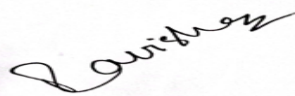


TASKEEN HEALTH INITIATIVE
ANTI-HARRASSMENT AND NON-
DISCRIMINATION POLICY

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Approved by:
COO / CEO



Date: 7th July, 2022

PURPOSE

The policy sets out Taskeen's approach to harassment and discrimination in the workplace. It aims at promoting a healthy working environment, equality of opportunity and inclusivity to maximize resource potential by ensuring equal opportunities across every aspect of employment.

ANTI-HARRASSMENT & NON-DISCRIMINATION POLICY

POLICY STATEMENT

Taskeen has developed this policy to ensure equal opportunities across every aspect of employment including, but not limited to recruitment and selection, promotion, training and development opportunities, hiring, transfers, work assignments, discipline, compensation, performance evaluation, working environment and other conditions of services. Taskeen has zero tolerance for discrimination, harassment, bullying or victimization of its employees and third parties working for the organization.

Taskeen will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

SCOPE OF THE POLICY

The policy is applicable to all permanent, temporary, part-time or contractual employees and consultants or third parties working for the organization. As subjected to the policy, they are expected to follow these principles of equality.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

CHARACTERISTICS

The Law and the policies of Taskeen prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. Below are the few characteristics which promote awareness of possible implications of our organization practices on the delivery of organizational responsibilities.

- Gender
- Non-discrimination
- Harassment / Sexual Harassment
- Grievances

GENDER

Gender equality ensures that there is no sex-based discrimination in the allocation of resources or benefits, or in the access to services. The purpose of Taskeen is to define the main approach as how to address gender issues in civil society sector.

Taskeen's focus is on gender, rather than specifically on women. Gender refers to the roles, responsibilities, needs, interests and capacities of both men and women. These are influenced by social and cultural factors. Therefore, the term "gender" does not replace the term "sex" which refers exclusively to biological differences. Men and women often play different roles in society and accordingly they may have different needs. A gender perspective is required to ensure that

men's and women's specific needs, vulnerabilities and capacities (set in the broader context of class, ethnicity, race and religion) are recognized and addressed.

With regard to gender issues, the goal of Taskeen is to ensure that all the organization's programs benefit men and women equally, according to their different needs and with the input and equal participation of men and women at all levels within the non-profit organization.

Taskeen is committed to taking the necessary steps towards achieving this goal, in particular recognizing that:

- Social and political instability may affect men and women differently and that Taskeen's assistance may also have a different impact on men and women.
- Taskeen operates in a wide variety of cultures; as such it needs to take a culturally sensitive approach with regards to mainstreaming a gender perspective in the organization's work.
- The full participation of both men and women in all Taskeen activities not only ensures gender equality, but also increases the efficiency and effectiveness of the work of the organization.
- Although the primary task of Taskeen is to ensure gender sensitivity in their existing programs, they may also implement projects to assist special groups of men or women, if local situations so require.
- Formulate measures to ensure that gender-specific vulnerabilities and capacities of men and women are systematically identified and addressed.
- Ensure that reporting and accountability mechanisms for activities and results in gender mainstreaming are put in place. This includes performance evaluations, budget allocation analysis and actions to enable the full participation of men and women on an equal and meaningful basis in Taskeen's activities at all levels.
- Increasing awareness and skills of staff and volunteers in considering the social differences between vulnerable men and women when designing, implementing, monitoring and evaluating programs.
- Ensuring equal opportunities among female and male staff members and volunteers in the areas of recruitment, promotion, benefits, training and working conditions.
- The board of Taskeen is responsible for Assessing the implications of their policies and decisions for men and women, and thus ensuring that all Taskeen policies and programs are gender sensitive.

NON-DISCRIMINATION

The Non-discrimination policy of Taskeen is governed by the Constitution of Islamic Republic of Pakistan Act 1973 (specific reference to Article 27, 34 & 38), ILO Conventions on Discrimination (100), Equal Remuneration (111), Elimination of All Forms of Discrimination Against Women 1979 and Convention on the Rights of Persons with Disabilities (CRPD), which make it unlawful

to discriminate against anyone in pre and post-employment matters on the bases of age, disability, gender (or sex), race, color, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership etc.

Taskeen prohibits any such discrimination and Management will be responsible for:

- Taskeen will avoid discriminatory practices in all aspects of employment including but not limited to recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.
- Job specification will be fairly limited to requisites necessary for the effective delivery of job performance.
- Taskeen's top management provides leadership to ensure diversity in the workplace by initiating and supporting initiatives to promote best practices. The management also provides policy directions to ensure that organizational capacity is enhanced through equality.
- The selection of candidates for employment and promotion will be based on objective assessment against the set job specification. Any reasonable adjustment in favor of persons with disabilities will be duly considered.
- Management will be fully aware of the Non-discriminatory policy and ensure that the policy is strictly followed during departmental hiring processes and the new employees are duly trained to follow the organizational principles of equality.
- Employees are expected to extend their support and cooperation for any practice to comply with the policy in place.
- Strictly avoid encouraging others to perform acts of discrimination.
- Immediately report any unlawful act of discrimination, victimization, intimidation or bullying.

HARRASSMENT

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment can be verbal, written or physical conduct that shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.

Harassing conduct includes negative stereotyping; threatening, intimidating or hostile acts, denigrating jokes and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the Taskeen premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Sexual Harassment constitutes discrimination and is illegal under federal, provincial, and local Laws. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may

involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes, verbal abuse of a sexual nature, commentary about an individual's body, sexual prowess or sexual deficiencies, whistling or touching, insulting or obscene comments or gestures, display in the workplace of sexually suggestive objects or pictures and other physical, verbal or visual conduct of a sexual nature.

Taskeen Management will ensure:

- Line managers and supervisors are required to ensure that staff members under them are familiar with Taskeen's Harassment policies and what is expected of them.
- It is important to Taskeen to develop and maintain an organizational culture that prioritizes and ensures safety, so that the affected can confidently and comfortably come forward and report incidents and concerns with the assurance that they will be handled sensitively and properly.
- Being polite, respectful, and considerate are some of the values Taskeen upholds. Please ensure that you are behaving in a respectful and considerate manner.
- Employees are expected to extend their support and cooperation for any practice to comply with the policy in place.

GRIEVANCES

There is always the potential for conflict to arise in a workplace. Conflict can be negative if it creates an environment of tension, and can harm morale and productivity if it is not properly managed.

A work-related grievance might flow from any aspect of a staff member's work experience at Taskeen that they believe to be unfair, unjust or unreasonable.

There are two fundamental types of work-related grievance. These are:

- Behavior which does not contravene any laws, legislation or common law such as interpersonal conflict, inappropriate behavior, or inconsistent application of policy/procedures.
- Potentially unlawful behavior, which includes discrimination or harassment on grounds prohibited by anti-discrimination legislation, corruption, misadministration, or serious waste.

The grievance procedure may be initiated for all work-related grievances. The Procedure for Handling Grievances below provides further information.

PROCEDURE FOR HANDLING COMPLAINTS

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor or human resources.

Taskeen encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination or gender differences.

Any reported allegations of harassment, discrimination or gender differences will be investigated promptly. The investigation may include individual interviews with the parties involved and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Taskeen will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or gender biasness will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Taskeen believes appropriate under the circumstances. A victim should follow steps:

Step 1

Any employee who wishes to file a complaint shall first discuss his/her complaint with his/her immediate supervisor. After the aforementioned discussion with the employee, the supervisor shall have five (5) working days in which to reply to the employee's complaint. If the supervisor fails to reply to the complaint or if his/her answer is not satisfactory to the employee, the employee may present his/her complaint at Step 2.

Step 2

If the disposition of the complaint in Step 1 is not acceptable, the employee shall, within five (5) working days, prepare a written statement stating the basis for the complaint and a requested settlement. He/she shall then discuss his/her problem with the Section Head or HR & Administration Head (in cases where the section head is the direct supervisor), who shall have five working days in which to present a written reply to the employee's complaint. If a mutually acceptable settlement cannot be reached, the employee will have five working days in which to present his/her complaint in Step 3. The victim should process his/her complaint to Step 3 through the office of the Board of Taskeen.

Step 3

If the disposition of the complaint in Step 2 is not acceptable and the employee wishes to have the complaint considered further, he/she shall notify **COO** appointed by the Board of Taskeen. COO will investigate the allegations and make arrangements to hear the employee's complaint and the

departmental charges if any. He/she shall provide a written response to the employee within five working days of the receipt of the complaint.

An employee filing a complaint shall have at every “step” the right to present witnesses and evidence to support his/her complaint. Since the processing of a complaint is not a legal matter attorney may not represent either the employee filing a complaint or Taskeen. Employees are not to be penalized in any way for proper use of the Complaint Procedure. Time spent in complaint discussions with the administration would be considered time worked with pay.

DISCLAIMER

False and malicious complaints of harassment, discrimination or gender differences (as opposed to complaints intentionally) may be the subject of appropriate disciplinary action.