



Policy Name

Anti-harassment policy at Al-Mamoun University

Policy Information

Issue Date	2023
Revision Date	July, 2024
Evaluation Frequency	Yearly
Level of Confidentiality	Public
Policy Approval Date	December 30, 2024

Policy Statement

Introduction

Harassment is a serious social issue that negatively impacts individuals and communities alike, whether in workplaces, educational institutions, or public spaces. To ensure a safe and healthy environment that respects everyone's rights, it is essential to establish a clear and strict anti-harassment policy.

Definition of Harassment

Harassment is any unwanted behavior of a sexual or non-sexual nature that affects a person's dignity or creates an unsafe environment at work, school, or elsewhere. It includes verbal, physical, or visual harassment and often occurs in workplaces or educational settings.

Objectives of the Anti-Harassment Policy

- Provide a safe, harassment-free environment for all employees, students, and visitors.
- Protect individual rights and preserve personal dignity.
- Raise awareness about the seriousness and negative impact of harassment.
- Establish a clear mechanism for receiving and investigating complaints.
- Take necessary legal and administrative actions against perpetrators.

Scope of the Policy

This policy applies to all individuals associated with the organization, including employees, students, visitors, and contractors.

Types of Harassment Covered by the Policy

1. **Sexual Harassment:** Any unwanted sexual behavior such as touching, sexual comments, hints, or insinuations.
2. **Verbal Harassment:** Use of offensive or humiliating language related to gender, race, religion, or other personal characteristics.
3. **Physical Harassment:** Any unwanted physical contact such as pushing or grabbing.
4. **Electronic Harassment:** Sending offensive messages, images, or content via email or social media.

Preventive Measures

- Educate and raise awareness among employees and students about the concept of harassment and ways to prevent it.
- Place clear signs in workplaces or educational areas highlighting the seriousness of harassment and victims' rights.
- Train responsible personnel to handle harassment complaints confidentially and effectively.
- Foster an open work environment that encourages mutual respect.

Complaint Submission Procedure

- Any individual subjected to harassment has the right to file a formal or informal complaint.
- Complaints can be submitted verbally or in writing to the Human Resources department or the designated committee.
- The organization guarantees confidentiality of the complainant's identity and all related information.
- Complaints will be investigated promptly and fairly.

Actions Taken After Complaint Submission

- Immediate internal investigation to collect evidence and hear all parties involved.
- Protective measures to safeguard the complainant during the investigation.
- Appropriate disciplinary actions if the complaint is substantiated, which may include warnings, transfers, dismissal, or legal proceedings.
- Provide psychological and legal support to the victim if necessary.

Organization's Commitments

- Strict enforcement of the anti-harassment policy.
- Zero tolerance for any form of harassment.
- Provide a safe and respectful working and learning environment.
- Periodically review and update the policy to ensure its effectiveness.

Conclusion

Combating harassment is a shared responsibility among everyone within the organization. By adhering to the anti-harassment policy, we can build a safer and more respectful environment where everyone feels valued and dignified.