

# MASOOD TEXTILE MILLS LIMITED

## Anti-Harassment Policy

### **Definition:**

Sexual harassment is a form of sex discrimination that occurs in the workplace. The legal definition of sexual harassment is "Unwelcome verbal, visual, or physical conduct of a sexual nature that is severe or pervasive and affects working conditions or creates a hostile work environment."

### **Background:**

We understand that in Pakistan most of the sexual harassment is faced by women. However, to be fair to all employees, sexual harassment can be experienced by men also. Therefore, to make sure that it is the inappropriate behavior that remains the focus, this Code is for both men and women. It focuses on sexual harassment experienced at the workplace by employees and facilitates the transformation of the work environment, so that it is free of sexual harassment, intimidation and abuse.

### **Anti-Harassment Policy Measures**

To protect women against such harassment at their workplace, Government of Pakistan has implemented "Protection against Harassment of Women at the Workplace Act in all organizations. Masood Textile Mills Limited is committed to provide and maintain a work environment that respects and uphold principles of personal dignity, privacy, inclusion and rights of every employee. Employees are responsible for understanding, abiding and upholding the commitment. Therefore employees must not discriminate on the basis of origin, nationality, religion or perceived religious affiliation, disability, race, gender, age. Employees can share their queries and concerns with the Human Resource Department or Head of Department in case of breach.

### **Code of Conduct for the Employees:**

1. During the discharge of official duties in the office, all functionaries should behave in proper manner according to the official decorum.
2. The language should be civilized and simple. Words and sentences having more than one meaning should be strictly avoided.
3. The dress should be proper as per office norms. Casual dress should not be worn.
4. Unnecessary stay and unnecessary visits to women's workplace and near women washrooms are strictly prohibited.
5. Staring is also a menace in our society and should be avoided.

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6. Duties after office hours and duties on holidays for women must be approved from the concerned Head of Department.
7. Any other action which tantamount to harassment of female employees will be considered a serious offence and disciplinary action will be taken under the Code of Conduct against the offenders.
8. All female employees are advised to lodge a complaint immediately to the Head of Human Resource who will refer the matter to inquiry Committee for investigation and submission of report along with recommendation. Head of Human Resource will be competent authority for taking all decisions in such matters.