



HITEC-Institute of Medical Sciences

SOP for Protection Against Harassment At Work Place

DOCUMENT #: SA-SOP-04

ISSUE # 01

ISSUE DATE: 01-12-2020

Standard Operating Procedure for Protection Against Harassment at Work Place



HITEC-Institute of Medical Sciences

SOP for Protection Against Harassment At Work Place

DOCUMENT #: SA-SOP-04

ISSUE # 01

ISSUE DATE: 01-12-2020

1.0 PURPOSE:

1.1 The purpose of this procedure is for protection against Harassment at Work Place.

2.0 SCOPE:

2.1 This procedure is applicable to Student Affairs Department.

3.0 ABBREVIATIONS:

NUMS National University of Medical Sciences
PMC Pakistan Medical Commission
HITEC Heavy Industries Taxila Education City
IMS Institute of Medical Sciences

4.0 RESPONSIBILITIES AND AUTHORITIES:

4.1 Principal
4.2 HoD.
4.3 Manager Student Affairs

5.0 PROCEDURE

5.1 This act is strictly applicable at HITEC-IMS and its violation will lead to exemplary punitive action.

5.2 DISCIPLINARY OFFENCES

5.2.1 Without prejudice to the generality of the provisions of the Code of Conduct, the following conduct by employees will constitute a disciplinary offence:

5.2.2 Any form of intimidation, insult, abusive language, assault, molestation or harassment of students, staff, faculty, patients or other clients, within or outside the College.



HITEC-Institute of Medical Sciences

SOP for Protection Against Harassment At Work Place

DOCUMENT #: SA-SOP-04

ISSUE # 01

ISSUE DATE: 01-12-2020

- 5.2.3 Any form of unauthorized picketing, rallies, demonstrations organized obstructions of any student / College / Teaching Hospital function in any manner whatsoever.
- 5.2.4 Any attempt to conceive, design or affect any plan of whatever nature whose object or consequence is to disrupt academic program of the College or its operations.
- 5.2.5 Malicious acts, theft, willful damage or misuse of College's or any third party's property.
- 5.2.6 Students residing or availing the hostel and its facilities shall comply with all the hostel rules and will conduct themselves in a manner that respects the rights of other resident students, faculty and staff of the Hostel & College.
- 5.2.7 Unauthorized housing of persons in the hostel or other buildings at the College.
- 5.2.8 Raising funds, accepting donations or engaging in similar activities for and on behalf of the College without a prior written approval of the College.
- 5.2.9 Smoking, eating, drinking where prohibited in settings of the College.
- 5.2.10 Procurement, possession, use, sale or display of any weapon, including firearms or any other contraband item on campus or at any College-related event.
- 5.2.11 Procurement, possession, use, sale and consumption of banned drugs, alcohol or other contraband items on campus or at College related events.



HITEC-Institute of Medical Sciences

SOP for Protection Against Harassment At Work Place

DOCUMENT #: SA-SOP-04

ISSUE # 01

ISSUE DATE: 01-12-2020

5.2.12 Attendance on campus or at College-related events in an intoxicated state or under the influence of banned substances.

5.2.13 Any act of violence causing injury or damage to any person or property at the College.

5.2.14 Providing wrong information, giving false and / or fabricated evidence, deliberately concealing material facts or information to the College in any proceedings and inquiries carried out at any forum by the College.

5.2.15 Committing or involvement in any act of deceit, fraud, forgery with the College, students, staff or faculty.

5.2.16 Abuse, unauthorized or fraudulent use of College computers, network systems or computer files.

5.2.17 Failure to comply with or any act in violation of, contravention of or disregard for published College policies, regulations or failure to comply with the direction of College officials acting in performance of their duties.

5.2.18 Any act prohibited and / or not permitted under any Pakistani Law.

5.2.19 Student's proven direct or indirect involvement in any political event / discriminatory / hate speech or in any other of event of extremist views.

5.2.20 Assisting, supporting, facilitating, encouraging, and provoking any of the offences referred in clauses above.

5.3 DISCIPLINARY PROCEDURE

5.3.1 Any breach of a Disciplinary Offence will immediately reported to the administration. Once informed the Vice Principal / Director or his / her designate, or the administration will: Convene and refer the



HITEC-Institute of Medical Sciences

SOP for Protection Against Harassment At Work Place

DOCUMENT #: SA-SOP-04

ISSUE # 01

ISSUE DATE: 01-12-2020

matter to the academic entity Disciplinary Committee for investigation.

5.3.2 Inform the College Principal that a Disciplinary Committee has been convened.

5.3.3 While the Disciplinary Committee is investigating an offence, the Vice Principal / Director may suspend the student or restrict him / her from specific or all campus based activities until the investigation is completed and a decision reached.

5.4 THE DISCIPLINARY COMMITTEE:

5.4.1 The academic entity Disciplinary Committee will be a standing committee and shall consist of at least five members of the faculty and senior staff of the College, one of whom shall be the Chairperson.

5.4.2 Members of the Academic Entity Disciplinary Committee will be appointed by the Principal / Vice Principal / Director for a one-year term, which may be extended for a further period of two years.

5.4.3 The Principal / Vice Principal / Director will ensure there is continuity of membership on the Committee and will have the discretion to extend the tenure or co-opt members on the Committee whose tenure have expired and who are involved in on-going cases.

5.4.4 There must be a quorum of at least three members of the Committee present for a hearing to proceed.

5.4.5 The academic entity Disciplinary Committee will be entitled to use services of any personnel of the College as the Committee may deem appropriate for the purposes of assisting the Committee in conducting the disciplinary proceedings.

5.5 THE DISCIPLINARY COMMITTEE'S PROCEEDINGS

5.5.1 Will be conducted in a fair and transparent manner.

5.5.2 Will invite the concerned student to present his/her point of view.

5.5.3 May, at its discretion, call other people deemed appropriate for seeking any information or evidence with regard to the offence.



HITEC-Institute of Medical Sciences

SOP for Protection Against Harassment At Work Place

DOCUMENT #: SA-SOP-04

ISSUE # 01

ISSUE DATE: 01-12-2020

- 5.5.4 Unless otherwise authorized by the Principal / Vice Principal / Director, the Disciplinary Committee will normally complete its proceedings within 10 working days.
- 5.5.5 The outcome of the Disciplinary Committee's investigation will be communicated to the Principal / Vice Principal / Director in writing.
- 5.5.6 The Principal / Vice Principal / Director may act upon the recommendation(s) of the Disciplinary Committee or in accordance with his / her judgment.
- 5.5.7 In exercising his / her right of making a decision, the Principal / Vice Principal / Director shall not be required to provide a hearing to the employee.
- 5.5.8 A copy of the decision will be sent to the administration.

5.6 DISCIPLINARY ACTIONS

- 5.6.1 In cases of breaches of Disciplinary Offences mentioned above, the college will impose anyone or more of the disciplinary actions given below, depending on the severity of the offence.
- 5.6.2 Counselling of the employee.
- 5.6.3 A letter of warning or reprimand to the employee.
- 5.6.4 Probation for a specified period of time with mandatory periodic counselling.
- 5.6.5 The payment of fine by the offender commensurate with the nature and gravity of the offence committed.
- 5.6.6 Suspension from the employment for a specified period.
- 5.6.7 Termination from the College and / or expulsion from the College Hostels if so required.
- 5.6.8 Any other penalty which the relevant authority / body of the College may deem fit to impose.
- 5.6.9 Notwithstanding the above mentioned clauses, in cases of breaches of mentioned Disciplinary Offences, the College will impose anyone or more of the disciplinary actions given below, depending on the severity of the offence.
- 5.6.10 Suspension from the College for a specified period.
- 5.6.11 Expulsion from the College and / or expulsion from the College Hostels if so required.



HITEC-Institute of Medical Sciences

SOP for Protection Against Harassment At Work Place

DOCUMENT #: SA-SOP-04

ISSUE # 01

ISSUE DATE: 01-12-2020

5.6.12 Any other penalty which the relevant authority/ body of the University may deem fit to impose.

5.7 APPEALS

- 5.7.1 Any appeal of the Principal's / Vice Principal's / Director's decision must be made within 10 working days of the date of the letter notifying the student of the decision.
- 5.7.2 Disagreement with the Principal's / Vice Principal's / Director's decision is not a reason for appeal.
- 5.7.3 Students must clearly state the reason for the appeal.
- 5.7.4 Students must make their appeal in writing.
- 5.7.5 An appeal may only be made by the student. Appeals received from parties other than the student will not be considered.
- 5.7.6 Appeals should be addressed to the Manager Student Affairs who will be responsible for forwarding the matter to the College's Principal.
- 5.7.7 In cases where the Principal is not available to consider an appeal within the prescribed timelines, the Principal will forward the matter to a Vice Principal / Director who will act in his / her place.
- 5.7.8 Once selected the Vice Principal / Director shall become the Principal's designate.
- 5.7.9 Upon the receipt of an appeal, the Principal or his / her designate will convene and refer the matter to an Appeals Committee for investigation and review.

5.8 THE APPEALS COMMITTEE

- 5.8.1 The Appeals Committee will be an ad hoc committee and shall consist of three members of the faculty and senior staff of the University, one of whom shall be the Chairperson.
- 5.8.2 The Appeals Committee will be entitled to use services of any personnel of the University as the Committee may deem appropriate for the purposes of assisting the Committee in conducting the disciplinary proceedings.



HITEC-Institute of Medical Sciences

SOP for Protection Against Harassment At Work Place

DOCUMENT #: SA-SOP-04

ISSUE # 01

ISSUE DATE: 01-12-2020

5.9 THE APPEALS COMMITTEE'S PROCEEDINGS

- 5.9.1 Will be conducted in a fair and transparent manner.
- 5.9.2 Will invite the concerned student to present his/her point of view.
- 5.9.3 May, at its discretion, call other people deemed appropriate for seeking any information or evidence with regard to the offence.
- 5.9.4 Unless otherwise authorized by the Principal or his / her designate the Appeals Committee will complete its proceedings within 5 working days.
- 5.9.5 The outcome of the Appeals Committee's investigation will be communicated to the Principal or his / her designate in writing.
- 5.9.6 The Principal or his / her designate may act upon the recommendation(s) of the Appeals Committee or in accordance with his / her judgment.
- 5.9.7 In exercising his / her right of a making decision, the Principal shall not be required to provide a hearing to the student.
- 5.9.8 The decision of the Principal or his / her designate shall be final and binding on all parties.
- 5.9.9 A copy of the decision will be sent to the Administration.

5.10 CONFIDENTIALITY

- 5.10.1 The disciplinary proceedings held under the provisions of this Code of Conduct shall be of a confidential nature.
- 5.10.2 To ensure the safety and security of all concerned, all information, statement, evidence, material, etc. received and / or presented during the disciplinary proceedings shall be kept strictly confidential and the students will not be entitled to have access to and / or seek copies of any of the record(s) of the disciplinary proceedings.

6.0. RELATED DOCUMENTATION

Sr. #	Document name	Document Number	Retention Period
1.	Application Form	SA-FORM-03	
2.	Complaint Form	SA-FORM-04	