

# Anti-Harassment

## Recognizing Workplace Harassment

### 1. Discriminatory Harassment

All unlawful workplace harassment is discriminatory in nature. The more common forms of discriminatory harassment are as follows:

a. **Racial Harassment**

Racial harassment can be in the form of slurs, insults, jokes or degrading comments, with reference to one's race, skin colour, ancestry, origin country or citizenship.

b. **Gender Harassment**

Gender harassment is discriminatory behaviour towards a person based on their gender. It occurs when one person harasses another person for reasons relating to their gender or that with which they identify.

c. **Religious Harassment**

Offensive and negative remarks regarding a person's faith.

d. **Disability based Harassment**

Disability-based harassment is a type of workplace harassment directed towards individuals who either suffer from a disability themselves or are acquainted with a person with a disability. A person with a disability may experience harassment in the form of ridiculing, demeaning comments, refusals to accommodate or isolation.

e. **Sexual Orientations based Harassment**

Victims face harassment because their sexual orientation (heterosexual, homosexual, bisexual, asexual, etc.) is different from those around them.

f. **Age based Harassment**

A person facing age-based harassment and so might be teased, insulted, left out of activities or meetings, or unfairly criticized based on their age.

g. **Personal Harassment**

Personal harassment includes inappropriate comments, offensive jokes, critical remarks, isolation and intimidation tactics or any other behaviour that creates an offensive work environment.

## 2. **Physical Harassment**

Physical harassment, also known as workplace violence, can be in the form of direct threats of intent to inflict harm, physical attacks (hitting, shoving, kicking), threatening behaviour and destroying property to intimidate.

## 3. **Power Harassment**

Power harassment, also known as “power disparity” is another form of harassment. A person having higher authority may exercise their power by bullying a victim who is lower on the office hierarchy. Examples include excessive demands that are impossible to meet, creating deadlocks for one’s progress in the organization such as promotions, increments, unwelcome promise of rewards in exchange for sexual favours etc.

## 4. **Psychological Harassment**

Psychological harassment has a negative impact on a person’s psychological well-being. This affects their physical health, social life and work life. It may be in the form of isolating or denying the victim’s presence, demeaning the victim’s ideas/ suggestions, spreading rumours about the victim, challenging everything the victim says or contacting a co-worker after official timings via SMS or social media channels.

## 5. **Retaliation Harassment**

Retaliation harassment is a subtle form of harassment, when a person harasses someone else to get revenge and to prevent the victim from behaving in such a way again. For example, Employee X files a complaint about Employee Y. When Employee Y finds out about the employee who made the complaint, Employee Y harasses Employee X in retaliation to take revenge and deter them from filing further complaints.

## 6. **Sexual Harassment**

Sexual harassment generally includes unwanted sexual advances, conduct or behavior. Examples include sharing sexual photos (pornography), posting sexual posters, passing sexual comments/ jokes/ questions, inappropriate staring and touching, inappropriate sexual gestures or invading personal space in a sexual way.

## 7. **Verbal Harassment**

Verbal harassment can be in the form of a person being consistently mean or unpleasant, directly or indirectly. Behaviours including body shaming, threatening, yelling, insulting, cursing or using inappropriate words at a victim in public or in private.

## 8. **Cyberbullying**

Keeping records of co-workers for blackmailing during or after office hours. The most common places where cyberbullying occurs are:

- Social Media, such as LinkedIn, Twitter, WhatsApp, Facebook, Instagram etc.
- Text messaging and messaging apps on mobile or tablet devices
- Instant messaging, direct messaging, and online chatting over the internet
- Email

## Steps to prevent Workplace Harassment

- Prevention
- Mitigation
- Redressal

### **1. Implement, update and revive your policy**

At the time of hiring, every staff member is provided with a copy of the policy. The employees are briefed on this and everyone is required to abide by it.

The policy is updated every three years or when there is a major change in the organization.

An Anti-Harassment Committee is available in MALC, who is responsible for coordinating with the relevant people for any workplace harassment issues reported. The Committee consists of two female staff and one male staff, preferably at Supervisory/ above position in the organization.

In the event of any issue reported, the committee conducts a meeting for further review and action within two working days.

## **2. Train your staff on what harassment is, how to recognize and report it**

During the employment period, staff are required to participate in sessions related to the organization's safeguarding policy. These sessions work towards providing awareness on the different types of harassment, how to recognize, report and prevent it. Employees are encouraged to share the challenges he/she/ they are facing relating to the same.

Moreover, posters are placed in various departments at MALC Head Office and project areas, informing the staff regarding prevention of workplace harassment and contact details of the Anti-Harassment Committee in order to report any incident.

**پہچانئے!** آپ کام کی جگہ پر ہراساں ہونے سے کس طرح بچ سکتے ہیں۔

## RECOGNISE WORKPLACE HARASSMENT?

The following list is not exhaustive, but it may help to identify and prevent from sexual and gender-based harassment.

اگرچہ یہ فہرست حتمی نہیں تاہم درج ذیل جنسی بنیاد پر مشتمل ہراساں کرنے کے مختلف طریقوں سے واقفیت حاصل کر کے آپ ان کوششوں سے محفوظ رہ سکتے ہیں

Unwanted physical contact, including touching and hugging.

ناپسندیدہ جسمانی رابطہ جیسے چھو نایا جکڑنا



Gender-related comments about a person's physical characteristics, dress or mannerism.

جنس سے متعلق تبصرے جسمانی خدوخال، لباس اور طرز ادا بینی سے متعلق گفتگو کرنا



Leering or inappropriate staring.

نامناسب انداز میں گھورنا یا گن آنکھیوں سے دیکھنا



Name-calling, catcalling and slurs.

سیٹیاں بجانا یا بہتان لگانا  
نامناسب ناموں سے پکارنا



Use of derogatory language and/or comments; distributing offensive material.

نامناسب مواد کی تقسیم - حقارت آمیز زبان کا استعمال



Groping, physical assault.

جسمانی دخل اندازی یا زیادتی



Mockery, interference in work performance, stopping promotions, unwelcome promise of rewards in exchange for sexual favours.

مالی فوائد کے وعدے - مذاق اڑانا  
جنسی خواہشات کا تبادلہ - کام کی کارکردگی میں مداخلت



Issued in public interest by:



**MARIE ADELAIDE LEPROSY CENTRE**

In the event of facing any form of workplace harassment, please contact Anti-Harassment Committee via email [hr@malc.org.pk](mailto:hr@malc.org.pk) or contact 021 35684151 EXT. 157