



## REPORT

# 01-DAY PROFESSIONAL DEVELOPMENT PROGRAMME ON WORKPLACE ETHICS FOR KHYBER PAKHTUNKHWA JUDICIAL ACADEMY AND PESHAWAR HIGH COURT STAFF

MARCH, 15 2025



Prepared By:  
**Hina Khan**  
Director Instructions-I

Finalized By:  
**Zia ur Rehman**  
Dean Faculty

KHYBER PAKHTUNKHWA JUDICIAL ACADEMY, OLD SESSIONS COURT  
BUILDING, JAIL ROAD, PESHAWAR, KHYBER PAKHTUNKHWA, PAKISTAN

## CONTENTS

|                                      |    |
|--------------------------------------|----|
| EXECUTIVE SUMMARY.....               | 1  |
| INTRODUCTION.....                    | 2  |
| BACKGROUND.....                      | 2  |
| LEARNING OBJECTIVES & OUTCOMES.....  | 3  |
| EXPECTED OUTCOMES:.....              | 3  |
| METHODOLOGY.....                     | 4  |
| CONCLUSION.....                      | 4  |
| PROCEEDINGS.....                     | 5  |
| • 15TH MARCH 2025.....               | 5  |
| EPILOGUE.....                        | 7  |
| ANNEXURES.....                       | 8  |
| • ANNEX-A: LIST OF PARTICIPANTS..... | 9  |
| • ANNEX-B: SCHEDULE.....             | 11 |
| • ANNEX-C: TRAINING IN PICTURES..... | 12 |
| • GROUP PHOTO.....                   | 18 |

## EXECUTIVE SUMMARY

The Khyber Pakhtunkhwa Judicial Academy (KPJA) successfully conducted a one-day Professional Development Programme on “Workplace Ethics” on March 15, 2025. This training was specifically designed to enhance the professional conduct and ethical standards of staff members from the Peshawar High Court (PHC) and KPJA. Recognizing the critical role that workplace ethics plays in maintaining institutional integrity and public trust, the program aimed to equip participants with the necessary tools to uphold professionalism, discipline, and inclusivity in their daily interactions.

The training covered key aspects of workplace ethics, including punctuality, adherence to professional dress codes, respectful communication, gender sensitivity, and office etiquette. Expert-led sessions explored these topics from various perspectives, including religious teachings, legal frameworks, and behavioral principles. Participants engaged in interactive discussions and practical insights, reinforcing their understanding of ethical conduct and its broader implications for the judicial system.

The program concluded with a certificate distribution ceremony, where Mr. Jehanzeb Shinwari, Director General of KPJA, commended the participants for their active engagement and emphasized the importance of continuous learning in fostering a fair and reputable judiciary. This initiative aligns with KPJA’s commitment to strengthening the capacity of justice sector professionals, ensuring that they uphold the highest standards of professionalism and contribute positively to the institution’s goals.

This report provides a detailed account of the training, including its objectives, methodology, daily proceedings, and outcomes. The report also includes annexures that contains the list of participants, training schedule, and event photographs.

## INTRODUCTION

Maintaining a professional, ethical, and positive workplace environment is essential for the success and credibility of any Justice Sector and Educational organization, like the **Peshawar High Court** and the **Khyber Pakhtunkhwa Judicial Academy**. In the legal and justice sector, professionalism and ethical conduct are non-negotiable. The behavior, communication, and attitudes of employees directly impact the organization's image, and these elements influence how stakeholders, visitors, and the public perceive the institution. Thus, it is critical to equip staff with the necessary tools to ensure ethical behavior and professionalism in all workplace settings. Training on workplace ethics for employees is vital to ensuring that the standards of conduct in both formal and informal settings are upheld. This initiative aims to familiarize staff members with the organization's code of conduct, the importance of discipline, proper office etiquette, and the significance of maintaining a respectful work environment. The ultimate goal is not only to improve individual performance but also to contribute to the overall effectiveness and positive reputation of the institution. This will help staff understand the broader implications of their actions, particularly within the legal and justice sectors, where professionalism directly influences public trust and the judicial process.

## BACKGROUND

The **Peshawar High Court**, as the highest court in Khyber Pakhtunkhwa, plays a critical role in setting the standards of justice within the province. Similarly, the **Khyber Pakhtunkhwa Judicial Academy** is a crucial institution for the training and professional development of all stakeholders within the justice sector. The PHC, alongside the Academy, ensures that the judiciary operates with integrity, professionalism, and adherence to the rule of law. The High Court's oversight and guidance complement the Academy's training efforts by ensuring that the judicial processes remain aligned with constitutional principles and ethical standards. Together, the KPJA and the PHC work synergistically to strengthen the judicial framework, enhance accountability, and maintain public trust in the legal system. Recognizing the pivotal role that employees play in shaping the institution's work culture, the Peshawar High Court and KPJA are committed to fostering a professional and ethical environment. It is essential for employees to embody the highest standards of professionalism, ethics, and conduct to ensure that the Academy continues to provide quality service and maintain a strong reputation in the judiciary.

To uphold these values, the Academy is implementing a targeted training program aimed at improving workplace ethics amongst the staff of these two institutions. The training will emphasize professionalism, ethical conduct, and discipline, helping participants enhance their performance and contribute to the integrity of the judicial system. Through these training initiatives, the Academy aspires to provide staff with the skills and knowledge necessary to represent the judiciary and the Academy effectively and respectfully in their daily interactions.

## LEARNING OBJECTIVES & OUTCOMES

The training programme was aimed towards the following objectives & outcomes:

### 1. **Recognize the Importance of Professional Workplace Behavior**

To make participants understand the role of professional conduct in promoting a fair and ethical judicial system, emphasizing the link between personal behavior and the institution's reputation.

### 2. **Develop and Strengthen Workplace Ethics**

To make participants learn and practice essential workplace ethics, including:

- **Punctuality** and time management
- **Adherence to dress codes** and grooming standards
- **Respectful communication and observance of instructions**
- **Gender sensitivity** and inclusivity
- **Maintaining a positive attitude** and professionalism at all times

### 3. **Master Office Etiquette and Interpersonal Skills**

To emphasize how employees should engage with colleagues, stakeholders, and visitors. Respectful and professional interactions are crucial to enhancing the institution's public image and fostering a supportive and respectful work environment.

## EXPECTED OUTCOMES:

- Making participants leave the training with a solid understanding of workplace ethics and the ability to apply the knowledge in their daily work.
- Fostering enhanced professionalism in their interactions with others, reflecting the core values of the institution.
- Ensuring that Staff imbibes a fundamental understanding of ethical conduct, particularly related to judicial processes.

## METHODOLOGY

The training was delivered by experienced facilitators with expertise in workplace ethics, especially within the context of legal, judicial and educational environments. The approach was interactive, allowing participants to engage with the content and apply it to real-world situations.

## CONCLUSION

The training on workplace ethics was designed to ensure that employees of the **Peshawar High Court** and the **Khyber Pakhtunkhwa Judicial Academy** uphold the highest standards of professionalism and ethical conduct. By promoting a culture of respect, discipline, and integrity, this training has empowered staff to contribute positively to the Academy's goals, as well as to the broader mission of the judiciary in Khyber Pakhtunkhwa. Ultimately, this program will enhance the reputation of the institution, improve employee performance, and support the delivery of justice in a fair, transparent, and efficient manner.

## PROCEEDINGS

The activity of the 01-day professional development course is briefly encapsulated below:

### SATURDAY, 15TH MARCH 2025

#### INAUGURAL CEREMONY

- **Chair:** Mr. Jehanzeb Shinwari, Director General, KPJA
- **Welcome Address:** Mr. Jehanzeb Shinwari, welcomed all participants and emphasized the significance of maintaining ethical conduct within the judicial and educational institutions. He highlighted the role of the training in shaping a positive organizational culture.
- **Group Photo:** The session concluded with a group photo to commemorate the inauguration of the program.

#### ACADEMIC SESSIONS

##### 1. Introductory Session

- **Speaker :** Dean Faculty, KPJA
- **Focus:** An overview of the training objectives and outlines of the day's agenda.

##### 2. Workplace Ethics: Religious Perspective

- **Speaker :** Mr. Lal Shaad, Director IT, KPJA
- **Focus:** The ethical principles derived from religious teachings and their application in professional settings.

##### 3. Health Break : 10:10–10:15

##### 4. Conduct & Discipline

- **Speaker :** Mr. Shahab Faheem, Civil Judge, Bajaur
- **Focus:** The importance of discipline, punctuality, and adherence to rules in maintaining a professional work environment.

##### 5. Etiquettes & Mannerisms

- **Speaker :** Mr. Zia ul Hassan, Senior Civil Judge, Khyber
- **Focus:** The role of proper etiquettes and mannerisms in cultivating professionalism and enhancing interpersonal relationships.

#### **6. Gender Sensitivity & Protection Against Harassment at Workplace**

- **Speaker :** Ms. Rakhshanda Naz, KP Ombudsperson
- **Focus:** The importance of creating a safe and inclusive work environment, emphasizing gender sensitivity and mechanisms to prevent workplace harassment.

#### **CONCLUDING CEREMONY**

- **Chair :** Mr. Jehanzeb Shinwari, Director General, KPJA
- **Certificate Distribution:** Certificates were awarded to all participants, acknowledging their successful completion of the training.

## EPILOGUE

The Professional Development Programme on Workplace Ethics successfully enhanced participants' understanding of ethical conduct, professionalism, and inclusivity in the workplace. Through expert-led sessions, interactive discussions, and practical insights, the training equipped participants with the tools necessary to uphold the highest standards of behavior and contribute positively to their institutions.

Key takeaways from the program included the importance of punctuality, adherence to dress codes, respectful communication, gender sensitivity, and office etiquette. The session on protection against workplace harassment was particularly impactful, highlighting the need for a safe and inclusive work environment. Participant feedback underscored the value of the training, with many recommending similar initiatives to reinforce ethical practices.

This initiative aligns with KPJA's broader mission of upholding professionalism and accountability within the justice sector. By investing in the continuous development of its own staff, and the staff of Peshawar High Court, KPJA reinforces its commitment to maintaining public trust and delivering justice in a fair, transparent, and efficient manner. The insights gained from this program will inform future training initiatives, ensuring sustained improvements in workplace ethics and institutional excellence.

## ANNEXURES

- **ANNEX-A: LIST OF PARTICIPANTS**
- **ANNEX-B: SCHEDULE OF TRAINING**
- **ANNEX-C: TRAINING IN PICTURES**

**ANNEX-A: LIST OF PARTICIPANTS**

| <b>S.NO</b> | <b>NAME</b>               | <b>DESIGNATION</b> | <b>STATION</b> |
|-------------|---------------------------|--------------------|----------------|
| 1.          | Mr. Liaqat Ali            | Junior Clerk       | PHC            |
| 2.          | Mr. Ghufranullah          | Junior Clerk       | PHC            |
| 3.          | Mr. Imdad Ali             | Junior Clerk       | PHC            |
| 4.          | Mr. Iftikhar Ahmad        | Junior Clerk       | PHC            |
| 5.          | Mr. Raza Zaman            | Junior Clerk       | PHC            |
| 6.          | Mr. Rushdi Khan           | Junior Clerk       | PHC            |
| 7.          | Mr. Bilal Ahmad           | Junior Clerk       | PHC            |
| 8.          | Mr. Hamza Amin            | Junior Clerk       | PHC            |
| 9.          | Mr. Feroz Ali             | Junior Clerk       | PHC            |
| 10.         | Mr. Raza Hussain          | Junior Clerk       | PHC            |
| 11.         | Mr. Wasifullah Khan       | Junior Clerk       | PHC            |
| 12.         | Mr. Fawad Ullah           | Junior Clerk       | PHC            |
| 13.         | Mr. Junaid Khan           | Junior Clerk       | PHC            |
| 14.         | Mr. Muhammad Jawad Khan   | Junior Clerk       | PHC            |
| 15.         | Mr. Nazar Muhammad        | Junior Clerk       | PHC            |
| 16.         | Mr. Muhammad Ishtiaq Khan | Record Keeper      | KPJA           |
| 17.         | Mr. Basali Khan           | Driver             | KPJA           |
| 18.         | Mr. Zafar Ali             | Driver             | KPJA           |

---

|     |                      |            |      |
|-----|----------------------|------------|------|
| 19. | Mr. Gulbaz Khan      | Cook       | KPJA |
| 20. | Mr. Hazrat Hussain   | Mali       | KPJA |
| 21. | Mr. Tahir Iqbal      | Naib Qasid | KPJA |
| 22. | Mr. Kharay           | Naib Qasid | KPJA |
| 23. | Mr. Attaullah        | Naib Qasid | KPJA |
| 24. | Mr. Muhammad Ibrahim | Naib Qasid | KPJA |
| 25. | Mr. Muhammad Ishfaq  | Naib Qasid | KPJA |
| 26. | Mr. Abdul Ali        | Naib Qasid | KPJA |
| 27. | Mr. Shehzad Akbar    | Waiter     | KPJA |
| 28. | Mr. Tariq Mehmood    | Waiter     | KPJA |
| 29. | Mr. Muhammad Ismail  | Waiter     | KPJA |
| 30. | Mr. Muhammad Naeem   | Dishwasher | KPJA |

---

**ANNEX-B: SCHEDULE**

| <b>Saturday 15-03-2025</b>                      |  |                                     |                 |
|---|--|-------------------------------------|-----------------|
| <b>INAUGURAL SESSION (08:30 – 09:00)</b>        |  |                                     |                 |
| <b>Recitation from the Holy Quran</b>           |  |                                     | 08:30-08:35     |
| <b>National Anthem</b>                          |  |                                     | 08:35-08:40     |
| <b>Welcome Address by the Director General</b>  |  |                                     | 08:40-08:50     |
| <b>Group Photo Session</b>                      |  |                                     | 08:50-09:00     |
| <b>ACADEMIC SESSION</b>                         |  |                                     |                 |
|   | <b>Activities</b>  | <b>Resource Person</b>              | <b>Duration</b> |
| 1.1   | <b>Introductory Session</b>  | Dean Faculty                        | 09:00-09:10     |
| 1.2   | <b>Workplace Ethics; Religious Perspective</b>                             | Mr. Lal Shaad, Director<br>IT, KPJA | 09:10-10:10     |
| <b>Health Break (10:10-10:15)</b>               |  |                                     |                 |
| 1.3   | <b>Conduct &amp; Discipline</b>  | Mr. Shahab Faheem, CJ<br>Bajaur     | 10:15-11:15     |
| 1.4   | <b>Etiquettes &amp; Mannerisms</b>   | Mr. Zia ul Hassan, SCJ,<br>Khyber   | 11:15-12:15     |
| 1.5   | <b>Gender Sensitivity &amp; Protection against Harassment at Workplace</b> | Rakhshanda Naz, KP<br>Ombudsperson  | 12:15-01:15     |
| <b>CERTIFICATE DISTRIBUTION (01:15 - 01:35)</b> |  |                                     |                 |
| <b>Departure</b>                                |  |                                     |                 |

**ANNEX-C: TRAINING IN PICTURES**

**Inaugural Ceremony**



**Orientation Session**



Resource Persons during discourses

Concluding Ceremony & Certificate Distirbuiton













# KHYBER PAKHTUNKHWA JUDICIAL ACADEMY

01-Day Professional Development Programme on “Workplace Ethics”  
for KPJA & PHC Staff (March 15, 2025)



Sitting L to R

Mr. Muhammad Jawad Khan, Mr. Wasifullah Khan, Mr. Bilal Ahmad, Mr. Nazar Muhammad, Mr. Lal Shad(Dir. IT), Dr. Qazi Attaullah (SDR&P), Mr. Dost Muhammad Khan (SDA), Mr. Jehanzeb Shinwari - (Director General), Mr. Zia ur Rehman (Dean Faculty), Ms. Hina Khan (Dir. Ins-I), Ms. Faryal Zia Mufti (Dir. Ins-ID), Mr. Wajid Ali(Dir. Ins-III), Mr. Sajid Amin(AO), Mr. Ifthikar Ahmad, Mr. Ghurraullah,

Standing L to R-1

Mr. Tahir Iqbal, Mr. Fawad Ullah, Mr. Hamza Amin, Mr. Tariq Mehmood, Mr. Raza Zaman, Mr. Raza Hussain, Mr. Basali Khan, Mr. Muhammad Ismail, Mr. Junaid Khan, Mr. Kharay, Mr. Attaullah, Mr. Muhammad Ibrahim, Mr. Muhammad Ishfaq, Mr. Muhammad Naeem, Mr. Shehzad Akbar, Mr. Muhammad Ishtiaq Khan, Mr. Hazrat Hussain, Mr. Abdul Ali,

Standing L to R-2

Mr. Gulbaz Khan, Mr. Imdad Ali, Mr. Rushdi Khan, Mr. Zafar Ali, Mr. Feroz Ali, Mr. Liaqat Ali,