



# فناؤنڈیشن یونیورسٹی اسلام آباد

## **PROTECTION OF WOMEN AGAINST HARASSMENT AT WORK PLACE ACT 2010**

*(To be read in conjunction with Cabinet Division's D.O letter No. 1/15/2010-IMP-II dated 29 March 2010, Primer Minister's Sectt U.O. No. 6(11)/FSA/2010 dated 22 Mar 2010 and HEC letter No. 15-03/HEC/A&A/2010/448 dated 28 Jun 2010)*

### **A General**

1. Sexual harassment in a co-educational Institution is often faced by women. There is awareness at National level to recognize the problem and its correction besides legal implications which must be addressed by all including the Head of campus, the Faculty, Management, staff and the students alike.

2. This code of conduct is being communicated to all for its implementation in line with Act of the Protection against Harassment of Women at work place.

3. All male members working in FUI must display decent and respectful attitude while dealing with female staff / faculty/ students during routine business relating to academic/ administrative matters.

### **4. Following is strictly prohibited:**

a. Counselling / discussion in closed door compartments.  
b. Gratifications/exchange of gifts involving female students  
c. Outing/excursions arranged by male faculty for individuals/group including female students, without prior permission of the Authorities.  
d. Any unwelcome advances including request for sexual favors or other verbal or written communication or physical/ non-physical conduct of a sexual nature, or sexually demeaning attitudes, where:

(1) Submission to such conduct is made a term or condition for a student's participation in any activity at FUI.

(2) Submission to or rejection of such conduct by a student is used as a basis for academic decision affecting student

(3) Such conduct has the purpose or effect of unreasonably interfering with a student's academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment

e. Asking the female to visit their offices after office hours to discuss assignments / other official matters or vice versa

f. Asking the female to meet them outside the work premises with the promise of improvement in their academic standing.

g. Harassment by senior students of junior female students.

h. Comments, jokes, written or oral with indecent references and gossip.

i. Using derogatory remarks referring to females.

j. Exchange / sending of SMS / MMS / WhatsApp on cell phones or asking e-mail addresses without consent / willingness.



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## 5. Social media Policy:

Social media policy is a code of conduct that provides guidelines for students who post content on internet on/off campus.

### Guidelines:

- Students will personally be responsible for what they write on social media
- Their comments do not represent the opinion of the institute
- Students cannot use the logo/ trademark/ name of institute without prior written permission
- Use of social media for defaming, harassing, stalking fellow students/ faculty/ staff / institution is a punishable offence
- Students should keep their social media profiles locked

## 6. The Committee for protection of women against harassment at workplace:

This is a vigilant committee formed to address any such complaints related to harassment of women at FUI.

### a. Composition of the Inquiry Committee:

- (1) President: HOD/Prof Male/Female
- (2) Members: Faculty members from FUSH
- (3) Manager Student Affairs

**b. Reporting of Complaints:** All complaints regarding infringements/ violations of the code of conduct shall be reported to the President of committee via online submission of complaint form which is provided on website with email address

Obtain the official complaint form from FUI WEBSITE  
:<https://www.fui.edu.pk/imp-downloads>

- **Submit it to:**
- [PRESIDENT COMMITTEE FOR PROTECTION OF WOMEN AGAINST HARASSMENT AT WORKPLACE]
- [HOD COMMUNITY MEDICINE DEPARTMENT]
- EMAIL: [harassment\\_complaint.fuic@fui.edu.pk](mailto:harassment_complaint.fuic@fui.edu.pk)

**c. Confidentiality:** All communications, complaints and any proceeding shall be treated as 'CONFIDENTIAL', by all concerned.

## Foundation University Islamabad

### Harassment Committees

#### Inquiry Committees (School Wise)

S.#.	Name	Designation	Email
<b>Foundation University School of Health Sciences (FUSH)</b>			
1	Brig Prof Dr. Naila Azam (Retd)	HoD Community Medicine	Naila.azam@fui.edu.pk
2	Prof Dr. Nadia Aman	FUCD&H	nadia.aman@fui.edu.pk
3	Lt Col Zulfiqar Ali Alvi (Retd)	Manager Student Affairs, FUSH	msa.fumc@fui.edu.pk
4	Dr. Riffat Masood	Assoc Prof, Medical Department	riffat.masood@fui.edu.pk
5	Dr. Shumaila Humayun	Assistant Prof. Community Medicine, FUMC	shumaila.humayun@fui.edu.pk
6	Dr. Mansoor Khan	Assistant Prof FUCD&H	mansoor.khan@fui.edu.pk
7	Dr Sana Khalid	Asst. Prof FUCP	Sana.khalid@fui.edu.pk
8	Dr. Qurat ul Ain	Senior Lecturer, FUCP	qurat.ain@fui.edu.pk
9	Zarish Fazal	Lecturer, FUCN	zarish.fazil@fui.edu.pk
10	Bushra Ikram	Lecturer, FUCN	bushraikram.fucn@fui.edu.pk
<b>Foundation University School of Science &amp; Technology (FUSST)</b>			
1	Prof. Dr. Iffat Rohail	Department of Psychology	<a href="mailto:iffat.rohail@fui.edu.pk">iffat.rohail@fui.edu.pk</a>
2	Dr. Aziz Ur Rehman Rana	Asst. Prof. Department of BA	arrana@fui.edu.pk

3	Dr. Arif Jamal Malik	Associate Prof. Department of SE	arif.malik@fui.edu.pk
4	Dr. Mehwish Zahoor	Acting HoD, Assistant Prof. Department of English	mehwish.zahoor@fui.edu.pk
5	Ms. Dareema Ali	Deputy Manager, Student Affairs, FUSST	dareema@fui.edu.pk

#### Appellate Body

1	Prof Dr. Furqan Ahmed Siddiqi	Principal/Dean, FUCP	principal.fucp@fui.edu.pk
2	Prof. Dr. Amir Gulzar	Registrar, FUI	registrar@fui.edu.pk
3	Brig Shahnawaz Khan (Retd)	GM (C&D), FUI	gm.coord@fui.edu.pk
4	Ms Shagufta Haroon	Controller of Exams, FUI	controller.examination@fui.edu.pk

#### Focal Persons

S.#.	Name	Designation	Email
<b>Foundation University School of Health Sciences (FUSH)</b>			
1	Dr. Shumaila Humayun	Assistant Prof. Community, Medicine, FUMC	shumaila.humayun@fui.edu.pk
<b>Foundation University School of Science &amp; Technology (FUSST)</b>			
2	Ms. Dareema Ali	Deputy Manager, Student Affairs, FUSST	dareema@fui.edu.pk