

Policy on Internal Community Welfare

Fair Treatment Policy

Introduction

The University of Faisalabad is committed to create an environment where everyone has a fair chance for smooth working and decision making. The university recognizes that everyone has a right to work in an environment in which the dignity of all is respected and which is free from harassment and bullying. It is committed to preventing and eliminating intimidation in any form.

Fair Treatment Policy affirms that all members of the University community- its students, faculty, staff, and visitors – have the right to participate in activities at the University without the fear of discrimination or harassment.

Scope

This policy is applicable to all students, employees, staff, job applicants, volunteers, visitors and contractors. It seeks to encourage an inclusive, respectful and fair environment where no one is treated less favorably. This policy specifically addresses the following:

- Harassment
- Vilification
- Sexual Harassment
- Bullying
- Victimization
- Policy Application

Harassment

Harassment is the course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of his/her safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Whether the action was intended to cause offence or not, if anyone subjected to the behavior finds it unacceptable and he or she feels damaged or harmed by it, this potentially constitutes harassment.

Vilification

Vilification is behavior that incites hatred, serious contempt for, or revulsion or severe ridicule of a person or group of people because of their sect or religion. University aims to provide a supportive environment to people of all races and religions and discourages staff and students to engage in sect or religious vilification.

Sexual Harassment

Sexual harassment is any unwanted or unwelcome sexual behavior, which makes a person feel offended, humiliated or intimidated. Students and staff at the University have a right to live, work and study in an environment that is free from sexual harassment. Complaints about sexual harassment will be dealt with in accordance with the Complaints Procedure. It is necessary to ask whether:

- The behavior was unwelcome
- The behavior was sexual in nature

c. A hypothetical 'reasonable person', having regard to all the circumstances, would anticipate that the harassed person would feel offended, humiliated or intimidated by the other person's behaviour.

Bullying

Bullying means persistent or repeated unwarranted criticism, threats, abusive or insulting words, behavior or written signs, either in public or private, which humiliate and affect the dignity of an individual.

The following are examples of bullying:

- Verbal abuse
- Excluding or isolating individual
- Psychological harassment
- Assigning meaningless tasks unrelated to their job
- Giving impossible assignments
- Deliberately withholding information that is vital for effective work performance

Complaints Procedure

Following procedure is adopted to process the complaints.

Step I – Informal Procedure

If an unwanted behavior falls within the Fair Treatment Policy, the complainant shall make an effort, if possible, to advise the person and shall keep a detailed record of the behavior experienced including date(s), time(s), location(s) and witness (es). This information may be of assistance when/if the behavior continues or if the complainant decides to pursue the issue at a later date.

Step 2- Reporting

The employee/student may submit a formal complaint (on a specified Performa) if step I has failed and the behavior continues to the office of Human Resource (in case of an employee) and office of Student Affairs (in case of a student) within 7 working days of the date on which he/she received the outcome of step I.

The formal complaint must include:

- Nature of the complaint, and detailed record of events including time, date, location and witness (if any)
- A summary of the informal attempts at step I
- Suggested remedy/solution by the complainant

The dealing office shall review the materials to be with the scope of Fair Treatment Policy and forward it to the Dean of the respective faculty. Dean/nominee shall act as mediator and complete the consultation with both complainant and respondent. The mandate of the mediator and/or facilitator is to bring the complainant and the respondent together to explore each other's point of view and to assist the parties in reaching a mutually satisfactory solution. The mediator shall not make decisions, recommendations or act as a representative for either party. The mediation process shall be "without prejudice" and "off- the-record" unless the parties specifically agree to the contrary. However, any settlement reached will be on the record and will be disclosed.

Step - 3: Appeal and Investigation

If the issue is not resolved after mediation, the complainant may file a formal complaint in writing and request for investigation to the office of Human Resource (in case of an employee) and office of Student Affairs (in case of a student) within 7 working days of the date on which he/she received the outcome of step II. The written should include:

- A detailed record of the behavior experienced including date(s), time(s), location(s) and witness (es)
- A summary of the mediation attempts at step II
- Suggested remedy/solution by the complainant
- The dealing officer from the registrar office shall forward the complaint to the Registrar requesting to nominate members for the Appeal Committee

Appeal Committee:

The committee shall investigate and conduct hearing and submit a written recommendation to the Rector for final approval within 7 working days. The decision of the Rector shall be final. Office of the Human Resource (in case of an employee) and office of Student Affairs (in case of student) shall issue decision letter to both the parties.