

# SUSTAINABLE DEVELOPMENT GOALS

5 GENDER  
EQUALITY



5.6.8 Does your university as a body have a policy that protects those reporting discrimination from educational or employment disadvantage?

Yes

UBT has established comprehensive protections for individuals reporting discrimination or abuse, ensuring safe, confidential, and accessible complaint procedures ( See Evidence No. 1 Equity, justice and Tolerance , Section G). Complaints can be submitted through various channels, such as the website, email, and recorded calls, to promptly reach the appropriate authorities. Victims are encouraged to report incidents within five days of occurrence. UBT’s policy safeguards the rights of both complainants and those accused, protecting them from harm if allegations are found to be false. Confidentiality is strictly maintained for all complaints, documentation, and investigation processes. UBT also emphasizes raising awareness about the importance of reporting and assigns an authority to oversee protection against behavioral abuse in the workplace. Faculty and staff are encouraged to report violations to HR, while students report to Student Affairs, with investigations conducted by HR and potential escalation to the disciplinary committee as needed. HR and Academic Affairs are responsible for implementing this policy, and it is advised to reference this policy across all UBT service guidelines. Additionally, UBT promotes awareness programs to support those who report violations.

### **G) Protecting the reporters:**

- UBT provides the means for submitting a complaint through its website, e-mail, recorded calls, or any other appropriate means, to ensure that the complaint is received in a timely manner to the concerned authority to manage this complaint.
- The victim can submit his complaint for an incident of abuse within a maximum period of five working days from the date of the occurrence of the behavioral infringement.
- UBT sets appropriate procedures to preserve the right of its employees to leave the premises for a reasonable reason that might threaten their bodies, health or life due to behavioral infringement, without entailing undue consequences for them.
- UBT Preserves the rights of the abused employee, especially after proving the evidence of the abuse behavior that was conducted against him.
- UBT preserves the right of the person accused (under investigation) from any harm in the event that the complaint is proven to be malicious.
- UBT protects the pretender, the witnesses and whoever is dealing with this case from any harm that they may suffer.
- UBT maintains the confidentiality of any submitted complaint or report, documents, process and related procedures,

- UBT raises awareness on the importance of reporting, and the rights and responsibilities of its employees and the related processes and procedures
- UBT shall assign a concerned authority for the protection from any behavioral abuse in the work environment.

#### Reporting Violations

- UBT Faculty members, and staff are required and encouraged to report violations of this policy to the HR.
- UBT students re required and encouraged to report violations of this policy to Students affairs.
- The HR shall investigate cases, recommend the appropriate actions respecting the articles 80 and 81 of the labor law, and/or raise the matter to the university disciplinary committee or the responsible party.
- All violations related to harassment should be reported to UBT disciplinary committee.
- UBT employees can raise a formal grievance complaint to rectify any discrepancy.

#### Implementation.

- HR and academic affairs will be responsible for the implementation of this policy.
- It is recommended that this policy is referenced by all other service policies and guidelines.
- UBT, through HR, student affairs, and the intellectual awareness department are responsible for developing programs and trainings, raising awareness and protecting UBT members who report violations.

## Equality, Justice, and Tolerance Policy

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## **UBT Labor committee and Grievance Committee**

To ensure labor rights for all employees, both Nationals and International Staff, the UBT Labor committee provides a platform for employees to voice issues affecting the broader workforce. This venue focuses on recurring, shared concerns across a diverse employee base. One of the committee's primary goals is to promote equality and justice among all employees (see Evidence No. 2 – UBT labor committee)

For individual matters, UBT has established a Grievance Committee, which directly reports to the University President to address all employee issues (see Evidence No. 3 - Grievance Committee Formation). Additionally, as outlined in the HR Handbook, UBT employees can confidentially report any complaints through a dedicated electronic channel managed by the HR department (see Evidence No. 4 - UBT HR Handbook).

To further facilitate open feedback, UBT conducts an annual Employee Satisfaction Survey that allows employees to anonymously share their opinions on various operational and contextual matters. The results are reviewed by the UBT University Council, with approved findings communicated to relevant parties (e.g., Colleges, Programs, HR) to inform action plans.

## **Disciplinary committee**

UBT provides a Student Code of Conduct to all its students (Refer to evidence No.3 Students Code of Conduct), which serves the purpose of familiarizing both students and staff with the rights and responsibilities of students and how to address any issues related discrimination. The procedures for addressing discrimination are outlined as follows:

### **Dealing with Discrimination by a Fellow Student:**

In cases where a student experiences discrimination from another student or from any staff at UBT, the university disciplinary committees (Refer to evidences No. 3 & No.4 University disciplinary committees) will take the necessary actions depending on the case.