



# **Anti-Sexual Harassment Policy**

## **Principles and Purposes of the Policy**

This policy aims to create a safe and respectful environment for all members of the Al-Hamd College community. It is aligned with the Higher Education Commission's Policy on Protection Against Sexual Harassment in Higher Education Institutions, effective July 1, 2020, and extends the protection against sexual harassment to all members of the community.

## **Prohibited Conduct**

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature. The following behaviors are specifically prohibited:

- Submission to such conduct is made a term or condition of an individual's participation in any activity at the college.
- Submission to or rejection of such conduct is used as a basis for academic or employment decisions.
- Such conduct unreasonably interferes with an individual's academic or work performance or creates an intimidating, hostile, or offensive environment.

## **Jurisdiction**

This policy applies to conduct that occurs:

- On college property or in its immediate vicinity.
- Off college property if the conduct occurs in connection with a college-recognized program or activity or may create a hostile environment on campus.

## **Designated Focal Persons**

**The focal Persons are the program coordinators:**

- Coordinator BSN

## Complaints and Reporting

A complaint may be lodged by any person who has experienced sexual harassment, with either the Focal Person or any member of the Sexual Harassment Inquiry Committee.

## Inquiry Committee

The inquiry committee is as follows:

- Chairperson: Director
- Member: Principal
- Member: The Coordinator Concerned

## Penalties

Violations of this policy will result in disciplinary action, up to and including termination of employment/ candidature or expulsion.

## Right of Appeal

Individuals have the right to appeal the decisions made by the Inquiry Committee.

## Protection Against Reprisal

Retaliation against individuals who report sexual harassment is strictly prohibited. The reporting individual would be protected against any form of retaliation.

## Education for Prevention

The college will conduct regular educational programs to prevent sexual harassment. This policy would be displayed at a prominent place.

## Special Considerations Regarding Relationships Between Individuals

Any relationships that could potentially lead to conflicts of interest must be reported and will be subject to review.

## Mala Fide Allegations

False allegations made with malicious intent will also be subject to disciplinary action.

### Confidentiality

All complaints and investigations will be handled with the utmost confidentiality.

### Difficult Terms and Their Contextual Meaning

- Mala Fide: In bad faith; with intent to deceive.
- Adjudicate: To make a formal judgment on a disputed matter.
- Reprisal: An act of retaliation.

**Source Information** The information is based on the Higher Education Commission's Policy on Protection Against Sexual Harassment in Higher Education Institutions, effective July 1, 2020.

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Chief Executive Officer

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Director

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Principal

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- Your feedback may be on the implementation of this document, its difficulties, or its improvement.
- You are welcome to share additional thoughts about this document.

برائے مہربانی، اس ڈاکو منٹ کو بہتر کرنے کیلئے اپنی رائے کا اظہار کیجئے۔

- آپ اپنا نام ظاہر کئے بغیر بھی اپنی رائے کا اظہار کر سکتے ہیں۔
- آپ کی رائے اس ڈاکو منٹ پر عمل درآمد، اس میں مشکلات، یا اس میں بہتری کے متعلق ہو سکتی ہے۔
- آپ اس ڈاکو منٹ کے متعلق مزید خیالات کا اظہار بھی کر سکتے ہیں۔

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