



# FEDERAL OMBUDSPERSON SECRETARIAT FOR PROTECTION AGAINST HARASSMENT OF WOMEN AT THE WORKPLACE (FOSPAH)

F. No.3(13)/11/Admin-Vol-II/317

Dated: 18<sup>th</sup> April, 2024

Subject: COMPLIANCE WITH THE PROVISIONS OF THE PROTECTION AGAINST HARASSMENT OF WOMEN AT THE WORKPLACE ACT, 2010

Dear Sir,

The Federal Ombudsperson Secretariat for Protection Against Harassment of Women at the Workplace (FOSPAH) is a quasi-judicial statutory body working towards the elimination of workplace harassment. Driven by its commitment to eradicate the detrimental practice of workplace harassment, FOSPAH operates within the framework established by the Protection Against Harassment of Women at the Workplace Act, 2010 ("2010 Act"). In its pursuit of eliminating workplace harassment, Section 3 of the 2010 Act mandates that each Government Organization constitute an Inquiry Committee to inquire into complaints of harassment. The constitution of the Committee must be as follows: -

*"The Committee shall consist of three members of whom at least one member shall be a woman. One member shall be from senior management and one shall be a senior representative of the employees or a senior employee where there is no CBA. One or more members can be co-opted from outside the organization if the organization is unable to designate three members from within as described above. A Chairperson shall be designated from amongst them."*

2. Accordingly, in line with the provisions of the 2010 Act and as part of our ongoing efforts to ensure a safe, inclusive and conducive work environment for all employees we are seeking compliance with Sections 3 and 11 of the 2010 Act. Section 11 requires all employers to:

(1) incorporate the Code of Conduct for protection against harassment at the workplace as a part of their management policy and to form the Inquiry Committee referred to in Section 3 and to designate a Competent Authority referred to in Section 4.

(2) display copies of the Code in English as well as in a language understood by the majority of the employees at conspicuous places in the organization and the workplace within six months of the commencement of the 2010 Act.

3. Besides this there is also a need to designate focal persons in each Government Organization/Entity for better coordination and liaison with this Secretariat regarding harassment cases and for launching our awareness and outreach programs in Government Organizations.

4. In view of the above, it is, therefore, requested that the following information be communicated to this office: -

- Confirmation of Constitution of Inquiry Committees in your Ministry/Division along with in Attached Departments, Autonomous Bodies/Regulatory Authorities, Commissions or any other Entities/Offices working under the control of your Ministry/Division as mandated by the 2010 Act.
- Details about the composition of these Inquiry Committees, including the names and the designations of the respective committee members. The names of the committee members along with their contact information should also be displayed at prominent places in the respective offices as well as on the website.

Secretary Office (NSD)

Dy. No. 416

Date: 27-04-2024

*Sumit*  
*23-4-24*  
*Pl put up in file*  
*JS/Admn*

*Immediate please.*

*[Signature]*  
*23/04*

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- iii. The Reporting Mechanisms and Procedures available within your Ministry/Division along with in Attached Departments, Autonomous Bodies/Regulatory Authorities, Commissions or any other Entities/Offices for reporting incidents of harassment.
- iv. The roles and responsibilities of each member of the Inquiry Committee along with the measures being taken to ensure confidentiality and to prevent any form of retaliation against the complainant.
- v. Confirmation about the display the Code of Conduct in all key languages in visible and public places in the office.
- vi. Confirmation about the incorporation of the Code of Conduct in Management policies.
- vii. Details about the annual reporting mechanism through which the Ministry/Division and its Attached Departments, Autonomous Bodies/Regulatory Authorities, Commissions or any other Entities/Offices inform relevant authorities about the progress and outcomes achieved by the Inquiry Committees.
- viii. Name and contact details of a focal person, preferably a female officer, for liaising with this Secretariat.
- ix. Tentative dates for organizing awareness seminars for the employees of your Ministry/Division along with those of Attached Departments, Autonomous Bodies/Regulatory Authorities, Commissions or any other Entities/Offices on the provisions of the 2010 Act.

5. We look forward to receiving the requested information with regard to your Ministry/Division and Attached Departments, Autonomous Bodies/Regulatory Authorities, Commissions or any other Entities/Offices within fifteen days from the date of receipt of this letter. Should you have any questions or require further clarifications please do not hesitate to contact the undersigned.

Thank you for your attention in this matter.

  
(Arif Karim)  
Secretary (FOSPAH) 18/04/24

**Mr. Waqar Ahmad,**  
Secretary National Security Division,  
Prime Minister's Secretariat,  
**Islamabad.**