



WOMEN MEDICAL COLLEGE - ABBOTTABAD (A Project of PEPS)

Murree Road, Abbottabad. K.P.K. Pakistan

Ph: 0092-992-390337, 391443, 392334, 391502 Fax: 0992-390221, 391502 Email: info@wmc.edu.pk, Website: www.wmc.edu.pk

Ref. No. WMC/EST/20638

Date. 18-9-2024

Anti-Harassment Policy

1. Introduction

Women Medical College is committed to providing a safe, respectful, and inclusive environment for all students, faculty, and staff. Harassment, whether based on gender, race, religion, ethnicity, or any other reason, will not be tolerated. The policy aligns with the Government's Policy of Protection Against Harassment at the Workplace Act.

2. Definitions of Harassment

Harassment includes but is not limited to, unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, and any behavior that creates an intimidating, hostile, or offensive environment.

3. Scope of the Policy

This policy applies to all students, staff, faculty members, and third parties interacting with the Women Medical College community, including clinical sites and associated institutions.

4. Reporting Procedure

Any individual who feels they are a victim of harassment may report the incident through the following channels:

Anonymous Reporting: A form is available online and physically at designated areas for anonymous complaints.

Formal Complaint: A written complaint can be submitted to the Anti-Harassment Committee.

5. Process and Rights of the Parties

a. Prior Notice of Impending Action

The accused individual will receive a written notice outlining the nature of the complaint and the proposed actions. This notice will be given within seven days of the formal complaint being lodged.

b. Disclosure of Evidence

All evidence upon which any action may be based will be disclosed to both the complainant and the accused, allowing both parties to review and prepare responses. This will include witness statements, written documents, and any other relevant materials.

c. Opportunity to Respond

The accused will have the opportunity to present their case and respond to the notice within 10 days. Both parties may bring witnesses or provide additional documentation.

6. This given



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Terms of Reference (TORs) for the Anti-Harassment/Disciplinary Committee

1. Responsibilities

- Receive complaints and initiate an impartial investigation.
- Provide timely written notifications to all parties involved.
- Ensure that both parties have an opportunity to present evidence.
- Maintain confidentiality throughout the investigation process.
- Adhere to the timeline specified by the policy (e.g., 7 days for notice, 10 days for response).
- Recommend disciplinary action based on the findings.

2. Powers

The Committee has the authority to:

- Summon witnesses and demand evidence.
- Recommend disciplinary action up to expulsion or termination.
- Refer cases to law enforcement agencies when necessary.

4. Reporting

The Committee will maintain comprehensive records of all investigations and provide a yearly report to the Principal's Office, ensuring compliance with this policy.

*Anti Harassment
Committee*

Thou you



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d. Confidentiality

All proceedings will be confidential to protect the privacy of both parties, except in cases where disclosure is required by law.

6. Disciplinary Process

a. Investigation

The Anti-harassment Committee will conduct an impartial investigation, including interviews with all involved parties and the review of relevant evidence.

b. Disciplinary Actions

If harassment is confirmed, disciplinary actions may include:

- Written warning
- Suspension
- Expulsion (for students)
- Termination of employment (for staff)

7. Appeal Process

Both the complainant and the accused have the right to appeal the decision within 15 days of receiving the verdict. The appeal will be reviewed by an independent panel of senior faculty members. Both parties also have the right to appeal the decision to the Ombudsman.

6. This is



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Harassment Complaint Form

This form can be submitted anonymously or with your details. Please provide as much information as possible to assist in the investigation.

Section 1: Complainant Information

(Leave blank if submitting anonymously)

Name: _____
Department/Program: _____
Contact Number: _____
Email Address: _____

Section 2: Incident Information

Date(s) of Incident: _____
Time of Incident(s): _____
Location(s) of Incident(s): _____

Person(s) Involved (Accused):

Name: _____
Position/Role (Student/Staff/Faculty): _____
Department: _____

Witnesses (if any):

Name: _____
Position/Role: _____

Section 3: Description of Incident

(Please describe the incident(s) in detail, including specific actions, words, and behaviors that occurred. Attach additional pages if necessary.)



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Section 4: Evidence

(If you have any evidence to support your complaint, such as emails, messages, documents, or other relevant materials, please list or attach them.)

Evidence Description:

- _____
- _____
- _____

Section 5: Desired Outcome

(What action would you like the institution to take? This may include mediation, disciplinary action, or other outcomes.)

Section 6: Consent and Confidentiality

I understand that the information provided in this complaint will be used for the purpose of investigating the incident and may be shared with relevant authorities. I request that this matter be treated as confidential.

Do you want to remain anonymous during the investigation?

- [] Yes
- [] No

Signature (optional if submitting anonymously):

Date: _____

Submit the completed form to:

- Anti-Harassment Chairperson:
- To the Principal's Office

6. This year