



NATIONAL COMMISSION
FOR HUMAN RIGHTS

CODE OF CONDUCT

Employees

National Commission for Human Rights, Pakistan



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RABIYA JAVERI AGHA

CHAIRPERSON

As the second team of the National Commission for Human rights has finally been appointed the NCHR is now functional once again and committed to work towards human rights protection and realisation throughout the country. NCHR's vision is to see a progressive Pakistan where human rights of all faiths, races and ethnicities are respected and celebrated. Through our dedicated team across Pakistan, the Commission is committed to fulfilling its mandate of promoting human rights of all citizens.

The Commission's role and functions are unique: an autonomous and impartial body formed through an Act of Parliament, the NCHR's mandate is in line with Paris Principles, the Constitution of the Islamic Republic of Pakistan, 1973 and has the capacity to advise the Government on Pakistan's commitment to fulfilling its international human rights obligations under the seven core international human rights instruments Pakistan is a signatory to and has ratified: ICCPR,

ICESCR, CRPD, CAT, CEDAW, CRC, and CERD.

NCHR's distinguishing position further allows it to act as a liaison between the Government and civil society organizations. This distinct feature is achieved through NCHR's pivotal role of working with civil society organizations and extensive mandate which allows for it to monitor, observe, directly investigate, raise awareness, inquire into complaints and make recommendations pertaining to human rights issues across Pakistan. The National Commission for Human Rights Act, 2012 specifically allows the Commission multiple powers such as the authority to inquire and investigate into complaints of human rights, submit an application to court to become a party of a case involving human rights, perform jail visits, make recommendations for the amendment or adoption of new laws and make recommendations for the implementation of international human rights instruments.

As the rest of today's world, there are multifaceted human rights issues in Pakistan which arise on a day to day basis. NCHR's role will be central to resolving such issues over the duration of its term through zeal, dedication and integrity.



**MEMBER/COMMISSIONER
SINDH**

ANIS HAROON



**MEMBER/COMMISSIONER
BALOCHISTAN**

FARKHANDA AURANGZEB



**MEMBER/COMMISSIONER
KPK**

TARIQ JAVED



**MEMBER/COMMISSIONER
PUNJAB**

NADEEM ASHRAF



**MEMBER/COMMISSIONER
MINORITY**

MANZOOR MASIH

Introduction

The Code of Conduct serves as a guide for employees at National Commission of Human Rights to make ethical decisions in relation to the Commission. It emphasizes the importance of maintaining integrity and upholding the reputation of the Commission. The Code is applicable to all employees in the Commission, and the Chairperson and Members have a responsibility to ensure that their employees understand and comply with it. While the Code can be used to make decisions in a variety of circumstances, personal integrity and honesty are ultimately what defines the character of the NCHR. Every employee plays a crucial role in upholding the Commissions ethical conduct and contributing to its success.

1. Administration of The Code of Conduct

The Code of Conduct is a set of rules that all employees at the National Commission of Human Rights (NCHR) must follow. These rules are meant to guide employees to do the right thing in their work and to comply with the law, Commission policies, and procedures. The Code provides general guidance, but employees are also responsible for knowing and following other applicable policies and procedures. The Code includes a section at the end that defines important terms. If an employee needs an exception to the rules, the Chairperson or Members can make that decision. The Code is not an employment contract and does not guarantees continued employment.

2. Persons Subject To The Code of Conduct

2.1 The Code of Conduct applies to all employees who work for NCHR. Everyone who works for NCHR is responsible for knowing and following these laws and policies.

3. Consequences Of Violating The Code

3.1 Following the Code of Conduct and other policies and procedures is a requirement for working at the NCHR. If an employee breaks any laws that relate to the Commissions, violates the Code, or does not cooperate with internal or external investigations, they may face consequences, such as corrective action or even immediate termination

of employment. The Commission will take all necessary actions to enforce the Code, and if a violation could harm the Commission may seek legal action.

4. Obligation To Report Violations

The process for reporting violations may vary depending on the type of violation involved. Code of conduct lays down the mechanism of reporting violation of the code

4.1 For matters involving harassment or discrimination, the officer above should be notified or the complaint may be informed to the internal Harassment Committee which should be notified at both Headquarters and at the Regional Offices. This allows the Commission to take appropriate action to address the situation and prevent further harm.

4.2 For matters involving fraudulent acts, such as embezzlement or personal dishonesty by an employee, the matter should be reported to the Chairperson. This ensures that the matter is handled appropriately and that any necessary legal or regulatory requirements are met.

4.3 If an employee believes that an official at a high level of the is involved in the violation, the employee should report the matter directly to the Chairperson and the Commission. This ensures that the matter is handled with the appropriate level of attention.

4.4 For all other matters, the employee should report the violation to their supervisor. This allows the Commission to investigate and address the matter appropriately.

It is important for employees to report violations promptly and to follow the proper reporting channels outlined in the Code of Conduct. This helps to ensure that the Commission can take appropriate action to address the violation and prevent further harm.

The Commission strictly prohibit retaliation against employees for good faith reporting of any actual or suspected violations of the Code. This policy shall not be used to bring false or frivolous charges against any employees,

vendors, customers etc. Those bringing such charges may be subject to disciplinary action.

5. Affirmation

All employee and directors are required to have understood the Code and should ensure that they will comply with it. This affirmation is required of new employees when they are hired. In addition, periodically all employees will be required to re-affirm their understanding of the Code.

6. Workplace Conduct And Employment Practices

Equal Opportunity

6.1 NCHR is dedicated to the principle of equal opportunity for all employees without regard to race, color, religion, age, gender, disability or other matters unrelated to work performance. The Commission is vigorously committed to recruiting, selecting, transferring, appraising, evaluating, training and promoting employees according to competence and capability.

6.2 All employees of NCHR should make every effort to ensure there is no possibility of the appearance of unfairness by avoiding Members of the same family working in a direct supervisory relationship. The same family includes, spouse, parents, siblings of self and parents and siblings of spouse.

Harassment

6.3 At the NCHR, the Commission strives to provide a safe and respectful workplace for all employees. The Commission does not tolerate any form of harassment based on someone's race, gender, color, religion, age, national origin, political affiliation, disability, medical condition, marital status, or any other protected classification.

Harassment includes any unwelcome or offensive behavior that creates a hostile work environment, such as verbal or physical abuse, jokes, or comments. Harassment can be directed at an individual or a group.

If you experience or witness harassment, you should report it to your supervisor. The Commission will investigate all claims of harassment and take appropriate action to address the situation, which may include disciplinary action up to and including termination of employment.

Examples of Harassment

Visual conduct such as derogatory posters, photographs, cartoons, drawings or gestures,

- Verbal or written conduct containing derogatory jokes or comments,
- Physical conduct such as assault, unwanted touching, or any interference because of gender, race.
- Retaliation for having reported, threatened to report or any information to report harassment.

Any type of harassing conduct is forbidden under this policy when directed at an individual because of his or her race, color, gender, age, religion, ethnic origin, or other matters unrelated to work performance. It is the responsibility of each employee to conduct himself/herself in a professional manner at all times and to refrain from such harassment. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law.

Discrimination

6.4 Discrimination based on race, color, religion, age, gender, disability, or sexual preference is strictly prohibited. Direct discrimination occurs when someone is treated less favorably based on a protected characteristic, while indirect discrimination occurs when someone cannot comply with conditions due to a protected characteristic.

Those who engage in discrimination will face disciplinary action, including termination. False or frivolous charges are not allowed and may result in disciplinary action.

Employees who experience harassment or discrimination should report it to their supervisor or HR representative. Investigations will be

conducted promptly and confidentially. Those who initiate or participate in good faith will be protected against retaliation. Those who harass others will face disciplinary action, including termination and monetary charges for damages.

The Commission is committed to providing a safe and respectful workplace for all, and will take swift action to address any incidents of discrimination or harassment.

Confidential Information

6.5 All employees and directors are responsible for the safeguarding of confidential information, whether it is information entrusted to them or information regarding NCHR's businesses and activities, or information about other employees. NCHR deals with important and personal information of complainants and persons seeking redress. Any leakage of information of the Commission's data or work will be dealt with according to disciplinary rules and penalties.

7. Information About The Organization, Its Customers, Its Employees, And Others.

As an employee you may have access to confidential information related to the Commission's business you may not use or disclose this information, directly or indirectly, during or after your employment, unless authorized.

Assume that most information about the Commission and employees is confidential, unless otherwise stated. Treat personal information as confidential. Before sharing confidential information within the Commission, make sure you are permitted to do so.

Do not disclose confidential information to anyone outside the Commission unless authorized and with a confidentiality agreement. If you are authorized to share confidential information, disclose it only on a need-to-know basis and ensure the recipient understands it is confidential and has restrictions on further use.

Comment or provide information related to the Commission's business only if

part of your job function or authorized to do so. Protect confidential information when communicating electronically.

Consult your supervisor if you have any questions about sharing information.

8. Workplace Safety

It is important for all employees to prioritize workplace safety and adhere to the principles outlined by the Commission. This includes being vigilant about who is allowed on the premises, maintaining a workplace free of violence and promptly reporting any accidents or potential risk areas to the appropriate personnel.

Furthermore, all employees should take the time to become familiar with all safety and emergency plans, which should be readily available at all offices. It is essential to know what to do in the event of a fire, disaster, or emergency situation.

By following these principles and being proactive about workplace safety, employees can help ensure a safe and secure work environment for everyone at the NCHR.

9. Telephones, E-Mail, Internet, And Other Electronic Communications Devices

9.1 It is important for all employees to understand that telephones, electronic mail, fax, photocopier systems, and other electronic communications devices provided by NCHR are the property of the company and should be used primarily for business purposes. While limited incidental personal use is allowed, it should be in line with the Code and all other policies of the organization.

9.2 Employees should be aware of their responsibility to protect confidential information and ensure that it is not shared or transmitted inappropriately. They should also be mindful of what they write in emails, avoiding sending or opening suspicious attachments, and using appropriate language and tone.

By adhering to the policies and guidelines set by NCHR regarding

electronic communication, employees can help protect the confidentiality and security of sensitive information and maintain a professional and productive work environment.

10. Post-Employment Responsibilities

It is common for employers to include post-employment obligations as part of the employment contract. In this case, the NCHR requires its employees to return all company assets, maintain the confidentiality of information obtained during their employment, and assist with investigations, litigation, and the protection of intellectual property relating to their employment, if requested.

Returning all company assets means that the employee must give back any property belonging to the NCHR that they may have in their possession, including equipment, documents, and other items. This helps the NCHR to ensure that all its assets are accounted for and not misused after an employee leaves.

Maintaining the confidentiality of information obtained during employment is also important. Employees may have access to sensitive information. The NCHR requires that employees keep this information confidential and not disclose it to third parties, even after their employment with the NCHR terminates.

Assisting with investigations, litigation, and the protection of intellectual property may also be required of employees.

This means that if the NCHR needs the help of former employees in any legal matters related to their employment, they must be available to provide information or testimony if requested. This helps the NCHR to protect its interests and maintain the integrity of its intellectual property.

11. Outside Activities & Other Potential Conflicts Of Interest

Conflicts of Interest

11.1 Employees must be free of conflicting interests that might influence, or be perceived to influence, their decisions when

1. *Employees take actions or have interests that may make it difficult to perform their work on behalf of NCHR objectively and effectively.*

2. *Employees, or a member of their family, receive any improper personal benefits as a result of their position with NCHR.*

The violation of this conflicts of interest policy is a serious matter and may constitute "cause" for removal or termination of an employee. Reports of conflicts based on appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

Outside Business And Activities; Outside Employment

11.2 General Employees outside activities must not reflect adversely on NCHR or give rise to a real or apparent conflict of interest with their duties to the organization. Employees must be alert to potential conflicts of interest and be aware that they may be asked to discontinue any outside activity if a potential conflict arises.

Employees may not, directly or indirectly:

Accept a business opportunity from someone doing business with NCHR that is made available to them because of their position with the organization.

Political Activities

11.3 Volunteering for a Political Campaign If an employee wishes to volunteer for a political campaign, he/she must do so on his/her own time and as an individual, not as a representative of the Commission. He/she may not use any NCHR staff, facilities, equipment, supplies, or mailing lists. His/her activities should not be viewed as connected with his/her position with NCHR.

Definition

NCHR: *National Commission of Human Rights*

Commission: *The Chairperson and Board Members/Commissioners*



NATIONAL COMMISSION
FOR HUMAN RIGHTS

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