

Anti-Harassment Policy and Implementation Procedure

GBTI has successfully demonstrated its ability to grow and maintain high standards of performance. This has been possible due to sound HR practices and some key written policies and procedures such as the GBTI Employees Service Rules, Personnel and Administration Manual, Gender Mainstreaming Policy, etc. GBTI's HR policy is a gender sensitive policy based on the following principles:

Equal opportunity: GBTI provides equal opportunities to men and women and for this purpose such rules and procedures have been proposed that enable both men and women to show their potential. In some areas where women mobility is restricted or literacy levels are low or they face any constraints that hinder their performance, the GBTI management is allowed to relax rules as compared to those applicable to men to bring women at par with men.

Transparency: Though certain levels of supervisory staff enjoy authority over the others, all decisions are documented and the basis of decisions is generally known to all GBTI employees.

Flexibility to meet diverse requirements of the program: GBTI's operations cover diverse areas, population, casts and languages; hence the procedures may not be the same across all regions.

Continuous capacity building: The driving force of any organization is its people. Therefore, GBTI is committed to build opportunities and pursuit life-long learning for its all employees without any discrimination that gives the capacity to move forward to achieve its mission and sustain its existence.

Rewarding exceptional performers, innovators and role models for inspiring other staff to increase programme effectiveness, improve efficiency or mobilize financial resources.

Zero tolerance for corruption and sexual harassment: GBTI requires all of its employees to abstain/refrain from corruption and any sort of harassment of employees in the workplace based on a characteristic protected by law, such as sex, race, color, ethnicity, caste, ancestry, religion, age, disability or marital status and a violation of Pakistan laws. Such allegations will not be tolerated. Where it is determined that inappropriate conduct has occurred, GBTI acts promptly to eliminate the conduct and impose corrective action as necessary up to and including termination of employees responsible for such acts.

Equal opportunity, special consideration for women and people with Disability: GBTI is an equal opportunity employer. GBTI is committed to recruit and select most competent and qualified persons. Recruitment and selection shall be made executed in a manner that ensures, open competition, and strictly discourage all sorts of discriminations on the basis of sex, creed, religion, and disability. The CEO is authorized to relax rules for the selection for a disadvantaged group for a specific category of employees. For example, in a remote

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William A. Kaplin, Barbara A. Lee



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Table of Contents Policy Documents And Reports

1. Understanding the eBook Policy Documents And Reports
 - The Rise of Digital Reading Policy Documents And Reports
 - Advantages of eBooks Over Traditional Books
2. Identifying Policy Documents And Reports
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Policy Documents And Reports
 - User-Friendly Interface
4. Exploring eBook Recommendations from Policy Documents And Reports
 - Personalized Recommendations
 - Policy Documents And Reports User Reviews and Ratings
 - Policy Documents And Reports and Bestseller Lists

5. Accessing Policy Documents And Reports Free and Paid eBooks
 - Policy Documents And Reports Public Domain eBooks
 - Policy Documents And Reports eBook Subscription Services
 - Policy Documents And Reports Budget-Friendly Options
6. Navigating Policy Documents And Reports eBook Formats
 - ePub, PDF, MOBI, and More
 - Policy Documents And Reports Compatibility with Devices
 - Policy Documents And Reports Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Policy Documents And Reports
 - Highlighting and Note-Taking Policy Documents And Reports
 - Interactive Elements Policy Documents And Reports
8. Staying Engaged with Policy Documents And Reports
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Policy Documents And Reports
9. Balancing eBooks and Physical Books Policy Documents And Reports
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Policy Documents And Reports
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Policy Documents And Reports
 - Setting Reading Goals Policy Documents And Reports
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Policy Documents And Reports
 - Fact-Checking eBook Content of Policy Documents And Reports
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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