



Institute of Business Management Human Resource Department

Policy : “Gender Discrimination”

Policy Statement:

The institution will make every effort to make decisions which are free of gender bias. This helps maintain fairness in the system.

Purpose:

The purpose of the policy is to provide a guideline to prevent gender biasness at the workplace regarding all employment practices such as hiring, training, promotion, transfer, layoff, compensation, working conditions and career development etc.

Scope:

All employees of IoBM.

Description:

A gender discrimination situation includes hiring, promotion, increment, other favors and decisions based on gender preference.

Managing Gender Discrimination:

- As individuals, employees experiencing such issues are encouraged to report all incidents of discrimination to their HoDs in the first place.
- When individuals feel that their issues are still unresolved, they may write a formal complaint to HR.
- Head of HR Department in consultation with Executive Director Administration (EDA), will ensure Institutional equity and diversity in response to individual concerns of gender discrimination, and make appropriate arrangements to address all such concerns.
- If the individual still feels uncomfortable and have substantive evidence to prove gender discrimination, it may be presented to the President, IoBM by keeping the EDA in the loop.
- In this situation the decision taken by the President will be final.

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MM/KA
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