

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: <u>PAY-ROLL</u>		
Expected Date of Induction training if selected: YYYY/MM/DD -		
1. PERSONAL INFORMATION		
1.1	Full Name	<u>SAAD RAUF</u>
1.2	CNIC No.	<u>54401-4340876-3</u>
1.3	Other identification number if CNIC not available	<u>N/A</u>
1.4	Date of Birth (DOB) (YYYY/MM/DD)	<u>14-07-1992</u>
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	<u>ABDUL RAUF</u>
1.6	Relationship with Applicant	<u>FATHER</u>
1.7	Marital Status	<u>SINGLE</u>
	Gender	<u>MALE</u>
	Tribe	<u>RAJPUT</u>
	Ethnicity	
	Language	<u>ENGLISH, URDU, PUNJABI</u>
1.8	Permanent Address	<u>H.No.56, SHAHBAZ TOWN PHASE-II SAMUNGLI RD QTA</u>
	District and Union council	<u>QUETTA</u>
1.9	Present address	<u>H.No.56, SHAHBAZ TOWN PHASE-II SAMUNGLI RD QTA</u>
2.0	Contact details	Mobile <u>+923362222708</u> Residence <u>0812853012</u>
		Office <u>-</u> E-mail <u>saadpkr6@hotmail.com</u>
2.1	Last Qualification	<u>BACHELORS IN INFORMATION TECHNOLOGY</u>

2. QUALIFICATIONS				
List all your academic and technical qualifications, starting with the school certificate (Matriculation)				
Year	Institution	Cert. / Degree obtained	Main Subjects	Grade / Div.
2014-2018	BOITEMS	BS-IT	COMPUTER	2.09


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	SAAD RAUF
3.2	Employer's Address	MAIN GTRD SHEIKHPOZA / CHUGHATI LAB HOD JALLI
3.3	Date of Joining	SEP 2020 - FEB 2022 / MAR 2020 - FEB 2022
3.4	Your Last Job Title	PLANNING IN CHARGE / CRO (PART-TIME)
3.5	Main Duties	ENSURED/PLAN ALL QUALITY, RESPONSIBILITY, EFFICIENTLY, PRODUCTION ISSUES BY AUDITING ACCORDING TO CALLERS, COMPLAINTS
3.6	Name & Title of your immediate boss	Capt. Faizal / Mr. Zain
3.7	Gross Monthly Pay	Rs. 80,000

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
Jan - Oct 2019	HABIBTOWN COASTAL POWER COMPANY	TRAINEE - ENGINEER	Proactively identified, Resolved & Communicate ENG & Manufacturing related issue
MARCH 2020 - FEB 2022	Chughati Lab	CRO (PART-TIME)	Customer calls, Complaints, Handling HS
SEP 2020 - FEB 2022	Shafiq Textiles	Planning In Charge	Respect, Quality, Plan, Audit

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.	N/A
6.2	Have you ever been tried or convicted for any crime? If so, give full details.	NO
6.3	Give any other information not covered by this form which in your opinion is relevant to your application.	-
6.4	If an offer is made to you, how soon can you join us?	Depending on the offer
6.5	What are your salary and benefits expectations?	Good question Rather I want to what Range you're looking for.

7. SUITABILITY TO THE POSITION	
Briefly explain why you consider yourself suitable for the position you have applied for.	
<p>I am an enterprising young who love to work with enthusiastic with decisiveness and conviction. Having a Proactive attitude & find Positive way to stimulate and engage with people.</p>	

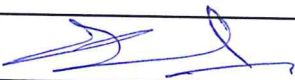
8. DECLARATION BY THE APPLICANT	
I confirm and certify that the information given above is true, correct and complete to the best of my knowledge and belief. I accept responsibility for any misstatement that be subsequently discovered.	
<p>22-Aug-2022</p> <p>Date: dd/mm/yyyy</p>	<p>Candidate's Signature</p> <p></p> <p>22/08/22</p>



[CTC-HR&OPS-Recruitment-F-7.2-038-c-IF/MA/HR]
[Joining Form-December- 2021]

CHIP TRAINING & CONSULTING

JOINING REPORT BY A NEW EMPLOYEE

Name of the Employee	SAAD RAUF
Position appointed to	PAYROLL ASSOCIATE
Department and/or Location of appointment	PAYROLL DEPARTMENT
CNIC#	54401-4340876-3
CNIC Expiry Date	14-06-2026
Date of Joining	22-08-2022
Date and Ref. No. of appointment letter	17-08-2022
Supervisors Comments	Joined office at 22-Aug-2022.
Supervisors Signature	

SAAD RAUF



Date of birth

14-July-1992

Phone

+923362222708

Email

saadpkrf@hotmail.com

Address

House No: 5-E, Shahbaz Town
Phase-II Samungli Road Quetta

PROFILE

I am an enterprising young professional intending to continue my development for the company's success. I think in terms of results and objectives, I am enthusiastic, and I work with decisiveness and conviction. I have a proactive attitude and find positive ways to stimulate and engage with people.

COGNITIVE TRAITS

Processing Consistency

WORK EXPERIENCE

Shahzad Textile Mills Limited

Sep 2020 - Feb 2022

Planning Incharge

- * Developed, Managed Implement, Communicate and Developed a Quality Plan
- * Supervised in the handling of sample evaluation and production approval by reviewing the measurement, workmanship, fitting, accessories, etc., and giving comments on the production
- * Responsible for each aspect of quality control and product assembly in the factory
- * Monitored QA/QC performance by gathering relevant production data and producing statistical reports to be communicated with all related departments
- * Identified relevant quality-related training needs and delivered training.
- * Responsible for each aspect of quality control and product assembly in the factory
- * Ensured all quality & production issued by Auditing & Controlling
- * Doing In-line inspection to check the quality
- * Follow up Pre- Final inspection
- * Kept all necessary documents and quality SOP
- * Maintained all discipline and compliance issue
- * Ensured final product quality

Chughtai Lab (Part-Time)

March 2020 - Feb
2022

Call Representative Officer (CRO)

- * Answering or making calls to clients to learn about and address their needs, complaints, or other issues with products or services
- * Responding efficiently and accurately to callers, explaining possible solutions, and ensuring that clients feel supported and valued
- * Engaged in active listening with callers, confirming or clarifying information and diffusing angry clients, as needed
- * Built lasting relationships with clients and other call center team members based on trust and reliability
- * Utilized software, databases, scripts, and tools appropriately.
- * Understood and striving to meet or exceed call center metrics while providing excellent consistent customer service
- * Masked sales or recommendations for products or services that may better suit client needs
- * Took part in training and other learning opportunities to expand knowledge of company and position
- * Adhering to all company policies and procedures

Habibullah Coastal Power Company (PVT) Limited

January - October 2019

Trainee Engineer

Attention Duration

Processing Speed

- * Proactively identified, resolved, and communicate engineering and manufacturing related issues and have a thorough understanding of AC/DC drives, PLC, HMI's, and other industrial electrical equipment & systems
- * On-going field training to immediately follow completion of formal training program
- * Ensured all health and safety requirements are met
- * Ensured all quality, regulatory and change control requirements are met

EDUCATION

Baluchistan University of Information Technology, Engineering & Management Sciences (BUIEMS) BS (INFORMATION TECHNOLOGY)	2014 - 2018
Government General Musa College, Quetta FSC (PRE-ENGINEERING)	2011 - 2013
Beacon House School System, Juniper Campus O-Level	June 2010

SKILLS

Technology

Unix / Linux / Parrot

HTML / CSS

SQL

Visual Studio

MS-Office

Cisco Packet Tracker

Cyber Security Evaluation Tool (CSET) and Attack Surface Analyzer

Telecommunication

Routers, Switches, CCTV

Wireline / Wireless

PROFESSIONAL CERTIFICATES

Advanced Graphic Designing (In-Process) Online Course- Edify Trainers	June-2022
WordPress/HTML (In-Process) Online Course- PFTP Government of Pakistan	May-2022
Graphic Designing Certification of Professional Achievement in Graphic Designing Online Course- Edify Trainers	April-2022

Freelancing & Instant Skills

April-2022

Certification of Professional Instant Skills

Online Course- **Edify Trainers****Basic Fire Fighting Training**

2019

Successfully Completed Training as a Fire Fighting
from Government of **Balochistan Civil Defense**
Department.

**Advance Techniques of Microsoft Excel For
Engineers (CDP-Point)**

2019

Attending one day Continuing Short Course at **PEC**
Regional Office, Quetta

ADDITIONAL INFORMATION

Learning new languages, knowing about different cultures, swimming, squash, Tennis, watching movies, travelling, reading books, surfing net, photography and interacting with latest technologies.

REFERENCES

Professional and/or personal reference would be furnished upon request.



Balochistan University of Information Technology, Engineering and Management Sciences

Unofficial Transcript

Student ID: 28580
Date of Birth: Jul 14, 1992

Student Name: SAAD RAUF
Father Name: ABDUL RAUF

Program: BS Information Technology
Registration#: BUITEMS/BSIT/F-14/28580

Crsh	Title	CH	Grade
Fall 2014			
CS 114	Programming Fundamentals	3	D
CS 114L	Programming Fundamentals	1	A
EE 106	Basic Electronics	2	B
EE 106L	Basic Electronics	1	A
HUM 183	Functional English	3	C+
IT 102	Introduction to Information and Communica	2	C
IT 102L	Introduction to Information and Communica	1	B+
MATH 118	Calculus & Analytical Geometry	3	B-

SGPA: 2.46
CGPA: 2.48

SGH: 18.00
CCH: 10.00

Spring 2015			
CS 212	Object Oriented Programming	2	B
CS 212L	Object Oriented Programming	1	B
EE 110	Digital Logic Design	2	C+
EE 110L	Digital Logic Design	1	A-
HUM 102	Pakistan Studies	2	C
HUM 288	Communication Skills	3	C+
IT 209	Fundamentals of IT	3	C+
MATH 234	Discrete Structures	3	B-

SGPA: 2.44
CGPA: 2.48

SGH: 17.00
CCH: 33.00

Fall 2015			
CE 212	Computer Architecture	2	C-
CE 212L	Computer Architecture	1	C
CS 214	Data Structure & Algorithms	2	C-
CS 214L	Data Structure & Algorithms	1	C
HUM 101	Islamic Studies	2	C
IT 301	Visual Programming	2	C-
IT 301L	Visual Programming	1	C-
IT 311	Introduction to Software Development	3	D
MATH 111	Linear Algebra	3	A

SGPA: 2.06
CGPA: 2.33

SGH: 34.90
CCH: 50.00

Crsh	Title	CH	Grade
Spring 2016			
CS 333	Introduction to Database System	2	C
CS 333L	Introduction to Database System	1	D
CS 341IT	Operating Systems	2	C+
CS 341L	Operating Systems	1	B+
IT 312	E-Commerce	3	B
MGMT 304	Organizational Behavior	3	C
STAT 101	Probability And Statistics	3	C-
TE 302	Computer, Communication and Networks	2	B
TE 302L	Computer, Communication and Networks	1	B-

SGPA: 2.32
CGPA: 2.31

SGH: 18.00
CCH: 80.00

Fall 2016			
CS 313	Computer Graphics	2	B+
CS 313L	Computer Graphics	1	C
HUM 284	Technical Report Writing	3	D
IT 316	Information Systems	3	C-
IT 331	Web Systems and Technologies	2	D
IT 331L	Web Systems and Technologies	1	D
IT 437	Multimedia Systems and Design	2	B-
IT 437L	Multimedia Systems and Design	1	B
TE 302	Computer Communication and Networks	2	B

SGPA: 2.01
CGPA: 2.23

SGH: 18.00
CCH: 86.00

Winter 2016			
CS 333	Introduction to Database System	2	C
CS 341IT	Operating Systems	2	C+
IT 321	Information Security	3	C-
CE 304	Web Services	2	C
CE 304L	Web Services	1	B-
CS 416	Knowledge-Based Systems	3	C+

SGPA: 1.98
CGPA: 2.20

SGH: 7.00
CCH: 93.00

Spring 2017			
CE 304	Web Services	2	C
CE 304L	Web Services	1	B-
CS 416	Knowledge-Based Systems	3	C+

Crsh	Title	CH	Grade
Fall 2017			
IT 421	Systems and Network Administration	2	B-
IT 421L	Systems and Network Administration	1	A
IT 432	Human Computer Interaction	3	O
IT 433	Cluster & Grid Computing	2	D
MGMT 304	Organizational Behavior	3	C
TE 303	Communication Technologies	3	B

SGPA: 2.43
CGPA: 2.33

SGH: 17.00
CCH: 103.00

Winter 2017			
CE 411	System Integration and Archite	3	C-
CS 423	Mobile and Pervasive Computing	3	D
CS 434	Database Management	2	D
CS 434L	Database Management	1	D
HUM 101	Islamic Studies	2	G
IT 438	IT Capstone Part-I	3	G
MGMT 310	Technology Management	3	G+
TE 409	Network Security	3	G-

SGPA: 1.98
CGPA: 2.18

SGH: 18.00
CCH: 131.00

Spring 2018			
CS 317	Website Design and Usability	3	B
IT 422	Data Warehousing	3	D
IT 432	Human Computer Interaction	3	C
IT 433	Cluster & Grid Computing	2	D
IT 433L	Cluster & Grid Computing	1	C-
IT 439	IT Capstone Part-II	3	B+
TE 303	Communication Technologies	3	B
TE 404	Wireless Communication	3	D

SGPA: 2.48
CGPA: 2.20

SGH: 17.40
CCH: 128.00

Winter 2018			
CS 317	Website Design and Usability	3	B
IT 422	Data Warehousing	3	D
IT 432	Human Computer Interaction	3	C
IT 433	Cluster & Grid Computing	2	D
IT 433L	Cluster & Grid Computing	1	C-
IT 439	IT Capstone Part-II	3	B+
TE 303	Communication Technologies	3	B
TE 404	Wireless Communication	3	D

SGPA: 2.09

SGH: 18.00
CCH: 137.00

Grading Scheme			
A	85	4.00	3.70
B+	75	3.30	3.00
B	70	3.00	2.70
B-	65	2.70	2.40
C+	60	2.40	2.10
C	55	2.10	1.80
C-	50	1.80	1.50
D	45	1.50	1.20
F	40	1.20	0.90
Incomplete	0.00	0.00	0.00
Withdraw	0.00	0.00	0.00
Withdraw Fail	0.00	0.00	0.00
Repeat Course (unsuccessful attempt)	0.00	0.00	0.00
Repeat Course (successful attempt)	0.00	0.00	0.00



Balochistan University of Information Technology, Engineering and Management Sciences

Unofficial Transcript

Student ID: 28580
Date of Birth: Jul 14, 1992
Program: BS Information Technology
Registration#: BUITEMS/BSIT/F-14/28580

Student Name: SAAD RAUF
Father Name: ABDUL RAUF

Course	Title	CH	Grade
CCH: 148.00	CGP: 326.30		CGPA: 2.19
Fall 2018			
CE 411	System Integration and Archite	3	C+
CS 317	Website Design and Usability	3	B
423	Mobile and Pervasive Computing	3	C+
434L	Database Management	1	D
IT 422	Data Warehousing	3	D
IT 433	Cluster & Grid Computing	2	C-
TE 303	Communication Technologies	3	B
TE 404	Wireless Communication	3	B+
8CH: 18.00	8CP: 44.30		8GPA: 2.40
CCH: 134.00	CGP: 296.40		CGPA: 2.23

Attested
NAJAMUDDIN
Lecturer Sociology
Govt. Degree College
Hujra

Grading Scheme	A	A-	B+	B	B-	C+	C	C-	D	F	I	W	WF	Repeat Course (Unsuccessful Attempt)	Repeat Course (Successful Attempt)
	85	80	75	70	65	61	58	55	50	0.00	Incomplete	Withdraw	Withdraw Fail		
	4.00	3.70	3.30	3.00	2.70	2.30	2.00	1.70	1.00	0.00	0.00	0.00	0.00		

Certificate No. A043986

Roll No. 60886

Balochistan Board of Intermediate and Secondary Education
Quetta



Checked & Found correct

Controller (Sec. H.S.C. Section)
B.B.S.E. Samungli Road, Quetta.
Ph: 081-9202798

INTERMEDIATE

Annual / ~~Pr~~ / ~~Annual~~ Examination, 20 13

SCIENCE GROUP

This is to certify that SAAD RAUF
son/daughter of ABDUL RAUF
Registration No. 23710/12, has duly passed the Intermediate
Examination of the Balochistan Board of Intermediate and Secondary
Education, Quetta, held in the month of MAY, 2013 20//
as a Regular/~~Pr~~/~~Annual~~ candidate of the GENERAL MUHAMMAD MUSA GOVT: INTER
COLLEGE QUETTA

In the subjects mentioned below

1. Urdu
2. English
3. Islamic Education & Pak. Studies.
4. Physics
5. Chemistry
6. Biology/Math

He/She has obtained 497 marks in the aggregate out of 1100
and has been placed in the D (FAIR) DIVISION/GRADE.

The Examination was taken as a whole/~~by~~/~~parts~~ //

Dated

Quetta, the 26/11/2018

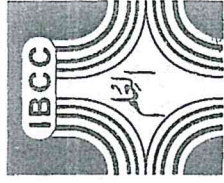
Prepared by

Checked by

SECRETARY

This Certificate is issued without alteration or erasure.

Inter Board Committee of Chairmen



انٲر بورڈ آف چیئرمین اسلام آباد

Government of Pakistan

Islamabad

Equivalence Certificate

Certified that Mr./M/s. _____

SAAD RAUF

s/d of Mr. _____

ABDUL RAUF

date of birth _____

14/07/1992

has qualification _____

GCE 'O' Level in Eight Required Subjects.

of Country and/or Examining Body _____

UNIVERSITY OF CAMBRIDGE, UK (Pakistan)

in year _____

2008 - 2011

Which is considered equivalent to Secondary School Certificate of Pakistan

Group: _____

SCIENCE

Marks obtained:

In Figures _____

484

out of 900

(53.75%)

In Words _____

Four Hundred & Eighty Four Only

Ref _____

IBCC/QTA/2011/ 9617/147

Date _____

03/10/2014

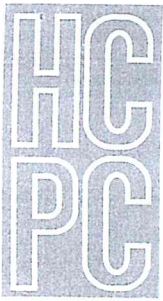
Section Incharge _____

[Signature]

Secretary

[Signature] 21/10/14

NAJAMUDDIN
Lecturer Sociology
Govt. Degree College
KHUZDAR



HABIBULLAH
COASTAL
POWER
COMPANY

Ref: Admin/HR-T2/4025-3
Dated: November 1, 2019

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Saad Rauf S/o Mr. Abdul Rauf** has rendered his services in "**Habibullah Coastal Power Company (Pvt) Ltd**". as "Trainee Engineer" in IT Department from January 01, 2019 to October 31, 2019. During his employment he proved himself as a hardworking and sincere employees and he performed his assigned duties with highly professionalism.

We truly appreciate his efforts, and recommend him and wish him best of luck for his future pursuits.

Maj (R) Muhammad Hussain Saif
Manager Admin, HR & Security



NO-750

11-3-2021

S.No: 024650

CERTIFICATE OF DOMICILE

The Pakistan Citizenship Act, 1951 (II of 1951)
and rules made thereunder (Vide Rule 23)

No. 4,725

Dated: 06-Jan-2021

DEPUTY COMMISSIONER QUETTA

Domicile certificate of Father of applicant already issued vide No.1910, Dated 22-Nov-1978

Whereas **Mr. ABDUL RAUF** Son of **ABDUL AZIZ** has applied for a Certificate of Domicile Certificate under the Pakistan Citizenship Act (1951 (II of 1951)), alleging with respect to himself the particular set out below, and has satisfied the undersigned that the conditions laid in section 17 of the said act for the grant of a Certificate of Domicile are fulfilled in the said **ABDUL RAUF** case.



Now therefore in pursuance of the powers conferred by the said Act and the rules made thereunder, the undersigned hereby grants to the said **ABDUL RAUF** this certificate of domicile.

PARTICULARS RELATING TO THE APPLICANT

Full Name: **ABDUL RAUF** CNIC No. **54400-1909310-3**

Father's Name: **ABDUL AZIZ** CNIC No. **00601-3016325-3**

Caste/Tribe: **RAJPOOT, RAJPOOT** Trade/Occupation: **Labour**

Temporary Address: **MUHALLA SHEHBAZ TOWN QUETTA**

Permanent Address: **MUHALLA SHEHBAZ TOWN QUETTA**

MC/UC: **Shabo** Tehsil: **Saddar**, District Quetta, Balochistan

Marital Status: **Married** Date of arrival in District Quetta: **01-Jan-1960**

Cancellation Order No. of previous Domicile Certification (if posses) _____

DETAILS OF FAMILY MEMBERS

S No.	Name	Relation	Date of Birth
1	GHAZALA	WIFE	20-Aug-1969
2	ZAINAB	DAUGHTER	20-Feb-2000



APPLICANT'S
Thumb Impression

Name

Designation

Deputy Commissioner,
Quetta.

Signature

Date

Attested
NAJAMUDDIN
Lecturer Sociology
Govt: Degree College
KHUZDAR

CERTIFICATE NO. 4



Government of Balochistan
Civil Defence Department
CERTIFICATE

This is to Certify that

Mr. Saad Rauf

son of Abdul Rauf

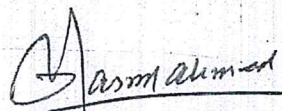
of Habibullah Coastal Power Company, (Pvt) Limited, Quetta.

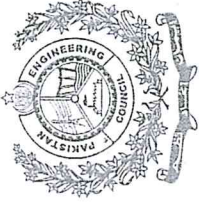
has attended and qualified

BASIC FIRE FIGHTING TRAINING COURSE & First Aid Training Course
held at Civil Defence Training Centre, Quetta.

from 15-01-2019 to 17-01-2019

Dated Quetta, the 07-02-2019


Asim Ahmed
Civil Defence Officer
Quetta.



Serial No. 20612

Pakistan Engineering Council

Continuing Professional Development Programme

Short Course Series

This Certificate is awarded to

MR. SAAD RAUF

for attending one day CPD Short Course on

ADVANCE TECHNIQUES OF MICROSOFT EXCEL FOR ENGINEERS

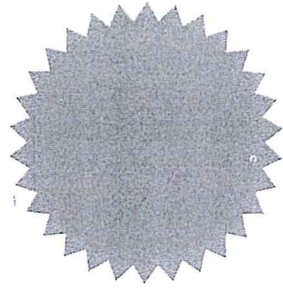
(One CPD Point)

on 29th April, 2019

at PEC Regional Office, Quetta

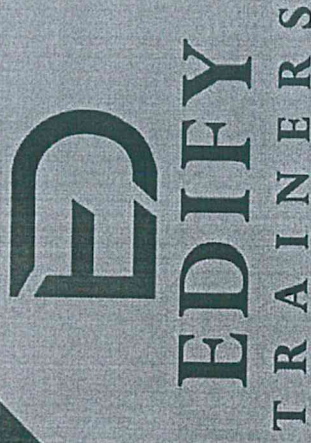
NAJAM UDDIN
Lecturer Sociology
Govt. Degree College
KHUZDAR

Secretary/Registrar
Pakistan Engineering Council



CERTIFICATE

OF COURSE COMPLETION



This Certificate is presented to

Saad Rauf

for successful completion of 1 month online
course of **GRAPHIC DESIGNING**

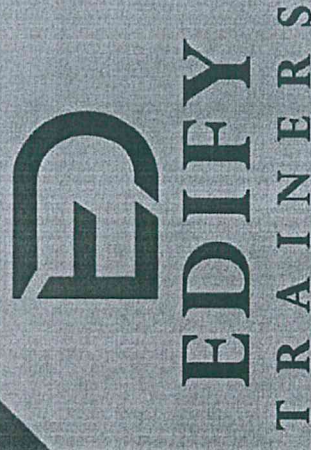


April 2022
DATE

dwa akhbari
FOUNDER

CERTIFICATE

OF COURSE COMPLETION



This Certificate is presented to


Saad Rauf

for successful completion of 1 month online course of
FREELANCING AND INSTANT SKILLS



April 2022
DATE

dwa akhbari
FOUNDER

	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) PSEAH 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.

	Document #: CTC-HR&OPS-ESR-7.2&3-001	Revision Date: November 2021
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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 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 favors)</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: Saad Rauf
Position: PAYROLL ASSOCIATE
Department: PAYROLL

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: 05-09-22 Signature: 

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



PAKISTAN National Identity Card

ISLAMIC REPUBLIC OF PAKISTAN

Name

Saad Rauf

Father Name

Abdullah Rauf

Gender

M

Country of Stay

Pakistan

Identity Number

54401-4340876-3

Date of Birth

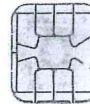
Date of Issue

14.06.2016

Date of Expiry

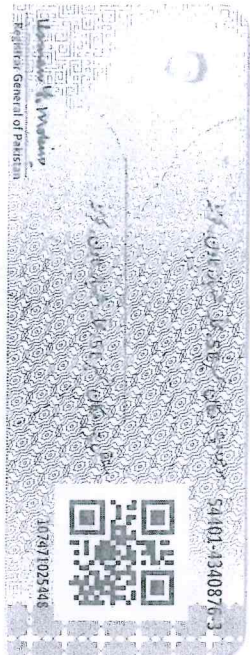
14.06.2026

Holder's Signature



3451





گمشدہ کارڈ ملنے پر قریبی لیو بکس میں ڈال دیں

