



Anti-Discrimination and Anti-Harassment Policy

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



Definitions : Dicrimination

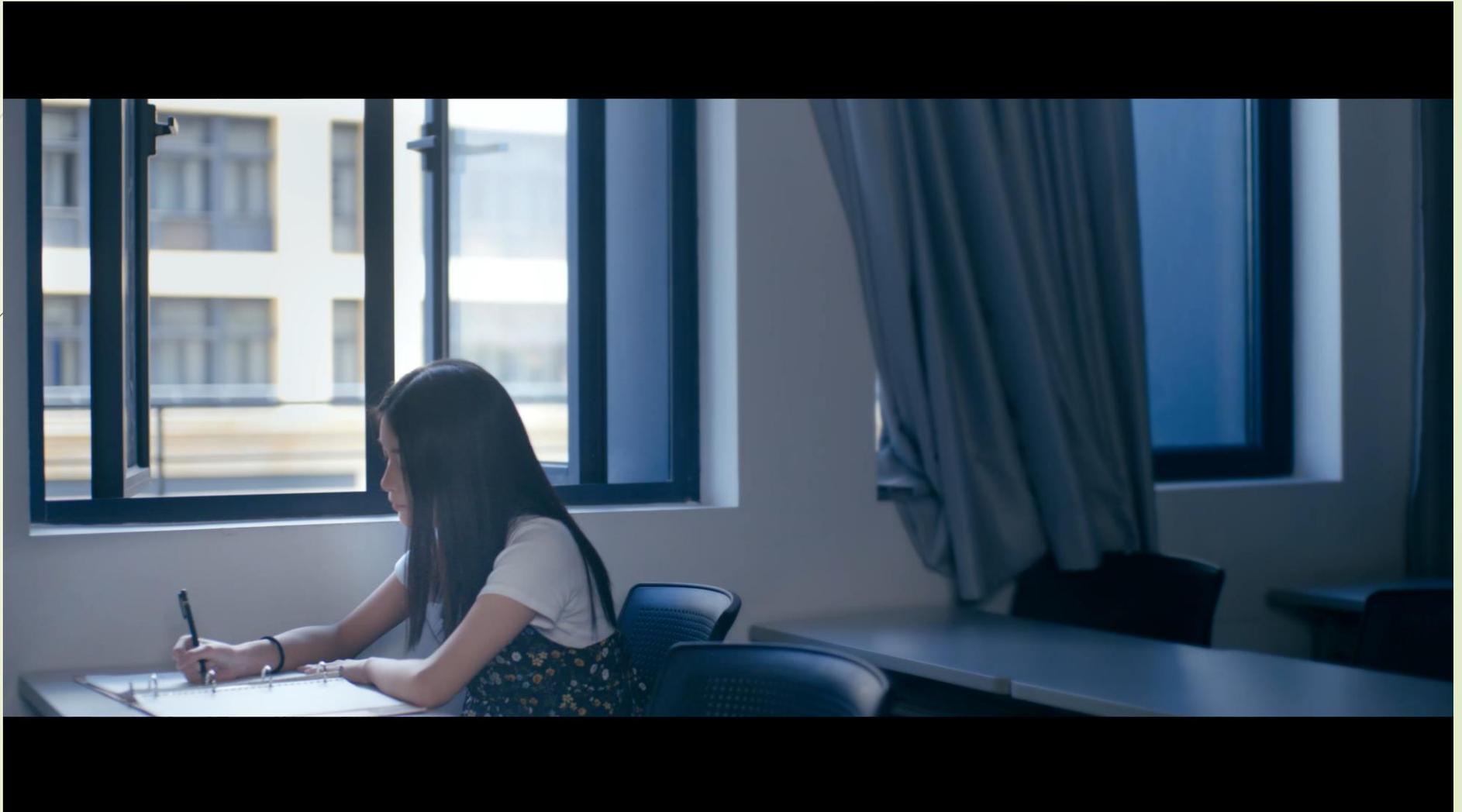
- ▶ Unreasonably treating an individual or group of individuals differently based on their differences in:
 - ▶ Nationality
 - ▶ Race
 - ▶ Gender
 - ▶ Age
 - ▶ Religion
 - ▶ Political or ideological belief
 - ▶ Education or cultural background
 - ▶ Wealth
 - ▶ Social status



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



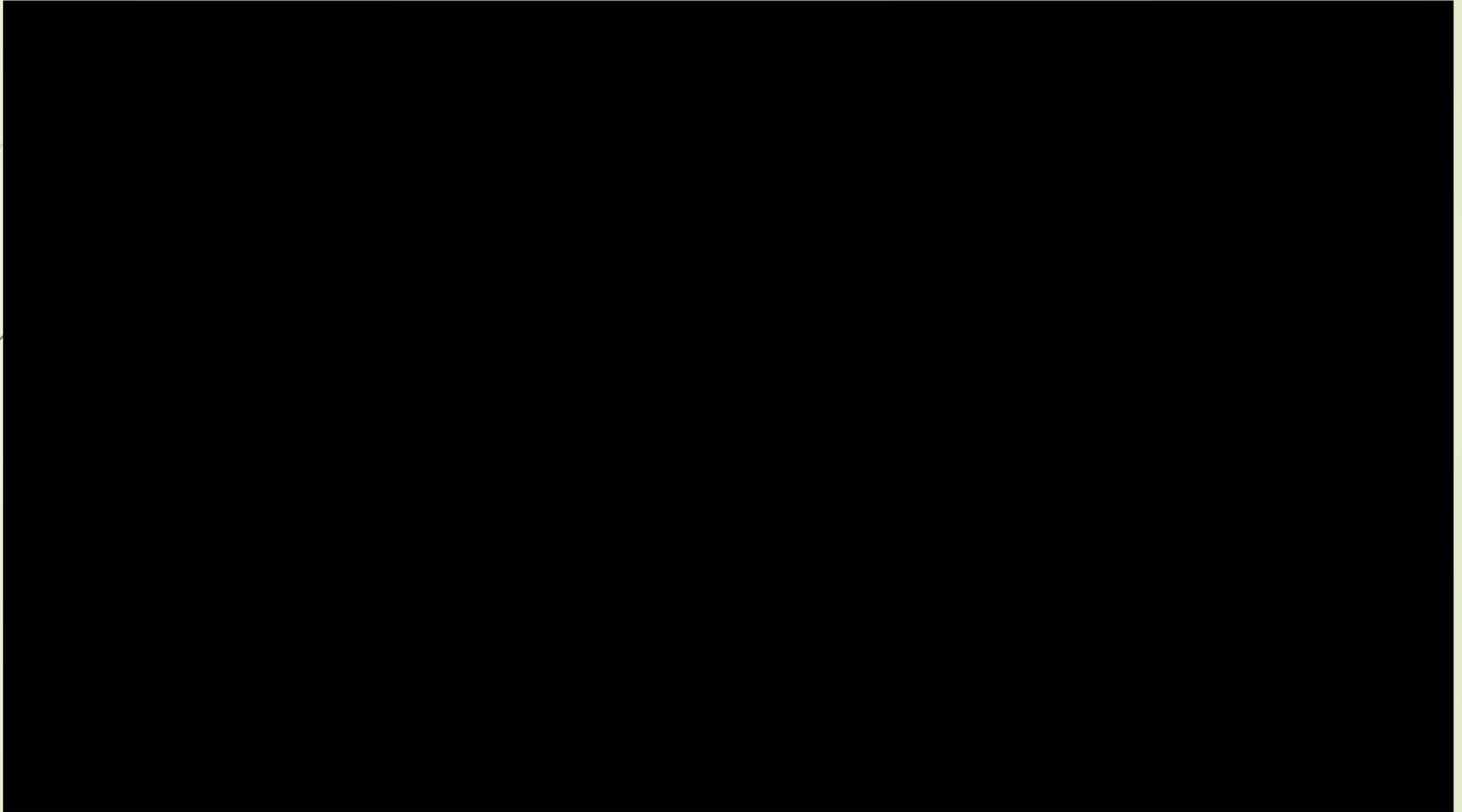


1st runner-up of Gender equality video competition





2nd 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](#)