

 <p>Policy and Procedures</p>	<p>POLICY ID: DQ-AH&ND-21-6-2</p> <p>Approval date: 23/05/2021</p> <p>Review date: 20/06/2024</p> <p>Effective date: 20/07/2021</p>
<p>Anti-Harassment & Non-Discrimination policy</p>	

1. INTRODUCTION

The University is committed to creating and maintaining an environment free of discrimination. In support of this commitment, the University prohibits discrimination, including harassment and retaliation, based on a protected classification, including age, gender, disability, race, and religion.

2. DEFINITIONS

- 2.1. Harassment: refers to any behavior or attempts to offend, harm, or offend a person. This includes verbal, physical, written, or graphic material, including information technology applications and online services such as social media platforms. According to Saudi Law, “harassment shall mean any utterance, act, or gesture of a sexual nature made by a person that impinges on another person’s body, honor, or modesty by any means, including modern technologies.”
- 2.2. Discrimination: occurs when an individual, or group of individuals, is treated adversely because they belong to a classification of individuals that is protected from discrimination by a federal or state statute or University policy as set forth above. The failure to provide reasonable accommodations required by law or University policy based on disability or religious practice may constitute discrimination.

3. PURPOSE

This policy is intended to ensure that of all University’s internal and external stakeholders learn and work in an environment that is free from discrimination and harassment. They must avoid, prevent and stop harassment in all forms. This policy applies to all activities, including teaching and learning, research, training, and commercial or other activities.

4. POLICY

- 4.1. To prohibit discrimination, harassment, and victimization based on protected characteristics, which may include age, disability, gender, race and religion.
- 4.2. Ensuring fair and transparent processes that encourage applications from underrepresented groups
- 4.3. Supporting flexible working arrangements, reasonable adjustments for disabilities, and career development opportunities for all staff.
- 4.4. Providing training for staff and students to raise awareness and foster any form of harassment and discrimination.
- 4.5. Offering counseling, mentoring, and support networks for marginalized groups.
- 4.6. Establishing clear procedures for reporting discrimination, harassment, or bullying, and ensuring confidentiality and protection for complainants.
- 4.7. Prohibited discrimination: examples of discrimination in violation of this policy include treating an employee, student, or other member of the University community differently in the terms and conditions of his or her employment or education or making decisions about a person's employment, compensation, or education based upon a person's race, color, ethnicity, religion, gender, national origin, age, and physical or mental disability.
- 4.8. Prohibited Harassment: harassment based on a protected category, as outlined above, is a form of discrimination. Harassment is unwelcome conduct that is based on any of the above described protected categories. Such harassment is prohibited where: 1) enduring the offensive conduct becomes a term or condition of one's academic, working, or living environment, or 2) the conduct is severe or pervasive enough to create an academic, working, or living environment that a reasonable person would consider intimidating, hostile, or abusive.

5. PROCEDURES

- 5.1. Complaints can be submitted to the administrative office in charge, although the University undertakes an effort to look into every complaint, even those that are anonymous, their nature makes inquiry, decision, and resolution more challenging and, at times, impossible. Furthermore, despite the university's best efforts, it might not always be able to keep complainant's identities private.
- 5.2. Upon receiving a complaint of discrimination, harassment or retaliation, the office will promptly investigate the complaint in a fair and expeditious manner. Every complaint is based on its own facts and circumstances, which can impact the course of the investigation.



- 5.3. The specific fact-finding and notifications steps may vary depending on the facts and circumstances of the complaint. Generally speaking, the responsible office will:
- 5.3.1. Simultaneously inform the complainant and the respondent in writing of the initiation of the investigation.
 - 5.3.2. Collect and review relevant documentation.
 - 5.3.3. As needed, interview the complainant, respondent, and witnesses to the reported event or events.
 - 5.3.4. Prepare a summary of the investigation.
 - 5.3.5. Simultaneously inform the complainant and respondent in writing of aspects of the investigation, including, for example, any interim measures, extensions of time, and outcomes.
 - 5.3.6. Provide written notification to the appropriate University officials of its finding, if necessary.
 - 5.3.7. In matters involving student respondents, the parties will be given a written notification as to whether the matter will move forward to a Student Conduct Process.

6. RESPONSIBILITIES

The application of this policy is the responsibility of:

- All University employees in all aspects of their employment relationship with the University;
- All University students in all aspects of their participation in the University's educational programs and activities;
- All University applicants, whether for employment or for admission to educational or University-sponsored programs, activities, or facilities;
- All persons or groups participating in or accessing University-sponsored programs, activities, or facilities; and
- All vendors or contractors in all aspects of their relationship with the University.

7. REVIEW

- 7.1. Regular review of policies and procedures every 3 years to ensure they are effective and up-to-date.
- 7.2. Commitment to continuous improvement based on feedback and evaluation results.



8. DISTRIBUTION

- 8.1. All Deanships and Administrative departments and units.
- 8.2. Available in the University website

Approved By:

Date Signed: 20/06/2024

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