

Anti-Bullying & Anti-Discrimination Policy
(Subsidiary policy to expand the scope of HEC Sexual Harassment Policy)

Purpose & Scope:

We are committed to ensuring a safe place of work and study and a culture of dignity and respect where people are free from harassment, bullying, discrimination, conflict, and unethical behaviour.

We take our legal and moral obligations in this respect seriously and will not tolerate bullying or harassment at any level of the University.

This subsidiary policy is intended to expand the scope of the HEC policy on protection against sexual harassment (already in place at the University) to create an environment free from discrimination, harassment, conflict, retaliation, hostility, sexual assault, and/or unethical behaviour.

Jurisdiction:

This policy applies to all students, employees, and other stakeholders involved directly or indirectly with the University; its campuses, or subsidiary bodies as defined below:

- University: Muhammad Nawaz Shareef University of Agriculture, Multan
- Students: all enrolled students, interns, residents.
- Employees: all faculty and staff.
- Other stakeholders: contractors, visitors, other third parties conducting business with the University.

The policy applies

- a) during and/or outside work hours (including social or professional work situations, for example, during work events such as training, conferences, social work-related functions); and/or
- b) outside the workplace and outside work hours if it is in the context of the employment relationship and/or affects or is related to the workplace (for example, contact through social media/email/text messaging/any other)

Policy Statement:

This policy covers all bullying, harassment, and discriminatory behaviours as defined below:

- Discrimination or harassment based on race, gender and/or gender identity or expression, colour, creed, sect, culture, language, caste, religion, age, national origin, ethnicity, power, authority, disability, veteran or military status, sex, sexual orientation, pregnancy, genetic information, marital status, citizenship status, or on any other legally prohibited basis is unlawful and undermines the character and purpose of the University. Such discrimination or harassment violates University policy and will not be tolerated.

- The University prohibits discrimination, harassment (including sexual/gender harassment), sexual assault, abuse, and retaliation against any student, employee, or other stakeholder.
- Any form of retaliation against anyone who has complained of or reported discrimination, harassment (including sexual/gender harassment), or sexual assault, or has participated in an investigation of such a complaint, regardless of whether the complaint relates to the complaining person or someone else, will not be tolerated, violates both this policy and applicable law, and may result in disciplinary action.
- Any act, behaviour, or action that brings a bad name to the University is prohibited.
- The university strictly prohibits all forms of cyber-bullying through harmful digital communication in the form of electronic message, including texts, emails, posts on social media, photos, and recordings. We take our obligations seriously under the prevailing Prevention of Electronic Crimes Act (PECA). We expect all employees, students, and other stakeholders to treat others with respect when using digital communication and social media.

The University endeavours to demonstrate that:

- a) management practices and processes at all levels are consistent with anti-bullying, anti-discrimination, and anti-harassment principles and policies.
- b) students, employees, and other stakeholders are well aware of the relevant prevailing policies.
- c) any complaints that are identified, and brought to the attention are responded to promptly, appropriately, and fairly.
- d) all employees, students, and other stakeholders are aware of the University's commitment to anti-bullying and harassment principles and policies through orientation and training programs.

Key Roles & Expectations

The following roles have key responsibilities:

<p>All Employees, Students, and Other Stakeholders</p>	<ul style="list-style-type: none"> • are responsible for adhering to this policy and are aware of the process for raising concerns and/or complaints • are encouraged to promote and maintain a respectful and inclusive culture, recognizing that MNSUAM students and employees are from diverse backgrounds • know their rights and responsibilities, and know where they can seek help, in relation to this and other related policies. • complete e-courses on policies of harassment, bullying, and discrimination.
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	<ul style="list-style-type: none"> • participate in all training/seminars related to anti-discrimination, anti-bullying, cyber-bullying, and harassment organized by Harassment Monitoring Cell. • be aware of this policy and relevant HEC sexual harassment policy.
Chairpersons/ Principal Officers/ Directors/ Focal persons	<ul style="list-style-type: none"> • ensure their team are aware of and committed to this policy and the related HEC sexual harassment policy. • aware of their obligations under any applicable diversity and inclusion strategy or initiatives • monitor their team's compliance with this policy.
Harassment Monitoring Cell	<ul style="list-style-type: none"> • ensures the privacy of the complainant • reports the cases to inquiry committee as prescribed in HEC sexual harassment policy. • maintain record of all complaints and reports in safe and secure place to ensure confidentiality.
Harassment Monitoring Cell /Directorate of Student Affairs/ Relevant Clubs & Societies/ HR	<ul style="list-style-type: none"> • provides tools and support for the monitoring and measurement of employee/student wellbeing under this policy. • ensures students and employees are aware of key policies, and the forums available to them should they wish to raise concerns • assist in creating a culture of change and encouraging students to look out for each other. • provides an education program (orientation session, training, seminars, etc.) that supports anti-bullying, harassment, and discrimination. • disseminate key points of policy at notice boards or through pamphlets
Focal Person Online Classes	<ul style="list-style-type: none"> • offer an online course for awareness of policies on harassment, bullying, and discrimination to be completed by students and employees.
Registrar	<ul style="list-style-type: none"> • responsible for ensuring that MNSUAM meets its statutory and accountability obligations concerning this policy • responsible for conducting an annual assessment of this policy, the objectives and progress made toward achieving them • responsible for timely updating and revision of the policies in place

Complaints and Reporting:

We provide a range of options and processes for people to speak up and bring concerns, allegations, and complaints in relation to bullying, discrimination, and/or harassment; regardless of whether the person(s) are directly affected or have witnessed bullying or harassment. The complaint may be registered directly to Harassment Monitoring Officer or

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may be submitted online through Complaints Portal (add link) available on university official website. Issues will be resolved at the most appropriate level of intervention, subject to the rights of the Complainant and the Respondent.

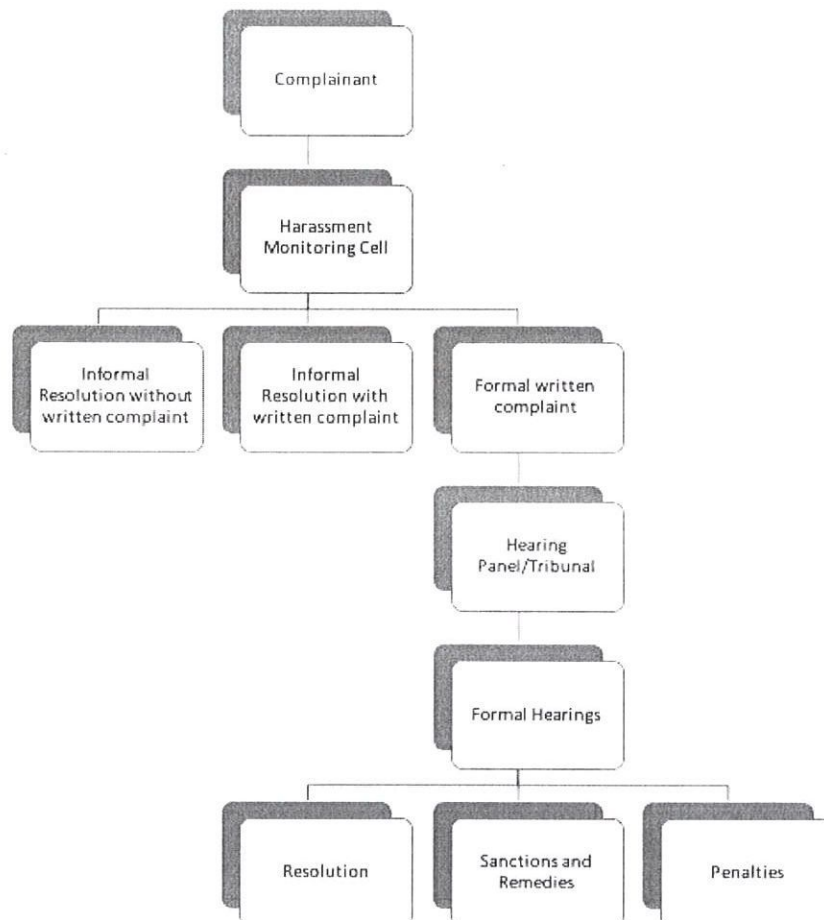
In case bullying, discrimination, and harassment has been established by the HMO, then the formal complaint procedure along with its complaint resolution procedure shall be followed.

If the complainant withdraws the complaint due to any reason, the university reserves the right to proceed with the matter independently with the approval of the competent authority. In case of formal complaint with informal resolution, university reserves the right to proceed with the matter under discretion of competent authority based on the severity of offense.

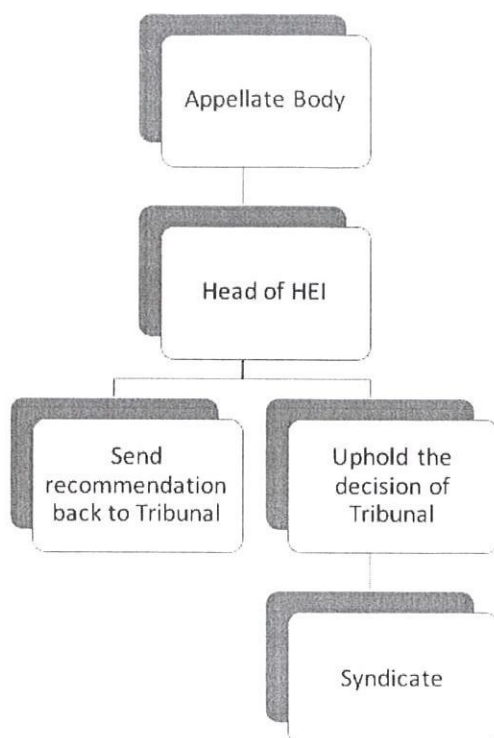
University will issue a "Clearance Certificate" to the accused if the allegation against him/her didn't prove.

Complaints will be reported as per Section 5 "Complaints & Reporting" and will be investigated as per Section 8 "Investigation and Adjudication" of HEC's policy on protection against sexual harassment in HEIs.

Flow Chart of Complaints and Reporting Procedure:



Appeal Mechanism:



False Allegation:

Allegations of harassment, discrimination, or bullying made out of malice or intent to hurt the reputation of the persons against whom the complaint is filed are to be dealt with as serious offences. Making malafide allegation of harassment knowing it to be false, whether in a formal or informal context, is a serious offense under this policy and action would be taken under the University disciplinary regulations/ as per provisions of the University Act.

Any Charge found to have been intentionally dishonest or made in willful disregard of the truth, and to malign or damage the reputation however, will subject the complainant (student, employee, or other stakeholder) to severe disciplinary action.

Withdrawal of a false complaint after a wide dissemination of, or publicity of the purported offense carried out intentionally to malign the character of the person accused, and done with willful intent to cause physical, psychological or mental harm or stress has to be dealt with more serious penalties. This will ensure that no injustice is meted out.

Key Definitions and Glossary:

Complainant	The person/s who says that the behaviour has been directed at them.
Respondent	The person who is alleged to have behaved in a way that constitutes or could be construed as bullying, harassment, or discrimination, or any person who has encouraged, aided or abetted such behaviour.

Bullying	<p>Repeated and unreasonable behaviour towards a worker or a group of workers that can lead to physical, mental or psychological harm.</p> <p>Bullying does not include:</p> <ul style="list-style-type: none"> ● on-off or occasional instances of forgetfulness, rudeness or tactlessness, differences in opinion, or personality clashes; ● reasonable behaviour and/or performance management, including setting high-performance standards, constructive feedback, and legitimate advice or peer reviews; ● Insistence on lawful and reasonable work instructions to be carried out; ● Lawful and reasonable disciplinary action.
Cyber-Bullying	<p>Cyber-bullying is wilful and repeated harm inflicted through the use of electronic devices like cell phones, computers, and tablets. The terms are further defined as follows:</p> <ul style="list-style-type: none"> ● Wilful: The behaviour has to be deliberate, not accidental. ● Repeated: Bullying reflects a pattern of behaviour, not just one isolated incident. ● Harm: The target must perceive that harm was inflicted. <p>Cyber-bullying includes (but not limited to):</p> <ul style="list-style-type: none"> ● sending or publishing threatening or offensive material ● spreading damaging rumours ● sending or publishing sensitive personal information, e.g. embarrassing photos or videos. ● using or publishing other people’s pictures without their consent.
Repeated Behaviour	<p>Persistent (i.e. occurring more than once) behaviour and can involve a range of actions over time.</p>
Unreasonable Behaviour	<p>Actions that a reasonable person in the same or similar circumstances would see as unreasonable, including victimizing, humiliating, intimidating, or threatening a person (bullying may also include harassment and/or discrimination or violence).</p>
Discrimination	<p>Discrimination is adverse treatment of any employee/student based on their actual or perceived membership in a protected class or category of persons to whom they belong, rather than on the basis of their individual merit with respect to the terms, conditions, or privileges of employment including, but not limited to hiring, firing, promoting, disciplining, scheduling, training, evaluating, or deciding how to compensate that employee or/and as referred to in prevailing State law, e.g., <u>Pakistan Law on Human Rights</u></p>
Harassment	<p>Harassment is unwelcome verbal or physical conduct directed toward, or differential treatment of, an employee/student because of his/her</p>

	<p>membership or perceived membership in any protected group or on any other prohibited basis (e.g., race, gender and/or gender identity or expression, colour, creed, sect, culture, language, caste, religion, age, national origin, ethnicity, disability, veteran or military status, sex, sexual orientation, pregnancy, genetic information, marital status or citizenship status).</p> <p>The harasser can be the employee's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the University, such as a client or customer or a student/intern. Examples of such conduct include, but are not limited to</p> <ul style="list-style-type: none"> ● Offensive or degrading remarks, verbal abuse, or other hostile behaviour such as insulting, teasing, intimidating, mocking, degrading, or ridiculing another person or group. ● Racial slurs, derogatory remarks about a person's accent, or display of racially offensive symbols. ● Unwelcome or inappropriate physical contact, comments, questions, advances, jokes, epithets/name-calling, or demands ● Physical assault or stalking ● Displays or electronic transmission of derogatory, demeaning, or hostile materials ● Unwillingness to train, evaluate, assist, or work with an employee/student
Sexual Harassment	As referred to the prevailing <u>Protection against Harassment of Women at Workplace (Amendment) Act</u> , and Section 2 in <u>HEC Harassment Monitoring Policy</u>
Retaliation	<p>Retaliation is any adverse action taken against an individual (applicant) because he or she filed a charge of discrimination or harassment (including sexual/gender harassment), complained to the University or a government agency about discrimination or harassment (including sexual/gender harassment) on the job / in the University, or participated in an employment discrimination proceeding (such as an internal investigation or lawsuit), including as a witness.</p> <p>Retaliation also includes adverse action taken against someone who is associated with the individual opposing the perceived discrimination, such as a family member.</p> <p>Examples of retaliation include termination, demotion, refusal to promote, or any other adverse action that would discourage a reasonable person from opposing perceived discrimination.</p>
Sexual Assault	Sexual assault is a sexual act against the will and without the consent of the person or where the person is incapable of giving consent or

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	coerces or physically forces a person to engage in a sexual act against their will.
Racial harassment	<p>Any unwarranted behaviour with respect to colour, race, ethnic or national origin content that may be communicated person to person, electronically, pictorially, or socially.</p> <p>Racial harassment includes, but is not limited to, expressions of hostility against, or bringing into contempt or ridicule, an employee because of the race, colour, ethnic or national origins of the employee which is hurtful or offensive to the employee.</p>
Hostility	An unwelcoming behaviour results from harassing conduct that has the purpose or effect of unreasonably interfering with a person's work performance, or creates an intimidating, hostile, offensive, or objectionable working environment.
Conflict	General interpersonal conflict can take many forms, for example: colleagues who simply do not work well together as a result of different styles of working, someone changing their behaviour causing an unpleasant atmosphere, differing opinions and perceptions, personality clashes, or an overspill of personal issues outside of work.
Unethical Behaviour	Any unbecoming or inappropriate behaviour on and off campus by the University students and employees that affects an individual's educational work or living environment.
Abuse	abuse is a single act or repeated physical, verbal or psychological acts that violate an individual's human and civil rights. It also includes abuse of power or authority that refers to the misuse of a position or power to take unjust advantage of individuals, organizations, or governments. Some cases of abuse constitute criminal offences. For example, physical, psychological or sexual assault, theft, fraud and gender and racial discrimination.