



University of Central Punjab

SOP's for Harassment Inquiry Committee (HIC)

The SOPs of Harassment committee have been taken from the Rules and Guidelines of Harassment Inquiry Committee (HIC)

SOP's for Harassment Inquiry Committee (HIC)

1: Frequency of meetings

Every fifteen days

2: Frequency of inquiry proceedings

Every fifteen days

3: Quorum for the meeting/inquiry

Convener and at least two members of HIC

4: The conduct of inquiry

- Written complaint accompanied by list of witnesses and copies of documentary evidence
- Written reply to the complaint accompanied by list of witnesses and copies of documentary evidence
- Statements by witnesses shall be produced on affidavit along with the complaint/reply to the complaint
- Inquiry shall be completed in One day unless circumstances requires otherwise
- Inquiry to be recorded on standard forms
- Inquiry shall comprise of two steps-

1st step

Parties shall be called and heard

Witnesses be examined and cross examined

Prima facie establishment of the charge

2nd step

The accused would be handed over the findings establishing prima facie charge, to explain his/her position

Finalization of the recommendations and pronouncement of minor penalty;

Or to send to standing committee for pronouncement of the penalty

5: Final decisions

Record of inquiry and/or final decision by the standing committee/apellate committee shall be sent back to HIC

6: Record keeping

- Separate archive, in soft form, shall be created for the safe keeping of the complaint/inquiry record
- All applications shall be properly numbered and referenced in the archive.
- The abovesaid record shall be strictly confidential and shall only be in the custody of and accessible to competent authority and convener of HIC or as directed by the competent authority.

7: Copies of the decisions

Attested copies of the final decision maybe be provided to the parties if they so require under the seal HIC

The seal of HIC shall be in the custody of the convener or any member of HIC as decided by the convener.

8: Voluntary additional services of HIC

A: Harassment awareness activities including,

- Preparation and dissemination of easy to understand material regarding sexual harassment
- Arrangement of seminars, round tables, discussion forums, trainings, workshops
- Launch of small research projects and writing competitions for awareness
- Connecting HIC with other societies working in UCP for similar cause
- Celebration of international and national days dedicated for the cause of elimination of sexual harassment.

B: Sexual Harassment counseling sessions

Holding of counseling services with the help of Psychology society