

SEXUAL HARASSMENT & HOSTILE WORK ENVIRONMENT BRIEF AND POLICY

Anyone in the workplace might commit this type of harassment. A management official, co-worker, non-employee such as a contractor, vendor or guest. The victim can be anyone affected by the conduct, not just the individual at whom the offensive conduct is directed. We all have to give respect to every male & specially the females. Pro Global Pvt. Ltd. wants to retain the strength of the females up to 33%. The policy is made & everyone has to follow the policy.

Following would be considered harassment in the premises of Pro Global Pvt. Ltd. If we find anybody involve in these kinds of activities, that individual would be terminated (fired) then & there.

Physical Harassment:

- Pulling leg (Making fun of them).
- Leering, i.e., staring in a sexually suggestive manner.
- Making offensive remarks about looks, clothing, body parts.
- Touching in a way that may make an employee feel uncomfortable, such as patting, pinching or intentional brushing against another's body.
- Telling sexual or lewd jokes, Eve teasing, keeping sexual pictures, making sexual gestures, etc.
- Sending, forwarding or soliciting sexually suggestive letters, notes, emails, or images.

Emotional Harassment:

Nobody is allowed to do any kind of emotional harassment in the working environment such as:

- Comments about an individual's skin color or other racial discrimination/ethnic characteristics.
- Making disparaging remarks about an individual's gender that are not sexual in nature.
- Negative comments about an employee's religious beliefs (or lack of religious beliefs).
- Expressing negative stereotypes regarding an employee's birthplace or ancestry.
- Derogatory or intimidating references to an employee's mental or physical impairment.

All listed behaviors/conducts are considered sexual harassment in all forms of verbal, physical as well as written.

- Harassment can occur from either gender side, male to female and female to male as well as same gender meaning one female can create hostile work environment for another female and one male can create hostile work environment for another male. It can also take place from a staff member to a manager or from a manager to a staff member.
- All direct or implied threats from peer to peer or from manager to staff member that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation, also fall under the same course of action.
- Romantic and/or sexual relationship between staff and management is strictly prohibited as it constitutes a conflict of interest. It also leads to alleged accusation of sexual harassment when a conflict arises between the two parties involved.

Pressures:

Any kind of pressure other than work is not allowed.

Intoxication & Drugs:

All kind of drugs are prohibited with coming to work intoxicated are strictly barred.

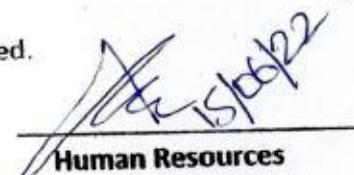


Employee Signature

Name: Hashem ud Din

DOJ: 20th June

CNIC: 36402-0805832-1


Human Resources
Pro Global Pvt. Ltd.

SALARY POLICY

- Pro Global Pvt. Ltd. issues salaries within 10 calendar days of every month.
- Pro Global Pvt. Ltd. doesn't have any policy for advance salary; also we do not issue salaries via check, cash or draft's across the board for any senior or junior position.
- In worst scenario if any employee is having problems with Allied Bank in order to open their bank account they can always let Finance and HR know and it's Finance responsibility to help that individual to open his account with Allied Bank .
- HR needs to make sure any new candidate we bring on board he/she have to submit their account details within 10 working days of his/her joining at max.
- In-case the candidate fails to submit the account details to HR as per given timeline his/her services with Pro Global Pvt. Ltd. will be suspended till HR receives the account details.
- Pro-Global Pvt. Ltd. doesn't allow candidates to submit any irrelevant account details like spouse, family member or any colleague etc.

I understand and agree on the above mentioned policy.

Employee Name: Hasham ul Din

CNIC No. : 364102-0805832-1

Date of Joining: June 20th, 2022

Department: Operations

Dated: June 15th, 2022

Signatures: islam