

## **Key Elements of Workplace Anti-Harassment:**

PMRC ensure to make a safe working environment for all employees, especially for female, which is free of harassment, abuse and intimidation with a view towards the fulfillment of their right to work with dignity.

The parameters for identifying cases of alleged harassment, including sexual harassment, are:

- Harassment of sexual and non-sexual nature (irrespective of gender).
- Harassment based on race, color, ethnic background, national origin, religion, age, disability, or retaliation.
- Harassment based on behavior not conforming to the social norms, but may exclude occasional compliments of a socially acceptable nature.
- Pervasive offensive conduct that an employee would consider it to be intimidating, hostile, or abusive. It refers to behavior that is not welcome, personally offensive, and that debilitates morale and interferes with work effectiveness.

Sexual Harassment may include, but is not limited to:

- Physical, written, or verbal harassment or abuse; (flirtations including through the use of electronic media, advances, and/or propositions).
- Behavior or words, including demand for sexual favors, accompanied by implied threats or preferential treatment concerning a person's employment status; (individual's employment, work assignments, or status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation).
- Assaults, insults, jokes, and references to such literature, or anecdotes that belittle or demean a person or a group's standing/gender.
- Inappropriate displays of suggestive objects or pictures.
- Unnecessary and inappropriate touching, such as patting, pinching, hugging, or brushing against a person's body.
- Gestures, verbal expressions, or comments about a person's body, clothing, or sharing of sexual experiences.
- Inappropriate jokes and references to such literature.

If an employee experiences harassment or any related concern arising from any of the above situations, they may lodge a complaint with their respective Departmental Head, directly with the Head of HR & Admin, or via email at [antiharassment@pmrc.com.pk](mailto:antiharassment@pmrc.com.pk).