

**Anti-Harassment Policy**

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## VERSION CONTROL SHEET

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## Objective

To provide a structured policy for handling harassment complaints at the workplace in accordance with the "Protection Against Harassment of Women at the Workplace Act 2010 along with amendments made in 2022<sup>1</sup> (**the Act**)".

## Purpose

The purpose of this policy is to ensure that, in the workplace, no employee/individual/external service provider harasses an employee of the Bank in any way on the basis of gender, sexual orientation, race, color, ethnic background, minority status, disability, or personal likes and dislikes. Moreover, the purpose is to ensure that harassment and sexual harassment in any form is not tolerated.

## Scope

This policy is applicable to employees working in all domestic/overseas network/operations of the Bank. All employees are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur.

## Guidelines

1. Bank shall display copies of Anti-Harassment code in its offices and branches at conspicuous places and circulate every year for employee's information.
2. Employee Relations Division in coordination with Learning and Development Division shall organize mandatory training of employees for awareness.
3. Any Employee who violates this policy shall be subject to appropriate action, which may result in removal from services etc.
4. Complaints shall be lodged on designated email ID, i.e., [report.harassment@nbp.com.pk](mailto:report.harassment@nbp.com.pk) and the email will be mentioned on website accordingly.
5. All Employees /individual are expected to take reasonable measures to prevent and discourage any type of **Harassment** including sexual Harassment from occurring in the workplace and immediately report any such instances to the Anti-Harassment Committee through Secretary.
6. The fundamental guiding principles for this Policy are derived from Protection Against Harassment of Women at the Workplace Act, 2010 along with amendments made in 2022, hence the procedures of handling the complaints under the Act will be followed accordingly.

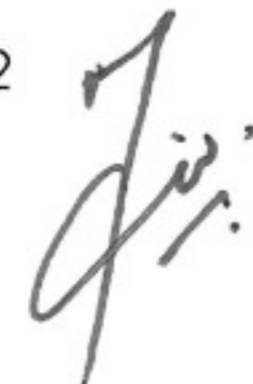
## Parameters

Below mentioned are parameters for identifying cases of alleged harassment including sexual harassment:

1. Harassment based on gender, including same sex. (sexual and non-sexual)
2. Harassment and discrimination based on race, color, ethnic background, sexual orientation, national origin, religion, age, disability or retaliation, stalking, cyber stalking and derogatory conations.
3. Harassment based on behavior not conforming to the social norms but may exclude very occasional compliments of a socially acceptable nature.

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<sup>1</sup> Protection against Harassment of Women at the Workplace (Amendment) Act, 2022



4. Harassment includes intimidation, character assassination, blackmail, and unwelcome behavior creating a hostile work environment.
5. Sexual Harassment encompasses unwelcome advances, requests for favors, or any conduct causing discomfort.
6. Physical, written or verbal harassment or abuse; flirting including through the use of electronic/social media, advances, and /or propositions.
7. Behavior or words, sexually demeaning attitudes, including demand for sexual favors, accompanied by implied threats or preferential treatment concerning a person's employment status; (individual employment, work assignments, or status, salary, academic standing, grades or letters of recommendation)
8. Assaults, insult, jokes and reference to such literature, or anecdotes that belittle or demean a person or a group's standing /gender.
9. Inappropriate display or sharing of suggestive objects or pictures.
10. Unnecessary and inappropriate touching, such as patting, pinching, hugging, or brushing against a person's body.
11. Gestures, verbal expressions, or comments about a person's body, clothing, or sharing of sexual experiences.
12. Inappropriate jokes and references to such literature, causing interference with work performance or creating an intimidating, hostile or offensive work environment, or the attempt to punish the complainant for refusal to comply to such a request or is made a condition for employment;
13. Discrimination on basis of gender, which may or may not be sexual in nature, but which may embody discriminatory and prejudicial mind-set or notion, resulting in discriminatory behavior on basis of gender against the complainant.

**Formation of Anti-Harassment Committee**

The Committee shall be constituted by the President on recommendation of Group Chief-HRMG. The Committee shall consist of three members of whom at least one member shall be a woman, one member shall be from senior management (not lower than grade of VP) and in case when the complainant or the accused is a staff member i.e. clerical /non-clerical, one representation from CBA shall be made part of the Committee.

The Committee will be constituted in the following manner: -

Committee No.1	Committee No.2	Committee No.3
<b>For SEVPs &amp; EVPs</b> <i>(for Region &amp; HO.)</i>	<b>For SVPs, VPs &amp; AVPs</b> <i>(for Region &amp; HO.)</i>	<b>OG-I &amp; Below</b> <i>(for Region &amp; HO.)</i>
Chairperson of SEVP rank	Chairperson of EVP rank	Chairperson of SVP rank
Minimum two members not less than EVP including a representative of HRMG	Minimum two members not less than SVP including a representative of HRMG	Minimum two members not less than VP including a representative of HRMG

However, in case a complaint is made against one of the member(s) of the Committee that member should be replaced by another for that particular case, on the recommendation of the President.

Secretary of the Anti-Harassment Committee shall be from the HRMG, which will be nominated by the Group Chief- HRMG and approved by the President.

### Powers of the Anti-Harassment Committee

- (1) The Committee shall have powers:—
  - (a) to summon and enforce attendance of any person and examine him on oath;
  - (b) to require the discovery and production of any documentary, audio or video evidence;
  - (c) to receive evidence on affidavits; and
  - (d) to record evidence.
- (2) The Committee shall have the power to inquire into the matters of harassment, to get the complainant or the accused medically examined by an authorized doctor, if necessary, and may recommend appropriate penalty against the accused as provided under this policy.
- (3) The Committee may recommend to Ombudsman for appropriate action against the complainant if allegations leveled against the accused found to be false and made with malafide intentions.
- (4) The Committee can instruct to treat the proceedings confidential.

### Other Conditions

- The committee shall endeavor to temporarily make adjustments so that the accused and the complainant do not have to interact for official purposes during the investigation period.
- The committee may also decide to send the accused on leave or suspend the accused as per EDP, for dealing with the cases of misconduct, if required.
- During the process of the investigation, evaluation, daily duties, reporting structure and any parallel inquiries initiated should be strictly monitored to avoid any retaliation from either side.

### Complaint Resolution

- a) The complainant can report the harassment incident to the designated email and/ or through letter to Chairperson of the Committee.
- b) The complaint can be filed in writing only, ensuring that the complainant's privacy and confidentiality are maintained.
- c) The Secretary of the Committee will assess the complaint's credibility and whether it falls within the ambit of the policy.
- d) The complainant will be encouraged to provide any evidence or witnesses that could support his/her complaint.
- e) All arising allegations shall be promptly investigated/Facts Finding report & resolved at the earliest according to the parameters defined under this Policy.

The Bank provides two (2) types of complaint resolution:

1. **Informal Resolution (if applicable)**
  - If both parties agree, an attempt at informal resolution may be made through mediation or counseling within 3 days.
  - Confidentiality will be maintained throughout this process.
2. **Formal Resolution**

If informal resolution is unsuccessful or not desired,



The Inquiry Committee, within three days of receipt of a written complaint, shall—

- a) communicate to the accused the charges and statement of allegations leveled against him/her, the formal written receipt of which will be given;
- b) require the accused within seven days from the day the charges/ statement of allegations is communicated to him/her to submit a written defense and on his/her failure to do so without reasonable cause, the Committee shall proceed as ex-parte; and
- c) enquire into the charge(s) and may examine such oral or documentary evidence in support of the charge(s) or in defense of the accused as the Committee may consider necessary and each party shall be entitled to cross-examine the witnesses against him/her.

### **Findings and Recommendations of Anti-Harassment Committee**

- The Committee will compile findings in writing based on evidence(s) and witness statements.
- The Committee shall submit its findings and recommendations to the Competent Authority within thirty days of the initiation of inquiry and will recommend the appropriate actions/penalties.

### **Punishments**

**(i) Minor Punishment:**

- (a) censure;
- (b) withholding, for a specific period, promotion or increment;
- (c) stoppage, for a specific period, at an efficiency bar in the time-scale, otherwise than for unfitness to cross such bar; and
- (d) recovery of the compensation payable to the complainant from pay or any other source of the accused;

**(ii) Major Punishment:**

- (a) reduction to a lower post or time-scale, or to a lower stage in a time-scale;
- (b) compulsory retirement;
- (c) removal from service;
- (d) dismissal from service; and
- (e) Fine. A part of the fine can be used as compensation for the complainant.  
In case of the owner, the fine shall be payable to the complainant.

### **Decision and Appeal**

- The recommendation of the Anti-Harassment Committee shall be binding.
- The Competent Authority will review the Committee's findings & recommendations and shall impose the punishment recommended by the Committee within one week of receipt of the recommendations of the Committee.
- The complainant and accused will be informed of the decision.
- Both parties will have the right to appeal the decision if they find it unsatisfactory to the Ombudsman established under Section 7 of the Act, 2010.

### **Implementation of Decision**

- If the decision includes corrective actions, it will be implemented promptly.
- Monitoring mechanisms will be established to ensure compliance with the decision.



**Reporting and Documentation**

- The entire process, including complaint, investigation, and decision, will be documented.
- Data will be kept confidential and only shared on a need-to-know basis and for filing before the forum of Ombudsman and/or court of law.
- Record retention shall be followed as per Bank's Policy.
- The monitoring and implementation of this Policy rests with the Divisional Head, ERD, HRMG, including TATs defined in the Policy and execution of final decisions.
- The Divisional Head, ERD, HRMG, will report and present all cases handled under this Policy to HR Management Committee.

**Prevention and Awareness**

Regular awareness and training programs will be conducted to educate employees about their rights and responsibilities by ERD, HRMG, through L&DD, HRMG.

**Competent Authorities**

"Competent Authority" means the Authority as may be designated by the management for the purposes defined in the Act, 2010. The Committee shall submit its findings and recommendations to the Competent Authority within thirty days of the initiation of inquiry. If the Inquiry Committee finds the accused to be guilty it shall recommend to the Competent Authority for imposing one or more of the penalties referred in this Policy.

Category of Employee	Competent Authority
OG-I & below	Divisional Head, ERD, HRMG
AVP/VP	Group Chief, HRMG
SVP, EVP & SEVP	President through Board Human Resource and Remuneration Committee