

# 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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