

Safeguard and Harassment Policy

1. Introduction

The International Centre of Excellence is dedicated to providing a safe, inclusive, and respectful learning and working environment for all individuals within the institution. This combined Safeguard and Harassment Policy outlines our commitment to safeguarding individuals, preventing harassment, and providing procedures for reporting and addressing concerns related to safeguarding and harassment.

2. Scope

This policy applies to all ICE students, faculty, staff, visitors, contractors, and anyone associated with the institution, regardless of their role or capacity.

3. Principles

3.1. ICE is guided by the following principles:

a. Prevention: Taking proactive measures to prevent harm, harassment, discrimination, or exploitation.

b. Protection: Safeguarding individuals from harm, harassment, or inappropriate behaviour.

c. Reporting: Encouraging the reporting of concerns or incidents related to safeguarding or harassment.

d. Response: Responding promptly and effectively to reported concerns or incidents.

e. Support: Providing appropriate support to individuals affected by safeguarding or harassment issues.

f. Awareness: Raising awareness and educating the ICE community about safeguarding and harassment prevention.

4. Responsibilities

4.1. The Quality Assurance & Academic Standards Department (QAAS): ICE appoints an officer from the QAAS Department who is responsible for coordinating safeguarding and harassment efforts, managing concerns and incidents, and ensuring compliance with this policy.

4.2. Faculty and Staff: All faculty and staff members must:

- a. Be aware of and familiar with this policy.
- b. Report any safeguarding or harassment concerns promptly to the QAAS Dept.
- c. Cooperate fully with any investigations and provide accurate information.

4.3. Students: Students are encouraged to report any safeguarding or harassment concerns they become aware of and participate in awareness programmes.

5. Reporting and Response

5.1. Any individual who believes that harm, harassment, discrimination, or exploitation has occurred or is occurring should report it immediately to the QAAS Department.

5.2. Reports can be made in writing, in person, or anonymously if preferred.

5.3. The QAAS department ensures that reported concerns are investigated promptly and impartially. If necessary, law enforcement and relevant authorities are informed too.

6. Support and Resources

ICE provides access to counseling services, medical assistance, and support to individuals affected by safeguarding or harassment concerns. Support is provided with respect for the individual's dignity and privacy.

7. Preventative Measure

ICE conducts regular awareness programmes, training sessions, and educational initiatives to promote awareness and understanding among faculty, staff, and students, with a focus on both safeguarding and harassment prevention.

8. Confidentiality

All safeguarding and harassment concerns and investigations are treated confidentially and with sensitivity, while also respecting the need to share information where there is a duty to protect an individual from harm.

9. Penalties and Disciplinary Actions

Individuals found responsible for harm, harassment, discrimination, or exploitation are subject to disciplinary actions as per ICE's policies, which may include warnings, suspension, or expulsion.

10. Review and Update

This Safeguard and Harassment Policy is reviewed and updated periodically to ensure its effectiveness and compliance with relevant laws and regulations.

Contact Information

For inquiries or concerns related to safeguarding and harassment, please contact the QAAS Department at qualityassurance@ice.edu.pk

By adhering to this combined Safeguard and Harassment Policy, ICE aims to create a safe, respectful, and protective environment where all individuals are valued and protected from harm, harassment, discrimination, or exploitation. Your cooperation in upholding these principles and guidelines is greatly appreciated.

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