



# Anti-Discrimination and Anti-Harassment Policy

To foster an environment of respect for equal rights and human dignity



# Definitions : Dicrimination

- ▶ Unreasonably treating an individual or group of individuals differently based on their differences in:
  - ▶ Nationality
  - ▶ Race
  - ▶ Gender
  - ▶ Age
  - ▶ Religion
  - ▶ Political or ideological belief
  - ▶ Education or cultural background
  - ▶ Wealth
  - ▶ Social status



# Definitions : Harassment

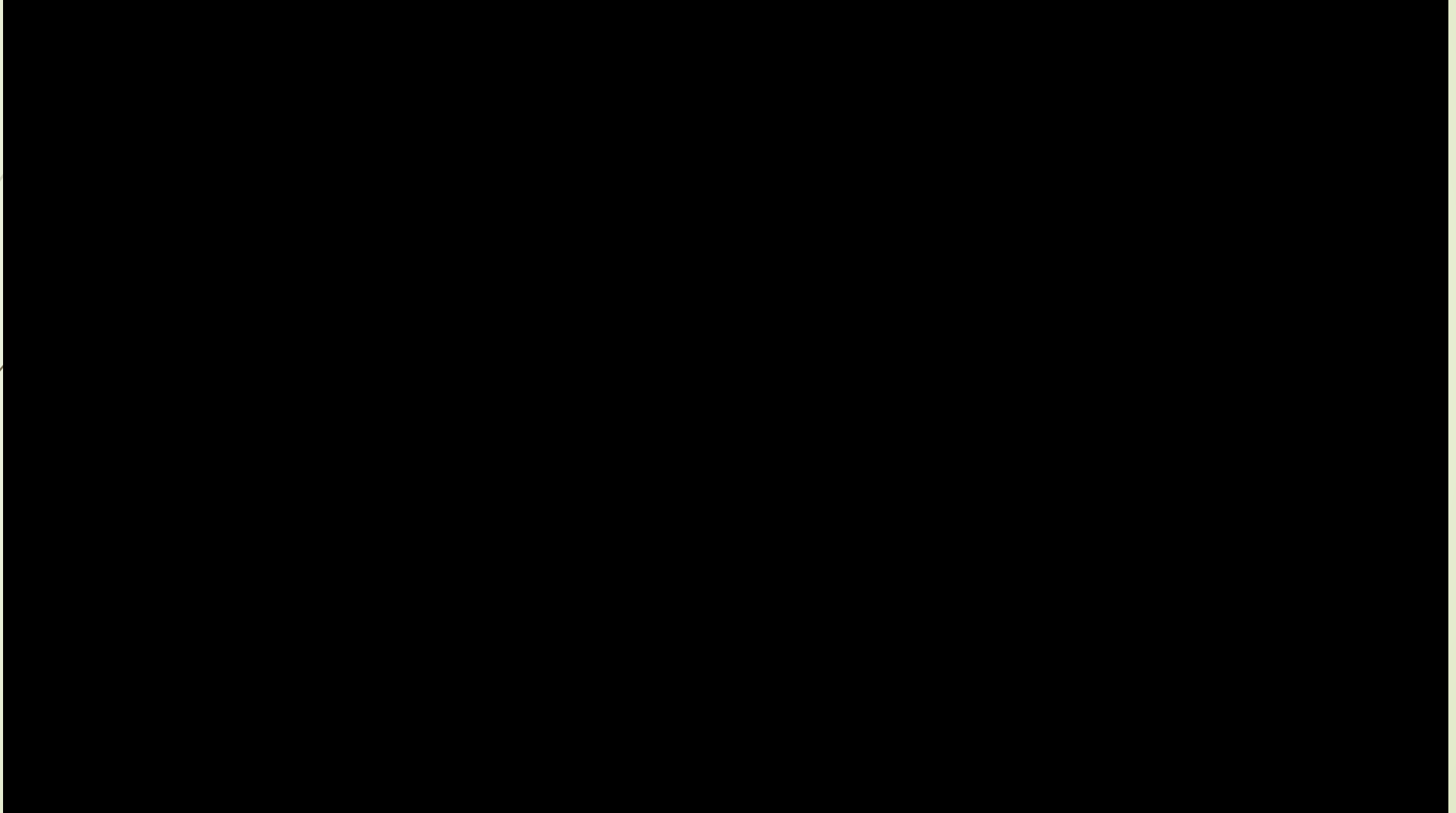
- ▶ Verbal or physical discriminatory conduct affecting the victim in participating in the university's activities
- ▶ Includes sexual harassment, bullying, stalking and other wrongdoings of the same nature
- ▶ **Sexual harassment:** unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature
- ▶ **Bullying:** intentional, repetitive physical or verbal harassment including insult, attack, humiliate, embarrass someone in public or spreading rumors

# Winner of Gender equality video competition



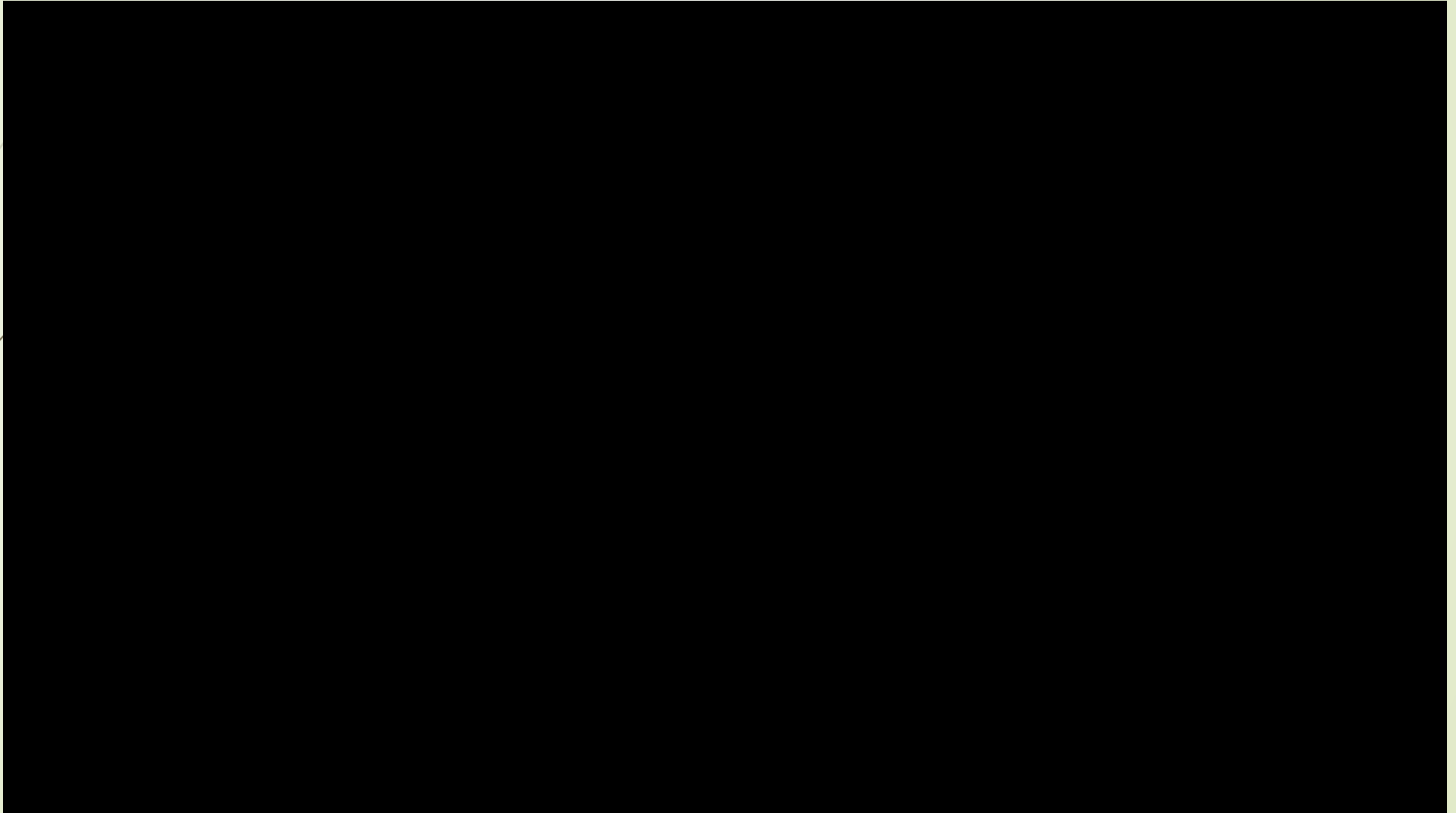



1<sup>st</sup> runner-up of Gender equality video competition





2<sup>nd</sup> runner-up of Gender equality video competition





# What happens if you experienced or witnessed an incident?

- Fill in the Discrimination or Harassment Reporting Form
- Attach evidence or written testimonies
- Deliver in sealed envelop to CSO (ground floor next to canteen) within 90 days of the event
- Complaint be delivered and be read only by the Rector or Vice-Rector responsible within 4 working days
- An officer will be appointed to investigate within 5 working days whether a reconciliation panel, or an investigation team will be set up, or if legal advice is to be consulted.
- Complainant will receive a written notice of the preliminary decision from the Rector/Vice-Rector within 15 working days





# Privacy and Confidentiality

- ▶ All records of the complaint, investigation and decision shall be kept confidential.
- ▶ The accused will be notified in writing of the complaint.
- ▶ Information may have to be disclosed for investigation, especially when it has to be passed on to the police.



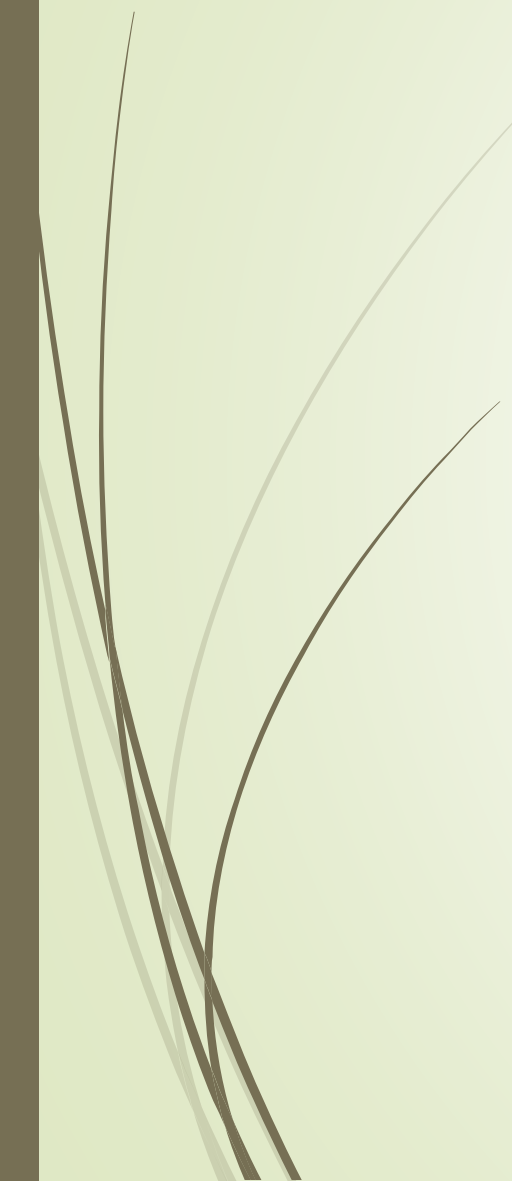


# Investigation

- ▶ Investigation committee set up by the University shall have equal representation of male and female.
- ▶ The committee shall interview witnesses and review evidence provided by both parties.
- ▶ Both parties may apply in writing to have an accompanying person in the interview.
- ▶ During the investigation, both parties may request for reconciliation. This is subject to decision of the committee based on nature of the complaint filed, facts found and evidence collected.
- ▶ A Committee shall deliver a report within 60 working days detailing (1) the complaint, (2) the investigative process, (3) the evidence, (4) the findings of the investigation, (5) the corrective action(s).



# Appeal

- ▶ Within 30 working days after receiving the decision in writing with relevant documents and/or further evidence.
  - ▶ The university's Executive Council shall review the case and deliver a decision within 60 working days.
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# Anti-Discrimination and Anti-Harassment Policy and Form

- ▶ [ECL-508-0118-05 Anti-Discrimination and Anti-Harassment Policy and Reporting Form.pdf](#)