you're unfamiliar with them.
- ii. ***Seek Consent for Physical Contact:*** Obtain explicit and voluntary consent before initiating physical contact, such as handshakes or hugs.
- iii. ***Mind Body Language:*** Be mindful of your body language. Avoid aggressive or invasive gestures, and ensure your physical presence is non- threatening.

2. Personal Harassment

Precautions:

- i. ***Respect Privacy:*** Refrain from prying into someone's personal life or invading their personal space, belongings, or information.
- ii. ***Confidentiality:*** Maintain confidentiality by not sharing personal details or private information about others without explicit consent.
- iii. ***Listen Actively:*** Actively listen when someone expresses discomfort, the need for privacy, or a desire to set personal boundaries. Respect their wishes.

3. Discriminatory Harassment

Precautions

- iv. ***Celebrate Diversity:*** Embrace diversity and respect individuals from all backgrounds, avoiding stereotypes, biases, and discriminatory behaviour.
- v. ***Educate Yourself:*** Make an effort to educate yourself about different cultures, backgrounds, and perspectives to foster an inclusive environment.
- vi. ***Speak Up Against Discrimination:*** If you witness discrimination or biased behaviour, stand up for the person facing it and report such incidents.

4. Psychological Harassment

Precautions

- a. ***Mind Your Words:*** Use language that is respectful, inclusive, and sensitive to others' feelings and experiences.
- b. ***Avoid Emotional Manipulation:*** Refrain from emotional manipulation, bullying, or any behaviour harming someone's emotional well-being.
- c. ***Seek Consent for Sensitive Conversations:*** When discussing sensitive or personal topics, seek consent and respect boundaries.

5. Cyberbullying

Precautions

- a. ***Respect Online Boundaries:*** Do not invade someone's online privacy, engage in online harassment, or participate in cyberbullying.
- b. ***Think Before Posting:*** Be considerate of the content you post online, thinking about how it might impact others.
- c. ***Report and Support:*** If you witness cyberbullying or online harassment, report it and support the victim.

6. Sexual Harassment

Precautions

- a. ***Prioritize Consent:*** In any intimate or personal relationship, always obtain explicit and voluntary consent from all parties involved.
- b. ***Avoid Unwanted Advances:*** Refrain from making unwanted sexual advances, comments, or engaging in inappropriate behaviour.
- c. ***Respect Boundaries:*** Respect the personal boundaries of others and their right to say no at any time.

7. Third-Party Harassment

Precautions

- a. ***Intervene and Report:*** If you witness someone being harassed by a third party, consider intervening if it's safe and appropriate. Report the incident to the relevant authorities.
- b. ***Provide Support:*** Offer support and resources to the victim and encourage them to report the harassment.

By adhering to these specific precautions, individuals can help create a respectful, inclusive, and harassment-free environment within the university community. Understanding and following

these guidelines is essential to prevent all forms of harassment, whether intentional or unintentional.

8. Designated Resources

- a. The University of Loralai shall designate at least two members of the administration, preferably females, as the “Focal Persons” – one representing the directorate of Student Affairs and Registrar office – to offer support and immediate assistance to all such students as well as the employees, who have experienced harassment of any nature. Contact information of such individuals shall be readily available, including the University website.
- b. The University of Loralai shall also constitute a sexual Harassment Inquiry Committee to investigate and adjudicate any allegations of prohibited conduct by the policy.
- c. Those who have experienced sexual harassment may also contact members of the Inquiry Committee for support and advice.

9. Complaints and Reporting

- a. A complaint may be lodged by any person who has experienced harassment with the Focal Persons, proctors, or any member of the respective Inquiry Committees, including the Sexual Harassment Committee.
- b. University of Loralai Students are encouraged to file their written complaints through the Student Affairs directorate. University employees are advised to report their harassment complaints in written form to the Registrar office.
- c. Upon receiving any harassment complaint, the focal persons (at registrar and from Student Affairs) will evaluate the nature of the complaint to identify and categorise it from the types of harassment. Where required, input from the registrar may also be sought to identify the harassment category.

d. Initial reporting of the complaints shall be done in the following ways:

- All the reported cases, whatever category they may fall into, shall be notified to the Vice Chancellor and the Registrar.
- If an University student files a personal, physical, or psychological harassment complaint (which includes bullying, physical fight, or mental torture, etc.) against another University student, the proctors at the Directorate of Student Affairs shall forward it to the University Disciplinary Committee, which will complete its due process within 48 hours.
- If an University student files a personal, physical, or psychological harassment complaint against some University staff or faculty member, the case will be forwarded to the Grievance Redressal Committee.
- If an University student files a discriminatory harassment complaint against some University staff or faculty member, research supervisor, advisor or even the head of the department, the case will be forwarded to the Grievance Redressal Committee comprising *Director QEC, Registrar, and a Dean* from faculty.
- If the harassment complaint filed by an University student against another student, faculty or staff member is identified as a sexual harassment complaint, it

will be immediately reported to the University Harassment Inquiry Committee through the Focal Person.

- If the complaint falling into the sexual harassment category is filed by any University employee (staff/faculty) against any other University employee or student, it will be reported to the University Harassment Inquiry Committee through the Focal Person.
- In cases in which the conduct in question falls within the scope of the Harassment policy, the affected person shall also have the option to submit a complaint to the Ombudsperson by the provisions of the Harassment policy.
- If a complainant is reluctant to contact the Focal Persons or any members of the Inquiry Committee, the complainant may contact a colleague, instructor, employment supervisor, manager, department chair, Dean or VC. It will be the responsibility of the individual contacted to report the case to the Inquiry Committee, to ask for advice on procedure and policy from them (without identifying either the complainant or the alleged offender) and to effect a solution if necessary. Complainants shall be encouraged to submit promptly.
- All members of the University community are encouraged to report any instances of sexual harassment that they may have observed to the Focal Persons or the Inquiry Committee. To safeguard the campus community, University has an obligation to investigate material violations of this policy even if a formal complaint has not been filed.
- As soon as a complaint or report is received by one of the designated resources, it shall be shared by them (within 24 hours) with all Focal Persons and members of the Inquiry Committee for further action.
- For minor violations, complainants may opt to make an informal complaint to either the Focal Person or the Inquiry Committee. The primary objective of the informal resolution mechanism is to take preventative action so that minor violations are detected early and appropriate warning is given to the accused to stop the offending behaviour before it reaches a higher degree of seriousness. If the incident reported through this mechanism constitutes prohibited conduct, the Inquiry Committee shall deal with the complaint accordingly.

10. Inquiry Committees

The Vice-Chancellor constitutes the following types of Committees to investigate harassment cases of varying natures at University of Loralai:

- a. Disciplinary Committee for handling bullying or personal, physical, or even psychological harassment cases of University students towards their peers and teachers.
- b. Grievance Redressal Committee for handling bullying or personal, physical, discriminatory, or even psychological harassment cases of University employees.
- c. Harassment Inquiry Committee to handle sexual harassment cases of University students, staff or faculty members.
- d. Grievance Redressal Committee to handle discriminatory cases of University students against their teachers, supervisors or HoDs.

The respective Inquiry Committees shall be responsible for the investigation and adjudication of any complaint, including those of sexual harassment, received in connection with the violation of this policy.

11. Harassment Inquiry Committee

The constitution of the **Harassment Inquiry Committee** is as follows:

- a. The committee shall consist of three members, at least one of whom shall be a female, and one of the members shall be a member of the senior management of University.
- b. All members of the committee shall be University employees and will be appointed by the Vice- Chancellor.
- c. Members of the Committee shall be individuals known for being moral, credible, fair, gender-sensitive and strong-minded (someone who will not change their decision due to pressure from friends, colleagues or seniors). They shall have no conflict of interest in particular cases and be impartial and unbiased.
- d. Members of the Committee shall be appointed for two years (shorter terms may be required occasionally to fill vacancies). No member shall serve for more than two consecutive terms. Former members will be eligible for reappointment after a lapse of two years.
- e. One of the members of the committee shall be appointed as the Chair by the VC, whose duties shall include, but are not limited to, the following: maintaining order during hearings, answering procedural questions, granting or denying adjournments, maintaining proper documentation of the proceedings which shall constitute the official record, and reporting recommendations of the Committee to the VC. All these duties shall be undertaken in consultation with the Committee members.
- f. If a complaint is made against one of the committee members, that member shall be replaced by another (impartial member) for that particular case.
- g. The University shall endeavour to train members of the Inquiry Committee in the investigation and adjudication of conduct prohibited under this policy.
- h. An University staff member shall be appointed to assist the Inquiry Committee. This work shall include responsibilities such as organising meetings, acting as a liaison between the committee and the other parties involved, keeping records, making and updating a database to track the processing of complaints, and ensuring appropriate awareness-raising about the issue of sexual harassment at University.

9. Parental Notification

- 9.1. In cases where the victim is a student, and the focal person at the Directorate of Student Affairs finds it appropriate to inform or involve their parents at any stage of the case proceedings, the victim's consent will be sought. The parents will be notified carefully and inappropriately through the Directorate of Student Affairs.
- 9.2. In cases where the respondent is a student, their parents shall be duly notified of the case findings either through the Directorate of Student Affairs or the office of the Registrar.

10. Right of Appeal

- 10.1. Both the complainant and the respondent shall have a right to appeal against the decision of the Inquiry Committee within **15 days** from the date of notification.
- 10.2. In The cases in which the conduct falls within the scope of the **University Act**, the aggrieved party shall have the option to file an appeal to the Ombudsman by the provisions of the 2010 Act.
- 10.3. There shall be a three-member appellate body (the “Appellate Body”) appointed by the VC – that shall include at least one senior member of the University administration (at the level of dean, director or equivalent) and at least one female members from the faculty. No

member of the Inquiry Committee shall concurrently be a member of the Appellate Body. If the complaint had been made against one of the committee members, that member shall be replaced by another (impartial member) for that particular case.

10.4. Appeal to the Appellate Body against the decision of the Inquiry Committee can be filed on the following grounds:

- The alleged conduct does or does not fall within the scope of this policy.
- The Inquiry Committee decided without consideration of material information.
- The imposed penalty is unfair because it is disproportionate or materially different from that imposed for similar misconduct or
- The adjudication process followed by the Committee was procedurally unfair.

10.5. To reach its decision, the Appellate Body may communicate with the parties, the members of the Inquiry Committee or other members of the University community as it deems fit.

11. Responsibilities

11.1. All University of Loralai members, including students, staff, faculty, and administration with leadership positions, must be familiar with and uphold this policy and its procedures, along with informing all the members of University about its existence. Directorate of Student Affairs, while working in close coordination with the designated focal person(s), ***Harassment Inquiry Committee(s)***, University of Loralai authorities and other resources, shall be the custodian of this policy.



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