

# FATIMA JINNAH INSTITUTE OF DENTAL SCIENCES LAHORE

No. 3512 /FJIDS, LHR

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## ANTI-HARASSMENT POLICY

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To: Admin Officer

# Fatima Jinnah Institute of Dental Sciences, Lahore

## Anti- Harassment Policy

### Committee Members

- Focal person (at least one of them should be a woman); the contact information of the focal person should be displayed on the website and on campus.
- Inquiry committee (Appointed for two years' terms) shall be constituted in the following manner:
  1. Three members
  2. One of the three members should be a woman.
  3. Member from the senior management of the institution.
  4. All members should be employees of the Institution.
  5. Members cannot be appointed for more than two years.
  6. Committee members cannot have two consecutive terms.
  7. Committee members can repeat their term after a seven-year gap.
  8. Committee members must have HR/management representation.
  9. Committee members should receive training on laws and proceedings.

### Principles and Purpose of the Policy

- All cases related to workplace harassment shall be dealt with strictly in accordance with the provisions of the **Protection Against Harassment of Women at the Workplace (Amendment) Act, 2022**, a law duly enacted by the Government of Pakistan, along with any rules and regulations framed thereunder.
- All harassment cases that are currently under consideration before the Ombudsman (Mohtasib) Punjab or the Federal Ombudsman shall not be entertained or adjudicated by the FJIDS Anti-Harassment Committee until a final decision has been rendered by the respective Ombudsman.
- The members of the institution are entitled to fundamental rights and privileges, foremost among which is the right to pursue academic inquiry and the quest for knowledge without hindrance from unlawful or inappropriate restrictions.
- Ensuring protection against harassment is essential, not only because harassment disrupts the freedom and academic environment of the institution, but more importantly, because it violates human dignity. Such conduct is unacceptable and shall not be tolerated under any circumstances.
- In line with the provisions of this policy, harassment is strictly prohibited and constitutes a punishable offence. Fatima Jinnah Institute of Dental Sciences upholds the right of every member of the institution to study, work, and live in an environment free from harassment.
- The primary objective of this policy is to prevent harassment, and to ensure that any complaints are addressed promptly, fairly, judiciously, and with due confidentiality for all parties involved.

- All administrators, deans, faculty members, department chairs, and individuals in supervisory or leadership positions are responsible for understanding and implementing this policy, as well as ensuring that their staff are made aware of its provisions.
- The policy aims to educate students in recognizing and preventing harassment, while also providing effective mechanisms to eliminate such conduct from the learning environment to the greatest extent possible.
- The institution is committed to fostering a culture of zero tolerance towards sexual or any other form of harassment. All complaints shall be taken seriously, investigated thoroughly and transparently, and addressed appropriately in accordance with established procedures.

## 2) **Definitions**

No policy document can comprehensively enumerate or define every behavior that constitutes harassment. The following definitions are provided as guiding principles to identify conduct that violates the spirit and intent of the Institute's values.

### **Harassment**

Harassment refers to any unwelcome verbal and/or physical conduct directed at a student based on age, academic level, marital status, nationality, ethnicity, sex, creed, caste, color, religion, disability, gender identity, sexual orientation, or any other distinguishing factor, when such conduct creates an intimidating, hostile, or offensive learning environment.

Targeting students based on physical or psychological challenges also constitutes harassment. Illustrative examples include, but are not limited to:

- Ridicule, derogatory remarks, offensive jokes, and insults.
- Unwarranted behavior that compromises a student's dignity and self-respect.
- Display, dissemination, or circulation of degrading or intimidating materials, images, or messages in physical or electronic form (e.g., email, SMS, social media).
- Shouting, using abusive language, or publicly humiliating or criticizing a student's competence.
- Quid pro quo harassment: Demanding a favor, act, or service in exchange for academic or other benefits.

### **Sexual Harassment**

Sexual harassment includes any unwelcome sexual advance, request for sexual favors (verbal, written, or electronic), physical conduct of a sexual nature, or sexually demeaning attitude that interferes with academic or professional performance, or creates an intimidating, hostile, or offensive study/work environment. It also encompasses situations where continuation of academic pursuits or benefits is made conditional upon acquiescence, and refusal leads to punitive action.

Sexual harassment may include, but is not limited to:

- Inappropriate staring or gazing at a person's body.
- Unsolicited physical contact such as touching, patting, or pinching.
- Unwelcome verbal advances, sexually oriented comments about appearance, or persistent suggestions for private meetings after refusal.
- Sexually offensive jokes, remarks, or flirtation.
- Invasion of personal space (e.g., standing too close in an intimidating manner).
- Displaying or forcing exposure to sexually suggestive pictures, gestures, or objects.
- Demanding sexual favors or making sexually directed remarks where acceptance or refusal affects academic decisions.

### **Bullying, Ragging, and Hazing**

- **Bullying:** Offensive, intimidating, abusive, or insulting behavior; misuse of authority; or unfair punitive actions that cause a student to feel humiliated, threatened, or vulnerable, thereby undermining self-esteem, confidence, and well-being.
- **Ragging/Hazing:** Any ritualistic practice or act where senior students, alumni, or others exert dominance over juniors. This may include individual or collective acts such as:
  1. Physical or psychological assault, threats, or wrongful confinement.
  2. Violation of dignity, honor, and personal status of students.
  3. Ridicule or humiliation causing damage to self-esteem.
  4. Verbal abuse, indecent gestures, or obscene behavior.
  5. Breach of confidentiality relating to personal information (e.g., grades, health, finances).

### **Cyber-Bullying**

- **Cyber-Stalking:** Use of the internet, mobile technology, or digital communication platforms (e.g., email, SMS, social media) to engage in persistent, threatening, or malicious behavior, including credible threats of harm.
- **Cyber-Harassment:** Unconsented, hostile conduct carried out through electronic means, such as threatening or harassing emails, instant messages, social media posts, blogs, or websites targeting an individual. Unlike cyber-stalking, cyber-harassment may not always involve a direct or credible threat but causes distress and intimidation.

### **3) Jurisdiction**

This policy applies to all members of the FJIDS, including students, faculty, staff, interns, residents, and other affiliates, as well as third parties such as service providers and visitors, when misconduct occurs:

- i. On Campus premises.
- ii. Off-campus, where either (a) the conduct takes place in connection with a FJIDS-recognized program or activity, or (b) the conduct has the potential to create a hostile environment within the Institute.
- iii. Using FJIDS computing systems or network resources, even when accessed from an off-campus location.

## 4) Complaints and Reporting

The Institute ensures that all complaints will be taken seriously, investigated thoroughly and promptly, and handled with fairness and respect for all parties involved.

Since harassment often occurs in private settings where evidence may be limited, all members of the FJIDS community are strongly encouraged to report any offensive behavior immediately and seek guidance or assistance.

### Reporting Channels:

- Students who believe they have been subjected to, or have witnessed, harassment should report their concerns without delay through one of the following routes:
  - i. Report directly to the Head of their academic entity.
  - ii. Report to the Coordinator/Academic Head of their program, who must notify the Committee within 24 hours.
  - iii. Report to any member of the designated Committee.

## 5) Resolution Procedures

### 1. Informal Resolution

The informal process aims to address and resolve complaints through dialogue and mutual understanding. A student who feels harassed may:

- Choose to speak directly with the individual responsible for the behavior, or
- Request that a faculty or staff member facilitate an informal discussion with the involved party.

### 2. Formal Resolution

If a student does not wish to pursue an informal resolution, or if the informal process does not result in a satisfactory outcome, a formal resolution may be initiated.

- Formal complaints must be submitted to the Dean.
- Where repeated allegations are made against the same individual, but no written complaints are filed, the concerned faculty or staff member must inform the Dean.
- Cases involving **student-to-student** harassment or **student-to-faculty** harassment will be addressed under the **Student Harassment Policy Review and Investigation Procedures**.
- Cases involving **student-to-staff** harassment will be addressed under the **Human Resources Harassment Policy**.

During investigations, the Dean (in coordination with the Director/Coordinator/Academic Head, and for staff cases, a senior HR representative) will implement temporary measures to prevent direct interaction between the complainant and the respondent.

Retaliation in any form is strictly prohibited and will be closely monitored. Any act of retaliation by the accused will result in immediate suspension. During the inquiry, class and clinic schedules shall be managed to minimize potential conflict between the parties.

## 6) Inquiry Procedures

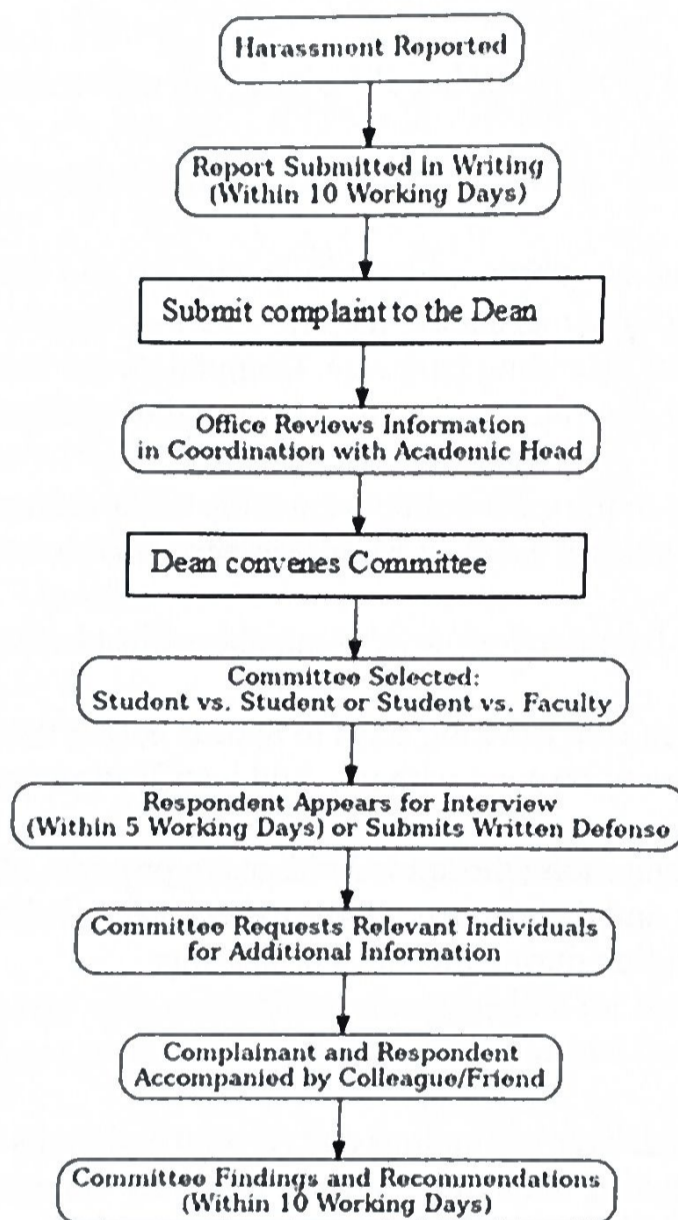
This section outlines the formal process for handling harassment complaints:

- All reports are treated with strict confidentiality to protect the privacy of the individuals involved.
- Student complaints must be submitted in writing, signed, and filed within **10 working days** of the incident. Complaints should include a factual description and, where applicable, quotations of offending language. Complaints are submitted to the Dean.
- Upon receipt, the Dean coordinates with the Head of the concerned academic entity to review the complaint.
- The Dean convenes an Inquiry Committee, ensuring impartiality:
  - For student-to-student cases, student members must belong to another academic entity.
  - For student-to-faculty cases, faculty members must belong to another academic entity.
- The respondent is given **five working days** to appear before the Committee or submit a written defense. Failure to respond without valid justification may result in an ex parte decision.
- The Committee may summon relevant individuals to provide information or testimony.
- Both the complainant and the respondent may be accompanied by a colleague or peer from within the institution during meetings or hearings.

### Committee Findings:

- The Committee must deliver its findings and recommendations in writing within **10 working days** of initiating the inquiry, clearly outlining the rationale for its conclusions.
- Sanctions for student misconduct shall be imposed in accordance with the **FJIDS Student Code of Conduct and Disciplinary Procedures**.
- Cases involving faculty shall be referred to the respective Dean and Human Resources for appropriate action.
- Cases involving staff shall be resolved under Human Resources in consultation with the Dean.

## Communication and Compliance with the Policy



- The Dean, in collaboration with the Heads of Academic Entities, shall be responsible for the effective dissemination and implementation of this policy across the institute.
- The **Student Anti-Harassment Policy** shall be made accessible to all members of the FJIDS community through publication on the official website.

### 7) Support and First Point of Contact

In the event of any incident of harassment or assault (sexual or otherwise), students must have immediate access to support services and designated points of contact:

- **Emergency Medical Support:** Victims may seek immediate assistance at the Emergency Department of Jinnah Hospital Lahore. Designated emergency helpline numbers shall be provided to all students and prominently displayed in public spaces.

- **Campus Safety and Security:** Victims may also seek help from the Safety and Security Department at Fatima Jinnah Institute of Dental Sciences (FJIDS). Dedicated helpline numbers shall be made available and displayed across campus for quick access.
- **Hostel Support Services:** For students residing in FJIDS hostels, the Hostel Office (Manager/Coordinator/Supervisor) shall remain accessible 24/7 to provide first-line assistance and guidance.

## 8) Counseling Services

The Institute shall ensure the provision of **professional student counseling services** to victims of harassment. These services will offer psychological support, guidance, and a safe environment to help students cope with the effects of harassment.

Note: While utmost care has been taken in formulation of these policies to ensure that they are in accordance with the policies of government of Punjab and SHC&ME department. In case of any disparity, the policies laid out by government of Punjab and SHC&ME department shall be considered as final and followed.