



# Anti-Discrimination, Bullying & Harassment Policy

## Purpose

We at Iqra University are committed to ensure that each member of the University's community shall be permitted to work and/or study in an environment free from any kind of discrimination, bullying and harassment on the grounds of race, color, sex, pregnancy, religion, age, disability, national origin, marital status, sexual orientation, gender identity or expression and veteran status. We have a zero tolerance policy towards discrimination, bullying and harassment - the university expects that its employees and students behave and conduct their affairs in high standards of professionalism, Code of Conduct and relevant legislation.

## Scope

The policy applies to overall Iqra University's faculty, staff, students, volunteers, trainees and all workers whether remunerated or not. The policy is further extended to third party contractors, suppliers and intermediaries, nonetheless all associated parties; performing work, duties or functions for the University, as well as related activities such as work-related functions, travel, conferences and so on.

## Definitions

It is probable for a person to be bullied, harassed and discriminated against at the same time, however clear definitions aid in understanding the gravity of the situation presented to the designated person and/or authority. Following definitions are applicable in the context of this policy:

**Harassment** can be understood as; when a person (A) engages in unwelcome behavior relating to a relevant protected trait, and the behavior that has the aim or effect of:

breaching the dignity of another person (B) or producing an intimidating, hostile, demeaning, or insulting situation for B'. It should be noted here that 'unwanted' doesn't have to express protest, moreover a significant one-time incidence can also be constituted as harassment.

**Discrimination** is defined as to be treated or proposed to treat an individual unfavorably because of one of the characteristics (listed below), or to set unreasonable terms or conditions bearing which individuals with that characteristic are unable to comply.

**Bullying** is a repeated and unreasonable behavior, whether intentional or unintentional, directed towards an individual or a group that creates a risk to health and safety.

The forms of above mentioned conduct involve offensive & intimidating acts or behavior directed at an individual on the basis of following physical, societal and intellectual characteristics, which include following, the list is not exhaustive however covers major attributes:

- race, nationality or ethnic origin
- ethnicity
- religion & beliefs,
- gender & sexual orientation,
- disabilities,
- age,
- family status,
- marriage
- pregnancy & maternity
- socio-economic status,
- refugee and asylum seekers
- association with, or relation to, a person identified on the basis of any of the above attributes
- and other characteristics that may arise in future

It can also include the inappropriate use, or threat of use, of physical and mental power, authority or through social media.

## **Introduction**

The University recognises that bullying and harassment may have a substantial adverse effect on the optimism, motivation, performance, and health of individuals who are subjected to it, and that in extreme cases, employees and students may withdraw from their studies and jobs respectively. The University believes that such an event should never occur and is committed to make every attempt to avoid such an event to happen with any of the students and staff members.

However in such an event, the University is liable to assess all accusations of bullying and harassment meticulously.

With this policy we aim to foster a culture where bullying and harassment are seen as unacceptable and strictly prohibited under any circumstances. When complaints of such conduct arise, the concerned authority attempts to guarantee that they are handled thoroughly and promptly, without fear of being victimized.

## **Policy Statement**

- The University has a zero tolerance policy for discrimination, bullying, harassment, and vilification and exhibits a legal and moral obligation to safeguard the faculty, students, staff and all associated parties mentioned in the Policy's from such behaviors or practices.
- In accordance with our Equity, Diversity, and Inclusion Policy - the University will strive to eliminate discrimination, harassment, bullying, and vilification in all aspects of its processes, as well as to foster a culture in which the University community as whole can work and learn with mutual respect.
- Bullying, discrimination, harassment, or vilification will not be tolerated under any circumstances, and the University will utilize all reasonable efforts to eliminate such a behavior or action by faculty, staff, students and visitors, and other members of the University community in accordance with the institution's code of conduct.
- The University will adopt educational measures to avoid bullying, discrimination, harassment, and vilification, ensuring that all associated personnel and students should understand their rights and duties, and report the inappropriate behavior promptly.
- The University will monitor and review allegations of bullying, discrimination, harassment, and vilification vigilantly, in order to detect patterns of repeated instances and take preventative measures.
- Mandate for all personnel and students to take part in any training given to help create a safe and inclusive workplace and learning environment.
- The University imposes an obligation to all personnels and students to take appropriate care of their own health and safety, and to additionally ensure that their actions or omissions do not jeopardize the health and safety of others.
- IU aims to make workplace bullying illegal and protects personnels and students who think they are being harassed when workplace procedures have failed to adequately address the behavior.

## **Complaint Lodging Procedure for Non-Compliance**

In case of violation of the policy within the university premises, the University is liable to take strict action against such individuals. In order to register complaints and/or any related issue pertaining to the case(s) of discrimination, bullying and harassment, the university has a

dedicated complaints management system defined within the **Policy for Lodging Complaint**. Complaints must be lodged formally, in writing, by the individual making the complaint. The complaint should include the complainant’s full name, their role or position within Iqra University and contact details. The complaints can be submitted by any of the following secure and dedicated complaint methods as illustrated in **Policy for Lodging Complaints** that directly reach out to a member of the Disciplinary Committee responsible for the ethical compliance of the University.

**Via email at:**

[complain.employee@iqra.edu.pk](mailto:complain.employee@iqra.edu.pk) - (For Employees of Iqra University)

[complain.students@iqra.edu.pk](mailto:complain.students@iqra.edu.pk) - (For Students of Iqra University)

**Or via call at dedicated Helpline:** 02138734088

## Record Keeping

Reports on all complaints and investigations will be maintained through the dedicated, secure mechanism of the Office of the Registrar for a duration of three years. All concerns expressed and responses to complaints will be documented.

## Policy Review

This policy will be reviewed periodically to ensure its effectiveness and to make necessary updates as required.

## Approval and Amendment

This policy is approved by Iqra University’s governing body. Amendments to this policy can only be made with the approval of the governing body.

## Document Control

This document is controlled by Iqra University’s governing body. The latest version of the document will always be available from Iqra University’s official website or upon request.

<b>Version</b>	1.1
<b>Policy Approved Date</b>	July 2022
<b>Policy Review Date</b>	July 2025
<b>Associated Policies</b>	<a href="#">Equity, Diversity &amp; Inclusion Policy</a> , <a href="#">Policy for Lodging Complaint</a> , <a href="#">Gender Harassment Policy</a>

