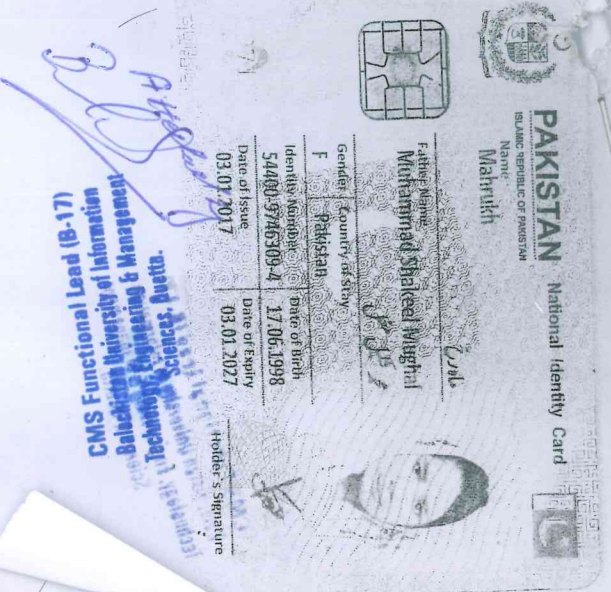


Employment with CTC

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1. PERSONAL INFORMATION	
1.1	Full Name MARUKH MUGHAL
1.2	CNIC No. 54480-9746309-4
1.3	Other identification number if CNIC not available -
1.4	Date of Birth (DOB) (YYYY/MM/DD) 13 June 2018
1.4.1	Check DOB (tick any one) <input checked="" type="checkbox"/> Day, Month, Year available <input type="checkbox"/> Only Year available <input type="checkbox"/> DOB not mentioned
1.5	Father's Name/Husband Name i.e. Next of Kin MUHAMMAD SHAKEEL MUGHAL
1.6	Relationship with Applicant FATHER
1.7	Marital Status SINGLE
	Gender FEMALE
	Tribes PATHAN / URDU SPEAKING
	Ethnicity MUGHAL
	Language URDU / ENGLISH
1.8	Permanent Address House#4, Raheem Colony, Tail Road, Quetta
	District and Union council -
1.9	Present address House#4, Raheem Colony, Tail Road, Quetta.
2.0	Contact details Mobile 0323-3991834 Residence -
2.1	Last Qualification Office - E-mail marukhmarukhal212@gmail.com BACHELOR'S

2. QUALIFICATIONS

List all your academic and technical qualifications, starting with the school certificate (Matriculation)

Year	Institution	Cert. / Degree obtained	Main Subjects	Grade / Div.
BACHELOR'S 2022	B.U.T.E.M.S	Computer Science BACHELOR'S	COMPUTER SCIENCE	7-3
2017	Gout's Girls Degree College, Quetta Cantt.	INTERMEDIATE	I.C.S	2ND Div

3. PRESENT EMPLOYMENT

Give details of your present employment.

If you are currently unemployed, give these details in respect of the last employment held by you.

3.1	Name of the Employer	—
3.2	Employer's Address	—
3.3	Date of Joining	—
3.4	Your Last Job Title	—
3.5	Main Duties	—
3.6	Name & Title of your immediate boss	—
3.7	Gross Monthly Pay	Rs. —

4. PAST WORK EXPERIENCE

List all the previous jobs held by you, starting from the earliest.

From/ To	Employer's Name & Address	Position held by you when you left this employer	Main duties performed by you
06-20 / 07-20	MAHRUKH MUGHAL	INTERN	ALL THE DUTIES HELD ON HR.

5. REFEREES

Give details of three referees, not related to you by blood or marriage, who can vouch for your character and work experience

5.1	First Referee	Name	—
		Address	—
		Contact Phone No.	—
		Nature of association with you	—
5.2	Second Referee	Name	—
		Address	—
		Contact Phone No.	—
		Nature of association with you	—
5.3	Third Referee	Name	—
		Address	—
		Contact Phone No.	—
		Nature of association with you	—

6. GENERAL INFORMATION

6.1	Do you suffer from any serious ailment, or disability? If so, give details.	No, I haven't.
6.2	Have you ever been tried or convicted for any crime? If so, give full details.	No, I couldn't.
6.3	Give any other information not covered by this form which in your opinion is relevant to your application.	No, I wouldn't.
6.4	If an offer is made to you, how soon can you join us?	Within week.
6.5	What are your salary and benefits expectations?	35 - 40

7. SUITABILITY TO THE POSITION


Briefly explain why you consider yourself suitable for the position you have applied for.

I am intelligent and focused towards my work. I know about the HR and it's work. I couldn't find any thing difficult or impossible do.

8. DECLARATION BY THE APPLICANT

I confirm and certify that the information given above is true, correct and complete to the best of my knowledge and belief. I accept responsibility for any misstatement that be subsequently discovered.

20-09-20
Date: dd/mm/yyyy


Candidate's Signature

Application for Employment with CTC

Instructions:

Read the whole form carefully before starting to fill it in.
This form should be completed in ink, in candidate's own handwriting.
Attach copies (not originals) of all testimonials and certificates. **A copy of CV and CNIC is mandatory.**
If space provided in the form for any particular information is inadequate, Please attach additional sheets.
If any information given in this form is subsequently found to be incorrect, it will be construed as a gross misconduct, liable to be punished by instant dismissal and other disciplinary action as may be appropriate to the nature of misstatement.

Affix a recent passport sized,
Colour photograph here.

For Official use only(to be filled by CTC Staff):

Position applied for:

Expected Date of Induction training if selected:
YYYY/MM/DD -

1. PERSONAL INFORMATION

1.1	Full Name	MAHRUKH MUGHAL
1.2	CNIC No.	54400-9746309-4
1.3	Other identification number if CNIC not available	-
1.4	Date of Birth (DOB) (YYYY/MM/DD)	13-06-1998
1.4.1	Check DOB (tick any one)	<input checked="" type="checkbox"/> Day, Month, Year available <input type="checkbox"/> Only Year available <input type="checkbox"/> DOB not mentioned
1.5	Father's Name/Husband Name i.e. Next of Kin	MUHAMMAD SHAKEEL MUGHAL
1.6	Relationship with Applicant	FATHER
1.7	Marital Status	SINGLE
	Gender	FE-MALE
	Tribe	PAIHAN / URDU SPEAKING
	Ethnicity	MUGHAL
	Language	URDU - ENGLISH
1.8	Permanent Address	House # 4, Raheem Colony Jail road, Quetta
	District and Union council	QUETTA
1.9	Present address	House # 4, Raheem Colony Jail road, Quetta
2.0	Contact details	Mobile 0323-3971834 Residence 0315-3518421
		Office - E-mail mahrukkmughal212@gmail.com
2.1	Last Qualification	BACHELOR'S

2. QUALIFICATIONS

List all your academic and technical qualifications, starting with the school certificate (Matriculation)

Year	Institution	Cert. / Degree obtained	Main Subjects	Grade / Div.
2022	B.U.I.T.E.M	BACHLOR'S	Computer Science	2.3
2017	Govt Girls Degree College Quetta, Cantt.	INTERMEDIATE	ICS	2nd Div

3. PRESENT EMPLOYMENT

Give details of your present employment.

If you are currently unemployed, give these details in respect of the last employment held by you.

3.1	Name of the Employer	—
3.2	Employer's Address	—
3.3	Date of Joining	—
3.4	Your Last Job Title	—
3.5	Main Duties	—
3.6	Name & Title of your immediate boss	—
3.7	Gross Monthly Pay	Rs. —

4. PAST WORK EXPERIENCE

List all the previous jobs held by you, starting from the earliest.

From/ To	Employer's Name & Address	Position held by you when you left this employer	Main duties performed by you
6-20/ 7-20	MAHRUKH JAIL ROAD, QUETTA	INTERN	will do all the work Related to Human Resources management.

5. REFEREES

Give details of three referees, not related to you by blood or marriage, who can vouch for your character and work experience

5.1	First Referee	Name	—
		Address	—
		Contact Phone No.	—
		Nature of association with you	—
5.2	Second Referee	Name	—
		Address	—
		Contact Phone No.	—
		Nature of association with you	—
5.3	Third Referee	Name	—
		Address	—
		Contact Phone No.	—

Nature of association with
you

6. GENERAL INFORMATION

6.1	Do you suffer from any serious ailment, or disability? If so, give details.	No, I am not Associate with any of disability.
6.2	Have you ever been tried or convicted for any crime? If so, give full details.	No, I would not.
6.3	Give any other information not covered by this form which in your opinion is relevant to your application.	No, I don't want to give any information.
6.4	If an offer is made to you, how soon can you join us?	1st/1st - In a week.
6.5	What are your salary and benefits expectations?	35,000 to 40

7. SUITABILITY TO THE POSITION

Briefly explain why you consider yourself suitable for the position you have applied for.

I am focus towards my jobs and Reponability. I am not afraid of work. I found it interesting doing HR work. I am fully confident and well known by this work.

8. DECLARATION BY THE APPLICANT

I confirm and certify that the information given above is true, correct and complete to the best of my knowledge and belief. I accept responsibility for any misstatement that be subsequently discovered.

20/09/2020 Date: dd/mm/yyyy	 Candidate's Signature
--------------------------------	--



MAHRUKH MUGHAL

PROFILE INFO

I am a fresher, seeking an opportunity with an esteemed organization where I can utilize my skills and enhance learning in the field of work. Capable of mastering new technologies and techniques.

MY EDUCATION

- * Balochistan University of Information Technology, Engineering and Management Science, Quetta (BUITEMS).
Post Graduation in Computer Science
2017-2021
- * Govt Girls Degree Collage Quetta Cantt.
Higher Secondary in Information and Computer Science
2016-2017
- * Bright Future Public high School, Quetta.
Secondary in Science

EXPERIENCE

I work as a student ambassador for "Huawei" in Balochistan. I also work as a volunteer in event management club at BUITEMS. I may also provide my service for the Literature festival held on BUITEMS.

CONTACT

Phone

+92 3233971834

E-mail

mahruckmughal2017@gmail.com

Address

House#4, Raheem Colony Jail

Road, Quetta.

SKILLS

Computer and Technology

Knowledge

Technical writing

Problem solving

Critical thinking

Database management

Communication

Management

Team work 89%

Loyalty 90%

Adaption 88%

Creativity 85%

Urdu 95%

English 90%

Team work	89%
Loyalty	90%
Adaption	88%
Creativity	85%
Dedication	90%
Hard work	89%
Punctuality	97%

> SQL

Familiar with Database Concepts

>My SQL

Data Platforms

>IoT

I may also attend the tutorial "Recent IoT trends in smart agriculture" at 3rd

IEEE Ice cube conference 2021.

Data Analytics

>Spark

Interest

>Reading

>Writing (about specific topic and poetry)

>Keen to know /learn the new cultures

>Sketching

Urdu	95%
English	90%

Certificate No. 073791

ROLL NO: 366088

**Balochistan Board of Intermediate & Secondary Education,
Quetta**



Higher Secondary School Certificate
Annual/Bi-Annual Examination

2017

Science General



This is to certify that. **MAHRUKH MUGHAL**

Son/Daughter of **MOHAMMAD SHAKEEL MUGHAL**

Registration No **17503640351** has duly qualified for the award of
Higher Secondary School Certificate at this Board's examination
held in the month of **April** as a **Regular** candidate from
GOVT GIRLS DEGREE COLLEGE QUETTA CANTT

in following Subjects.

English	Urdu	Pakistan Studies
Islamic Education	Mathematics	Physics
Computer Science		

by obtaining **635 /1100** Marks and placed in grade **C**

Appearing Status: **1st Time** Certificate Type: **Original**

CMS Functional Lead (B-17)
Balochistan University of Information
Technology, Engineering & Management
Sciences, Quetta.

DATED: **25/2/2020**

PREPARED BY

CHECKED BY

SECRETARY

Note: This certificate is issued without alteration/erasure.

ROLL NUMBER: 121458



SERIAL NUMBER: 33858

BALUCHISTAN BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, QUETTA.

SECONDARY SCHOOL CERTIFICATE PROVISIONAL RESULT INTIMATION (PART-I & II) ANNUAL EXAMINATION 2015 SCIENCE GROUP

NAME OF CANDIDATE: MAHRUKH MUGHAL

FATHER'S NAME: MOHAMMAD SHAKEEL MUGHAL

REGISTRATION NUMBER: 61905/2014



Subjects	Urdu	English	Isl/Edu or Ethics	Pak/St	Maths	Physics		Chemistry		Biology		Grand Total
						Th	Pr	Th	Pr	Th	Pr	
Maximum Marks	150	150	75	75	150	126	24	126	24	126	24	1050
Aggregate Marks Required	49	49	25	25	49	42	08	42	08	42	08	
Marks Obtained (Part-I)	57	44	56	XXX	25	56	05	47	04	42	05	
Marks Obtained (Part-II)	53	26	XXX	51	42	21	07	39	07	40	05	
Aggregate Marks Obtained	110	70	56	51	67	77	12	86	11	82	10	632
Remarks	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	

Marks Obtained: Six Hundred Thirty Two

General Remarks: The Candidate has passed and awarded Grade B (Very Good)

Date of Birth: 17/06/1998 (Seventeenth June Nineteen Ninety Eight)

Grading Formula: 80% and above (A+), 70% and above but less than 80% (A), 60% and above but less than 70% (B), 50% and above but less than 60% (C), 40% and above but less than 50% (D), 33% and above but less than 40% (E)

Note:

- This provisional result intimation is issued as a notice only. Errors and omissions are accepted within thirty days only. Any entry appearing in this does not itself confer any right or privilege independently for the grant of proper certificate, which will be issued under the Rules/Regulations.
- The Star (*) indicates that the candidate has passed the subject/s with Grace marks as per Board's rules. However a candidate may apply under the rules for withdrawal of the grace marks within the schedule prescribed for submission of admission form and fee for the next immediate examination.
- If the result Intimation is lost, an interim result intimation can be obtained by the candidate on payment of prescribed fee.
- The candidate intending to apply for re-counting of their paper/s may apply for the same on the prescribed proforma within 30 days of the declaration of result.
- The candidate intending to improve their grade or marks are allowed to appear in one subject, two Subjects, Part-I, Part-II or both with one examination opportunity within one year of passing relevant examination in the same group/subjects in current/prevalent syllabus. If the candidate qualified subject/s with grace marks, he/she will also have to appear and qualify in those subject/s for improvement of marks/grade. In case a candidate fails to improve his/her marks/grade in any part or subject/s, his/her previous result will remain intact.

Prepared by (E.Tab):

Checked by (I.Tab):

Dated: 04-07-2015

Deputy/Assistant Controller
Result Branch (SSC)

Controller of Examinations

CMS Functional Lead (B-17)
Balochistan University of Information
Technology, Engineering & Management
Sciences, Quetta.

24th August, 2022

Internship Certificate

This is to certify that Ms. Mahrubh Mughal (D/O Muhammad Shakeel Mughal) was working with Chip Training and Consulting (PVT) Limited from 27th June, 2022 to 22nd August, 2022.

To the best of our knowledge she is having a good moral character, and we found her hard worker and punctual. Her superiors found her very active in whatever task they provided her. She has motivation to take initiative and we are gratified that she was helpful to our organization. All our staff is pleased with her and feels comfortable in teaming and coordinating with her for the realization of organizational goals and objectives.

We wish her all the best in the future endeavors.


HR DEPARTMENT
Muhammad Arshad



INFINIX
AI CAMERA


Chip Training and Consulting (PVT) LTD.
Plot No. S-1/3, G-3/2, Islamabad - Pakistan
Phone: 3588 8111, Email: info@cto.org.pk

www.cto.org.pk

	Document #: CTC-HR&OPS-ESR-7.2&3-001	Revision Date: November 2021
	Title: Employee Service Rules (ESR)	Revision # 01

**PREVENTION OF SEXUAL EXPLOITATION, ABUSE AND
 HARASSMENT (PSEAH) POLICY**
CHIP Training & Consulting Pvt. Ltd

Review & Change History

Version	Date Effective	Created by	Reviewed by	Approved by MD
1	Nov 30, 2021	HR CTC		


1. Policy Brief and Purpose

Chip Training and Consulting (CTC) PESAH policy aims to safeguard employees of all sexes and gender identities from unwanted sexual advances (sexual exploitation & abuse and harassment) and provide them a safe and conducive working environment. It provides guidance to report actual or suspected incidents of any type of unwanted sexual advances and also explains how CTC address and handle complaints and take actions against offenders.

CTC has zero tolerance for any type of Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) at workplace. Additionally, CTC will not tolerate Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) of any nature from outside the company either from its stakeholders or vendors. CTC employees have an obligation to uphold high standards of personal and professional conduct and must not misuse their position and authority to exploit others.

2. Scope

This policy applies to all employees of CTC or anyone working for and under any form of contract with company including interns, customers, contractors and consultants. The policy is applicable regardless of the location of the individual.

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	Title: Employee Service Rules (ESR)	Revision # 01


3. Policy Statement

3.1 Sexual Exploitation and Abuse (SEA) and Harassment definitions

- 3.1.1 SE:** Sexual Exploitation is defined as an attempted or actual misuse of authority over a vulnerable position having power differentials or trust, for sexual purposes, including, but not limited to, proposing monetary benefits, social or political incentives in the form of the sexual exploitation of another.
- 3.1.2 SA:** Sexual Abuse is defined as the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
- 3.1.3 SH:** Sexual Harassment is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. Sexual harassment may occur in the workplace or in connection with work. While typically involving a pattern of conduct, sexual harassment may take the form of a single incident or series of incidents. Sexual harassment may be deliberate, unsolicited and coercive. Both male and female colleagues can either be the victims or offenders. Sexual harassment may also occur outside the workplace and/or within working hours or even after working hours.
- 3.1.4** "Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
- a) submission to such conduct is made either explicitly or implicitly
 - b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the target individual
 - c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The attempts of SEA and SH include but are not limited to: -


- a) Physical approaches or physical contact of sexual nature.
- b) Generalized gender-based remarks and comments targeted at eliciting any kind of response from any particular person (s) from amongst the target audience.
- c) Unwanted physical contact such as intentional touching, grabbing, pinching, brushing against another's body or impeding or blocking movement.
- d) Verbal or written sexually suggestive or obscene comments, jokes or propositions including letters, notes, e-mail, invitations, or inappropriate comments about a person's clothing, manners, gestures, gait, smile or laughter.

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- e) Visual contact, such as ogling, leering or staring at another's body, gesturing, displaying sexually suggestive objects, cartoons, posters, magazines or pictures of scantily clad individuals.
- f) Explicit or implicit suggestions of sex by a supervisor or manager in return for a favorable employment action such as hiring, compensation, promotion, or retention.
- g) Invitation for meeting to inappropriate locations.
- h) Suggesting or implying that failure to accept a request for a date or sex would result in an adverse employment consequence with respect to any employment practice such as performance evaluations or promotional opportunity.
- i) Continue to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior.

4. Core Principals Relating to Sexual Exploitation and Abuse and Sexual Harassment at Workplace

- 4.1 CTC will not tolerate acts of its employees and or anyone working for and under any form of contract with company that results in the sexual exploitation or abuse of child or adult, helps facilitate SEA or where allegations of SEA are ignored.
- 4.2 Sexual exploitation and abuse by CTC employees constitute acts of gross misconduct and are therefore grounds for disciplinary actions including termination of employment contract.
- 4.3 Sexual activity with children (persons under age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of child is not a defense.
- 4.4 Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited.
- 4.5 Any sexual relationship between CTC employees and anyone working in connection to CTC i.e. third party staff, contractors, vendors, consultants, that involves improper use of position and conduct is prohibited. Such relationships undermine the credibility and integrity of CTC employees.
- 4.6 If a CTC employee develops concerns or suspicions regarding sexual abuse or exploitation or harassment by a fellow employee, whether in the CTC or other organization, he or she shall report it as per prescribed reporting mechanism.
- 4.7 CTC employees are obliged to create and maintain an environment which prevents sexual exploitation, abuse and harassment and promotes the implementation of its code of conduct. Senior management and managers at all levels have collective responsibilities to support and develop systems which maintain this environment.
- 4.8 All staff members are expected to act with empathy, tolerance, sensitivity and mutual respect for diversity. They have the obligation to ensure that they do not

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engage in, condone, or tolerate behavior, which would constitute discrimination, harassment, sexual harassment, or abuse of authority.

4.9 CTC shall prevent SEA and harassment incidents through implementation of this policy to safeguard its staff and stakeholders.

5. Reporting process

5.1 CTC Employees

Any employee who believes that s/he has been subjected to any form of prohibited discrimination/harassment, including sexual harassment, abuse or who witnesses others being subjected to such harassment or discrimination is encouraged to promptly report the incident(s) to either their supervisor or manager, head of HR department or directly to the managing Director. All employees are expected to cooperate in the investigations and failure to comply shall result in disciplinary action, up to and including termination of the employment contract.


While the matter shall be handled confidentially and secrecy shall be maintained, CTC shall be taking certain measures such as counselling, sensitization, training and orientation sessions etc. to ensure conducive work environment. In the event of any non-compliance by any employee, stern disciplinary action shall be taken up to and including termination of employment contract.

If any employee knowingly makes a false accusation of unlawful discrimination/harassment or knowingly provides false information in the course of an investigation of a complaint, s/he shall be dealt with breach of conduct and can be grounded for strict disciplinary action. However, complaints made in good faith, even if found to be unsubstantiated, should not be considered a false accusation.

All employees have a right to seek redressal of their grievance relating to any exploitation.

- Stage 1

In the first instance the employee should request a meeting with Supervisor or Manager and try to resolve the matter if the harassment is of minor nature. The employee may be accompanied by a person of similar status to help present the case. Where the harassment is of serious nature, it shall be investigated as per due process and policy and action shall be taken accordingly.

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- **Stage 2**

If the matter is not resolved at stage 1 (minor harassment incident¹), the employee should register the complaint in writing within one week of the meeting outlined in stage 1 with the Director HR / Focal Person of HR at Head office.

The complainant must give information in his/her complaint both minor and serious incidents regarding the following:

- Name of the alleged offender;
- Date(s) and location(s) of the alleged incident(s) of discrimination, harassment, sexual harassment, or abuse of authority;
- Nature and details of discrimination, harassment, sexual harassment, or abuse of authority;
- Names of witnesses and any physical and/or documentary proof in support of the allegation (e.g., e-mails, message recordings, photos, letters, medical exams); and any other relevant information that may substantiate his/her assertions.

CTC HR or nominated senior official will investigate the complaint and recommend disciplinary actions in the light findings of the investigation. SEA and harassment investigation will be carried out in timely, fair, transparent and confidential manner.

- **Stage 3**

If any employee feels that his/her grievance is not redressed, s/he may write to managing director explaining reasons for his/her dissatisfaction. If the managing director if deemed necessary may initiate review of the case and shall undertake its own inquiry. The decision of the MD taken in consultation with the managers or Board members shall be final.


Copies of all relevant materials under stage 1, 2 and 3 shall go to the personal files of the employee.

5.2 External Victims/Harassers

- If any person outside CTC is believed to be the victim of sexual abuse and exploitation or harassment, the victim will be guided and referred to the concerned department for dealing with the matter.
- If any person outside CTC is believed to be the harasser, CTC will take up the case and will report it to the concerned department/organization.



¹ Please see annex-1

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6. Breach of policy:

Sexual exploitation and abuse constitute acts of gross misconduct and are therefore grounds for termination of employment or assignment as the case may be.


Employees who are found guilty of minor harassment or reported for the first time may face the following consequences:

1. Counseling and sensitization
2. Demotion
3. Warning letter
4. Negative performance review
5. Denied promotions and salary increases for 1 year.

The employees who shall repeat the minor harassment shall face disciplinary actions in the form of termination of employment contract.


7. Review Process

This policy will be reviewed every year by the HR Team in consultation with the Managing Director and the directors of the concerned departments, unless an earlier need is identified by Management, or HR.

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Annex 1

Degrees of Harassment	
Serious	Minor
<p>Sexually suggestive written comments including verbal, message sent through SMS</p> <p>Unwelcome sexual advances of any sort;</p> <p>Serious discrimination in allocating work based on gender, caste, religion. Nepotism and undue influence.</p>	<p>An argument between two involving yelling / shouting.</p> <p>Use of derogatory, racial, discriminatory remarks of less intensity</p> <p>Insulting by making personal remarks</p>
<p>Physical Abuse (pushing or any other means of inflicting physical harm)</p> <p>Blackmailing and Exploitation.</p> <p>Repeatedly instigating someone to react by indulging them in baseless arguments</p> <p>Use of abusive language</p> <p>Slandering, Bullying</p> <p>Abuse of authority (asking for non-sexual favours)</p> <p>Collecting fines from subordinate staff under duress.</p>	<p>Deliberate lack of Supervision</p> <p>Or poor supervisor's attitude</p>
<p>Promising recruitment, promotion, increments for sexual or non-sexual favours.</p> <p>Abuse of authority (sexual favours) i.e., Threatening loss of job/ wrongly reporting where staff fails to accept request for date / sex or any other favours. Retaliation.</p> <p>Intentional and unwanted physical contact that makes the staff uncomfortable such as touching, grabbing etc. Repeated bullying</p> <p>Victimized for lodging a formal complaint.</p>	<p>Intentionally providing misinformation to the senior supervisor.</p> <p>Misuse of power for granting excessive or unnecessary leaves (3 or less days) or anything in which his/her approval is required</p>

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Annex-2

CTC PSEAH Acknowledgement Form

Name of employee/consultant/ Vendor: MAHRUKH MUGHAL

Position: PROJECT ASSOCIATE

Department: HR (CBV)

I have received, read and I fully understand the CTC PSEAH policy included in the CTC ESR manual.

I understand its contents and agree to comply with the guidelines set out in the subject policy and understand that failure to comply may result in disciplinary or legal action(s).

Date: 20 September 2020 Signature: 

Please sign and return to HR Team. This document will be filed in the employee's personal file.

CHIP TRAINING & CONSULTING

JOINING REPORT BY A NEW EMPLOYEE

Name of the Employee	MAHRUKH MUGHAL
Position appointed to	Project Associate
Department and/or Location of appointment	
CNIC#	54406-9746309-4
CNIC Expiry Date	
Date of Joining	20 september 2022
Date and Ref. No. of appointment letter	
Supervisors Comments	A hard working and a devoted person, with full co-operation and potential to work in pressure.
Supervisors Signature	Naba Nagar