



LAHORE GARRISON UNIVERSITY

Main Campus, Sector-C Phase-VI, DHA Lahore
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NOTIFICATION POLICY AND PROCEDURE ON HARASSMENT

Policy and Procedure on Harassment in LGU is enclosed herewith duly approved by Vice Chancellor for information and implementation, please.

Brig
Registrar

[Adnan Ahmed Khan, SI(M), Retd)]

To: All Deans, Branches (Exams & Accts), All Directorates, All Depts, DRs (Admin & Acad), MRC, Admissions Section, Library & Consultant Int'l / Collaboration.

CC: PSO to VC



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POLICY AND PROCEDURE ON HARASSMENT

Lahore Garrison University

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Approved By: 
Maj Gen Muhammad Khalil Dar, HI(M), Retd

1. Policy

- 1.1. The university does not tolerate any form of harassment or victimization and expects all students and the members of the university, its visitors, and contractors to treat each other with respect, courtesy, and consideration.
- 1.2. Harassment in any form at LGU is considered an offense and is punishable under LGU Policy and Procedure on Harassment, Pakistan Penal Code, Punjab Protection against Harassment of Women at the Workplace Act 2010, and HEC Sexual Harassment Policy.
- 1.3. The university is committed to fostering an inclusive culture to promote equality and maintain a working, learning, and social environment in which the rights of all the members of the university are respected.
- 1.4. The university aims to make clear that harassment is unacceptable and that all members of the university have a role to play in creating an environment free from harassment.
- 1.5. The university works to provide a mechanism by which complaints wherever possible be addressed timely.
- 1.6. All members of the university are expected to support and comply with this policy and demonstrate active commitment.
- 1.7. The Registrar, Director HR, or Director Student Affairs, as applicable, in cooperation and coordination with the university's entity heads, shall be responsible for the dissemination of this policy.

2. Prohibited Acts considered as Harassment

Harassment includes discourteous, scary, hostile, teasing, ridiculing, degrading, abuse, embarrassing advancements, comments, remarks, or actions. It may include oral/verbal or physical acts including remarks, activities, or actions that affect an employee. Violations can vary from giving benign comments to viciousness and putting the employee in any kind of danger through improper action.

Some acts or behaviors considered as Harassment include:

- 2.1 A person subjecting another to harassment by engaging in unwanted and unwarranted conduct that has the purpose or effect of violating another person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for another person.

2.2 The vigorous academic debate will not amount to harassment when it is conducted respectfully and without violating the dignity of others or creating an intimidating, hostile, degrading, or offensive environment for them.

2.3 Bullying/Ragging is characterized as offensive, intimidating, or malicious behavior or misuse of power intended to undermine, humiliate, or injure the recipient.

2.4 The university seeks to protect any member of its community from victimization. The university regards victimization as any process where a person is subject to detrimental treatment because that person made an allegation of harassment, supported another person in bringing forward such an allegation, participated in an investigation of a complaint, or is suspected of having done so.

2.5 Harassment may involve repeated forms of unwanted and unwarranted behavior, but a one-off accident can also amount to harassment.

2.6 Being under the influence of alcohol, drugs, or otherwise intoxicated is not an excuse for harassment.

2.7 Harassment can take a variety of forms including but not limited to:

- a. Through individual behavior, face-to-face, either verbally or physically
- b. Through other forms of communication, including but not limited to, written communication and communication via any form of electronic media or mobile communication device: such behavior may also amount to a breach of the university's Regulations Relating to the use of Information Technology Facilities.
- c. Directly to the person concerned, or to a third party.
- d. A prevailing workplace or study environment that creates a culture that tolerates harassment or bullying, for example, the telling of biphobia or racist jokes.
- e. **Stalking** may also be a form of harassment and may be characterized by any of the following repeated and unwanted behaviors:
 - i. Following a person.
 - ii. Contacting, or attempting to contact, a person by any means.
 - iii. Publishing any statement or other material relating or purporting to relate to a person or purporting to originate from a person.
 - iv. Monitoring the use by a person of the Internet, email, or any other form of electronic communication.
 - v. Loitering in any place (whether public or private).

- vi. Interfering with any property in the possession of a person.
- vii. Watching or spying on a person including using CCTV or electronic surveillance.
- f. **Sexual harassment** includes an unwanted sexual advance, request for sexual favors, any sexually demeaning communication, or any verbal/oral/ physical conduct of a sexual act. It may include but is not limited to:
 - i. To ask/force/blackmail male/female students to meet supervisors/authorities out of the LGU premises with the promise of improvement in grades or otherwise.
 - ii. Financial and sexual gratification from students by any employee of LGU.
 - iii. Intimidation of faculty/staff by students/colleagues to tarnish the reputation (character assassination) of faculty/staff.
 - iv. Unwelcoming sexual advances - whether they involve physical advancement or not.
 - v. Asking male/female students to visit the personal offices of their supervisors/authorities in charge after office hours to discuss their grades and assignments.
 - vi. Sexual epithets, jokes, written or oral references to sexual conduct, or gossip regarding one's sex life.
 - vii. Comments on an individual's body, about an individual's sexual activity, derogatory remarks on someone's body, disability, other deficiencies, or prowess; displaying sexually suggestive objects, pictures, or cartoons.
 - viii. Unwelcoming staring, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments.
 - ix. Inquiries into one's sexual experiences.
 - x. Discussion of one's sexual activities (even if males are discussing this, it is done deliberately in front of female students or colleagues).
 - xi. Using abusive language.
 - xii. Acts of sexual connotation relating to the same as a common usage in conversation.
 - xiii. The male head of the department deliberately touched or hit the body of a female employee with an object.
 - xiv. Male faculty refers to female bodies and reproductive cycles to embarrass female students during class lectures.
 - xv. Scrutinizing at female/male bodies.
 - xvi. Needy female students are given financial support by faculty members in exchange for sexual favors.

- xvii. Employees tell vulgar jokes with sexual remarks during classes or office hours.
- xviii. Supervisors/teachers spend long hours locked away in the office with a young female colleague or student.
- xix. Character assassination of female/male faculty to gain political, academic, or financial gains.
- xx. Female/male employees initiate intimacy for the benefit of grades, employment, or finances.
- xxi. Using vulgar language to address females/males (student, faculty, and other employees).
- xxii. To touch one's intimate parts in the presence of females without any reason.
- xxiii. Threatening female/male students/faculty/staff by using forged fake documents and pictures to blackmail them into compliance.
- xxiv. Anonymous letters/pamphlets/e-mails leading to defamation of character assassination of employees/teachers/students.

3. Reporting & Procedure of Resolution

- 3.1. LGU guarantees that all complaints that are reported will be taken seriously, will be investigated expeditiously, and that all parties will be treated with respect.
- 3.2. LGU encourages reporting of all incidents of harassment, regardless of who the alleged offender may be.
- 3.3. LGU ensures the confidentiality of the incident and victim by maintaining secrecy of the record before and after the inquiry.
- 3.4. LGU ensures the protection of the victim from the alleged harasser for retaliation or undue pressure from the management during the inquiry and after the decision is made.
- 3.5. Students who either believe that they have become the victim of harassment or witnessed harassment should immediately discuss it with their HoD, Dean, or Director Student Affairs as applicable.

4. Informal Resolution Procedure

- 4.1. Informal resolution works to bring parties together the parties to discuss and resolve complaints.
- 4.2. An employee or student who believes that he/she has been harassed may choose to discuss the matter with the one who is engaged in the behavior keeping one senior LGU official of confidence to act as a liaison for an informal discussion to resolve the matter.

5. Formal Resolution Procedures

- 5.1. An employee or student who believes that the informal resolution procedure is not to be pursued or thinks it to be unsuccessful, the formal resolution procedure should be undertaken.
- 5.2. An employee who believes himself/herself grieved regarding harassment will immediately contact the Registrar, Director HR, or Director Student Affairs, as applicable, for assistance in pursuing the matter.
- 5.3. If an employee receives repeated allegations of offenses against the same individual but is aggrieved about making the allegation and is not willing to file a formal written complaint or to appear as a complainant, the employee shall inform the Registrar, Director HR, or Director Student Affairs, as applicable, about the same.
- 5.4. LGU Harassment Policy shall be used in cases where a student charges another student or staff with harassment. It will also be applicable where an employee charges another employee with harassment.
- 5.5. Retaliation from either party shall be strictly monitored. Any occurrence of retaliation by the accused shall result in suspension from the university.
- 5.6. As harassment usually occurs when individuals are alone, it is often difficult to produce evidence. Hence it is reiterated that members of the university community shall report any offensive behavior immediately to someone they trust.

6. Inquiry Committee

6.1. For Students

a. President

- Dir Acad

b. Members

- Dir SA&C
- Deputy Registrar (Admin)
- Concerned Head
- 1 x Senior most female staff member (concerned dept)

6.2. For Staff

a. President

- Dir HR

b. Members

- Concerned Dean
- Deputy Registrar (Admin)
- Concerned HoD / Dir
- 1 x Senior most female staff member (concerned dept)

6.3. Powers of Inquiry Committee

- To implement a policy against harassment at the university.
- To establish a permanent mechanism for the prevention and redress of harassment cases and other acts of violence in the university premises.
- To ensure the implementation of the policy in letter and spirit through proper reporting of complaints and their follow-up procedures.
- To uphold the commitment of the university to provide an environment free of gender-based discrimination.
- To create a secure physical & social environment to deter any act of harassment.

7. Investigation

- The procedures given in the policy deal with formal inquiries about where harassment has taken place between students or where a staff member of LGU is involved.
- All matters pertaining to any charge of harassment will be taken in the strictest confidence.
- Complaints/Reports of harassment from an employee or student should be made in writing duly signed by the complainant within 10 working days of the incident. It should include a factual description of the incident, including quotations of offensive language used. The complaint is then to be submitted to the Registrar, Director HR, or Director Student Affairs, as applicable.
- After review by the said offices and once determined that all information has been provided, the Registrar, Director HR, or Director Student Affairs, as applicable, will convene an investigating committee to consider the case.

7.5. The respondent is expected to appear for an interview before the committee at the given time. On failure to appear before the committee or submit a written defense without viable reason, the committee shall proceed ex-parte.

7.6. Both parties, the complainant, and the accused, shall have the right to be accompanied by a colleague/ friend from within the institution.

7.7. The investigating committee shall give its findings and recommendations in writing with appropriate reasons within 10 working days of the initiation of the inquiry.

7.8. In cases where a student has been found guilty of harassment, the regulations noted in the university's Student Code of Conduct shall provide the penalties that may be assessed and the process by which appeals are heard.

7.9. In cases where faculty members are found guilty of harassment, the investigating committee shall provide its recommendations to the Vice-Chancellor regarding sanctions that may be imposed.

8. Penalties

8.1. Minor Penalties

- Written warning
- Withholding, for a specific period, promotion, or increment
- Suspension, for a specific period
- The offender shall be kept under observation for the stipulated time mentioned in his/her warning letter.
- The harasser shall be counseled, as part of the informal resolution of the complaint.
- Any other minor penalty deemed appropriate by the Anti-Harassment Committee.

8.2. Major Penalties

- Dismissal from service and registration of police case
- Dismissal from service
- Termination from service
- Forced resignation
- Volunteer acceptance of resignation

9. Appeal

9.1. The respondent shall have the right to appeal once an inquiry is completed and submitted to the competent authority.

9.2. Appellate Committee

a. President

- Vice Chancellor

a. Members

- Registrar
- Dean Languages
- Dean Computer Sciences
- Dr. Rizwana Bashir - Associate Dean Mgt Sciences
- Dr. Zarghuna Naseem – HoD Psychology
- Dr. Tahir Masood Qazi – HoD Islamic Studies

9.3. Terms and Conditions

- No member of the inquiry committee should be a member of the appellate committee.
- In case the complaint is against one of the Appellate Committee members, his/her name will automatically be removed from the committee's composition.