 <b>msu</b> <small>management &amp; science university</small>	<b>MANAGEMENT &amp; SCIENCE UNIVERSITY (MSU)</b>	
CREATED ON: 2020	REVIEW ON: 2023	
<b>ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY</b>		

## **1. PURPOSE & SCOPE**

- 1.1. This document outlines the Management and Science University's (MSU) approaches to provide a wide-ranging and safe environment among all the stakeholders in the university.
- 1.2. The strategy shapes the assurance on preventing any form of discrimination and harassment in any kind of medium to develop a harmonize culture with due respect and positive culture.
- 1.3. This policy applicable to MSU staff, the students, and its associates.

## **2. POLICY STATEMENT**

### **2.1. Introduction**

- 2.1.1 The Anti-Discrimination and Anti-Harassment Policy significantly targets to foster an environment that values diversity, maturity and mutual respect between all individuals in the university.
- 2.1.2 MSU is committed in ensuring that all employees are permitted to work and all students are permitted to learn in environments that are free from all types of inappropriate and harassing conduct that have the purpose or effect of preventing those goals.

### **2.2. Principle**

- 2.2.1 Prohibiting of any discrimination regardless of their particular race and ethnicity, religion, gender, age, skin color and disability.
- 2.2.2 Forbid on any form of harassment no matter in any medium of physical, verbal and written statement that forms a threatening or offensive environment.
- 2.2.3 All stakeholders should demonstrate a respectful behavior among one another and report on any incidents of mistreating and misconduct promptly and the reports must be treated confidentially to the extent possible.
- 2.2.4 Educating the employees and students on their rights to create an inclusive and respectful environment with a regular training approaches and awareness programs.


### **2.3. Sexual Harassment**

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- 2.3.1 The University realizes that the physical, emotional and psychological wellbeing of its human resources is of primary importance and therefore, in compliance to the 2013 amended Act of the Employment Act 1955 strictly prohibits sexual harassments in all forms within its organization.
- 2.3.2 Sexual harassment is defined to be any unwelcomed, despicable behavior or vulgar conduct of the initiator that is deliberately directed towards a specific recipient of either sex which displays sexual connotation or obscenity of any kind and / or any implication of such sexual nature whether expressed verbally, non-verbally, visually or by way of any implied gesture which is capable of causing any form of psychological or physical affliction or humiliation or an offense or a threat tarnishing or undermining the recipient's reputation, image, dignity, self-esteem and well-being.
- 2.3.3 By way of the policy as follows, the in-house mechanism is set in motion for addressing and managing any issue on sexual harassment in the Company. In this the University resolves that:
- a) No employee is harassed by his/her superior into granting favors of a sexual nature, for the purpose of security any advantage or presenting any detriment in relation to his/her positions in the University.
  - b) No employee shall perpetrate any act of sexual assault or sexual blackmail against any subordinate, peer or superior.
  - c) All employees shall adhere strictly to the rules of decency in relation to sexual conduct.
- 2.3.4 Further, sexual harassment is divided into two categories:
- a) Quid pro quo sexual harassment: Where an employee in superior position of authority and power imposes upon, overwhelms and coerces a subordinate employee for sexual favors in consideration for promotion, increment, better benefits and favorable treatment and recognition or conversely a denial of these favorable terms and conditions of employment if the demands for such

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favors are not reciprocated. This shall apply in a situation between lecturers and students.

- b) Irritating work environment: Where any forms of unappreciated incessant sexual annoyance or sexual harassment is inflicted by one employee on another employee without any nexus to employment benefits or such annoyance can be perpetrated by the Company’s clients, vendors or guests against an employee to extent of creating an uncondusive and irritating working environment.

**2.4. Harassment Types**

- 2.4.1 Verbal harassment: Offensive or suggestive remarks, comments, jokes, jesting, kidding, sounds, questioning.
- 2.4.2 Non-verbal/gesture harassment: Leering or ogling with suggestive overtones, licking lips or holding or eating food provocatively, hand signal or sign language denoting sexual activity, persistent flirting.
- 2.4.3 Visual harassment: Showing pornographic materials, drawing sex-based ketches or writing sex-based letters, sexual exposure.
- 2.4.4 Psychological harassment: Repeated unwanted social invitations, relentless proposals for dates or physical intimacy.
- 2.4.5 Physical harassment: Inappropriate touching, patting, pinching, stroking, brushing up against the body, hugging, kissing, fondling, sexual assault.

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