



HUMAN RESOURCE POLICIES AND PROCEDURES

PFSL PAKISTAN

Sexual Harassment Policy

Sexual Harassment

PFSL has a zero tolerance towards sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favours, and all other verbal or physical conduct where submission to such conduct becomes a term or condition of employment or the basis for any employment decision, or where the conduct creates an intimidating, hostile, or offensive working environment. Same-sex sexual harassment is also specifically prohibited by this policy.

Sexual harassment is not limited to explicit demands for sexual favours but also may include such actions as sexually-oriented kidding, teasing, or jokes; repeated offensive sexual flirtations, advances, or propositions; obscene or sexually oriented language or gestures; display or circulation of obscene or sexually-oriented printed or visual materials; and offensive physical contact such as grabbing, patting, pinching, or brushing against another's body. Any hostile conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in the harassment and the individual being harassed are of the same or of different genders. This policy forbids harassment based on sex regardless of whether it rises to the level of a legal violation.

In dealing with any complaints of sexual harassment by female employees the company shall comply with the provisions of the Protection against Harassment of Women at the Workplace Act 2010, in compliance with which the company has constituted a standing Ethics Committee (Inquiry Committee) in accordance with Section 3 of the said Act comprising of:

- a. *[Nominate and name a senior officer of the company other than the CEO].*
- b. *[A second officer of the Company, who should be a woman, unless the CEO is a woman]*
- c. *[A senior representative of the employees]*

An employee who experiences conduct believed to be inconsistent with this policy must report such conduct promptly to the Inquiry Committee. Only members of the Inquiry Committee are authorized to receive and act upon complaints of female sexual harassment in accordance with the procedure prescribed in the Protection against Harassment of Women at the Workplace Act 2010. Female employees are encouraged to make themselves familiar with the said Act, copy of which is available with the HR Department.

In the case of a decision based on recommendations of the Inquiry Committee the Appeal shall lie with the Ombudsperson appointed pursuant to the Protection against Harassment of Women at the Workplace Act 2010 and the final appeal shall lie to the President of Pakistan. The same policy will apply also in the case of any complaints regarding same sex harassment. Such complaints will be promptly and fully investigated and be dealt with in accordance with the procedure specified above.