



NEECA ANTI HARRASEMENT POLICY

1. Introduction

This Anti-Harassment Policy is established in accordance with the Protection against Harassment of Women at the Workplace Act, 2010, to ensure a safe and respectful working environment for all employees of NEECA (National Energy Efficiency and Conservation Authority). This policy outlines the procedures for reporting, investigating, and addressing incidents of harassment in the workplace.

2. Definitions

(a) **Accused:** An employee or employer against whom a complaint of harassment has been made.

(b) **Employee:** Any individual engaged by NEECA, including regular, contractual, interns, or apprentices.

(c) **Employer:** Any person or body responsible for employing workers in NEECA, including management, directors, and contractors.

(d) **Harassment:** means any unwelcome sexual advance, request for sexual favors or other verbal or written communication or physical conduct of a sexual nature or sexually demeaning attitudes, causing interference with work performance or creating an intimidating, hostile or offensive work environment, or the attempt to punish the complainant for refusal to comply to such a request or is made a condition for employment.

(e) **Inquiry Committee:** A committee established to investigate complaints of harassment under sub-section (1) of section 3 of the ACT.

(f) **Ombudsman:** means the Ombudsman appointed under section 7 of the ACT.

(g) **Organization:** NEECA, including all its departments, offices, and affiliates.

(h) **Complainant:** A woman or man who has made a complaint of harassment.

3. Reporting Procedure

Employees who experience or witness harassment are encouraged to report incidents promptly. The following reporting procedures will be followed:

- Employees can report (in written), incidents of harassment to any member of the designated Inquiry Committee or;
- They can report the incidents of harassment through a designated email address: anti.harassment@neeca.gov.pk.



- All complaints will be treated with confidentiality, sensitivity, and impartiality.

4. Establishment of Inquiry Committee

NEECA shall constitute an Inquiry Committee within thirty days of the enactment of this Act to investigate complaints of harassment. The Committee shall consist of three members, one of whom shall be a woman. Members shall include representatives from senior management and employees. One or more members can be co-opted from outside the organization if the organization is unable to designate three members from within as described above. A Chairperson shall be designated from amongst them. In case a complaint is made against one of the members of the Inquiry Committee that member should be replaced by another for that particular case. Such member may be from within or outside the organization.

5. Procedure for Holding Inquiry

Within three (03) days of receipt of a written complaint, the Inquiry Committee shall:

- Communicate to the accused the charges and statement of allegations leveled against him, the formal written receipt of which will be given.
- Provide the accused with an opportunity to submit a written defense within seven days and on his failure to do so without reasonable cause, the Committee shall proceed ex-parte; and
- Conduct a fair and impartial investigation, allowing both parties to present evidence and witnesses. enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defense of the accused as the Committee may consider necessary and each party shall be entitled to cross-examine the witnesses against him.
- Submit findings and recommendations to the Competent Authority within thirty days. If the Inquiry Committee finds the accused to be guilty it shall recommend to the Competent Authority for imposing one or more of the following penalties:

(i) Minor penalties:

- (a) censure;
- (b) withholding, for a specific period, promotion or increment;
- (c) stoppage, for a specific period, at an efficiency bar in the time-scale, otherwise than for unfitness to cross such bar; and
- (d) recovery of the compensation payable to the complainant from pay or any other source of the accused;



(ii) Major penalties:

(a) reduction to a lower post or time-scale, or to a lower stage in a time-scale;

(b) compulsory retirement;

(c) removal from service;

(d) dismissal from service; and

(e) Fine. A part of the fine can be used as compensation for the complainant. In case of the owner, the fine shall be payable to the complainant.

- The Competent Authority shall impose the penalty recommended by the Inquiry Committee under within one week of the receipt of the recommendations of the Inquiry Committee.
- The Inquiry Committee shall meet on regular basis and monitor the situation regularly until they are satisfied that their recommendations subject to decision, if any of Competent Authority and Appellate Authority have been implemented.
- In case the complainant is in trauma the Authority will arrange for psycho-social counseling or medical treatment and for additional medical leave.
- The Authority may also offer compensation to the complainant in case of loss of salary or other damages.

6. Powers of the Inquiry Committee

The Inquiry Committee shall have power –

(a) to summon and enforce attendance of any person and examine him on oath;

(b) to require the discovery and production of any document;

(c) to receive evidence on affidavits; and

(d) to record evidence.

- The Inquiry Committee shall have the power to inquire into the matters of harassment under this the ACT, to get the complainant or the accused medically examined by an authorized doctor, if necessary, and may recommend appropriate penalty against the accused.

7. Appeal Process



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Any party aggrieved by decision of the Competent Authority on whom minor or major penalty is imposed may within thirty days of written communication of decision prefer an appeal to an Ombudsman established under section 7 of the ACT.

8. Code of Conduct

NEECA shall adopt and display the Code of Conduct for Protection against Harassment of Women at the Workplace Act 2010. The Code outlines acceptable behavior, reporting procedures, and measures to prevent retaliation.

9. Statement of Objects and Reasons

This policy aims to create a safe working environment free from harassment, in line with constitutional principles, international labor standards, and religious values. It promotes gender equality and empowers women to participate fully in the workforce.

10. Compliance

All employees of NEECA are expected to comply with this Anti-Harassment Policy. Failure to adhere to the policy may result in disciplinary action, up to and including termination of employment.



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Anti-Harassment Inquiry Committee

The NEECA Anti-Harassment Inquiry Committee shall consist of the following members:

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|------|---|-------------|
| i. | Director HR & Operations | Chairperson |
| ii. | Director Strategy Management Office | Member |
| iii. | Assistant Director HR & Operations (Female) | Member |
| iv. | One or two Co-opted members (if required) | Member |



Roles & Responsibilities of NEECA Anti-Harassment Committee Members:

1. Director HR & Operations:

○ Responsibilities:

- Preside over committee meetings.
- Maintain a neutral and objective approach during investigations.
- Ensure compliance with the Act & NEECA Anti-Harassment Policy procedures and timelines.
- Uphold the Authority's commitment to a harassment-free workplace.
- May leverage their management experience to understand workplace dynamics and potential power imbalances.

2. Director Strategy Management Office (Employee Representative):

○ Responsibilities:

- Advocate for the complainant's rights throughout the investigation.
- Ensure the complainant's voice is heard and perspective is understood.
- May offer insights into workplace culture and potential concerns of employees.

3. Assistant Director HR & OPS (Woman Member):

○ Responsibilities:

- Provide a gender-sensitive perspective during the investigation.
- Ensure the committee is aware of potential gender-based power dynamics.
- Advocate for a safe and supportive environment for reporting and investigation.