

SUSTAINABLE DEVELOPMENT GOALS

8 DECENT WORK AND ECONOMIC GROWTH



8.2.3 Does your university as a body have a policy on discrimination in the workplace (including discrimination based on religion, sexuality, gender, age)?

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8.2.3 - Does your university as a body have a policy on ending discrimination in the workplace (including discrimination based on religion, sexuality, gender, age)?

Equality, Justice and Tolerance Policy

In continuation of UBT's efforts to end discrimination in the workplace, and in addition to already existing UBT HR policies and procedures that will be covered in this report, it is essential to start with UBT's recently updated policy titled 'Equality, Justice and Tolerance Policy' [Refer to Evidence 1 for more details about the policy content], which tackles aspects related to discrimination, gender equality, pay-scale, accessibility, harassment, disabilities, as well as clear policies and procedures to report any cases and how to protect those reporters. Some of the policy articles include:

- UBT is fully committed to fighting discrimination against its employees/Students based on religion, gender, nationality, disability, and age.
- UBT provides non-discriminatory educational opportunities and is fully committed to it based on indifference towards social statuses, gender, religion, sects, or disabilities.
- UBT is committed to eliminating discrimination or prejudice against women based on Gender.
- Male and female representation in UBT councils and committees is based on their merits, expertise, and backgrounds.
- UBT provides equal facilities and services for each gender and respects the privacy of its students, staff, and faculty members with full access to all resources.
- Others

UBT HR ByLaws

In addition to the 'Equality, Justice, and Tolerance Policy,' it is important to indicate that UBT governing laws and regulations are well aligned with the Saudi Ministry of Human Resources and Social Development Requirements, which emphasize important values, including fairness and equality. Indeed, UBT HR Policies and Procedure – Item No. 14 is related to UBT's "Code of Conduct", which emphasizes the importance of providing a healthy working environment that respects all employees regardless of their gender, race, and nationality. Additionally, the policy highlights misconduct acts, which include any form of discrimination (Colour, Race, Gender, Age, Abilities, both physical or mental).

❖ أربع عشر: قواعد السلوك:

- السياسة:
تهدف قواعد السلوك لتوفير بيئة عمل سليمة ومنتجة للموظفين مع ضمان التقيد بأعلى مستويات السلوك المهني التي تؤدي الى تأكيد الانضباط وتقديم الاحترام اللازم للزملاء وضيوف الجامعة إضافة الى عكس الصورة المثالية عن الجامعة.
- الصلاحية:
هذه السياسة تستمد شرعيتها من قانون العمل السعودي ولا تخالفها بأي شكل من الأشكال. بالإضافة، فإن هذه اللائحة تعتبر مفسرا لللائحة التنظيمية الداخلية لجامعة الأعمال و التكنولوجيا فيما يتعلق بقواعد السلوك داخل العمل. يعتبر هذا النظام أيضا تنفيذيا لجميع القرارات والتعاميم الصادرة من سعادة مدير الجامعة وسعادة مدير عام الشؤون الإدارية والمالية وخاصة تلك القرارات والتعاميم التي تمس بصورة مباشرة أو غير مباشرة هذه السياسة
- المسؤولية:
تكون المسؤولية التنفيذية لسياسة قواعد السلوك لمدير عام الموارد البشرية ومدير الشؤون القانونية في جامعة الأعمال و التكنولوجيا.
- اللوائح والأحكام:

٤) المخالفات السلوكية تشمل ولا تقتصر على ما يلي:

- ✓ التغيب أو التأخر عن العمل وفق لوائح الحضور المعتمدة في الجامعة.
- ✓ أي خرق للمصداقية أو التدابير الأمنية أو المعلومات السرية للعمل.
- ✓ المشاركة في أي عمل يتعارض مع مصالح جامعة الأعمال والتكنولوجيا.
- ✓ سوء الاستخدام المتعمد والذي يسبب ضرر مباشر أو غير مباشر لمرافق وخدمات الجامعة.
- ✓ استخدام الألفاظ النابية أو عدم إظهار الاحترام أو الانخراط في أي نشاط يحط من سمعة الجامعة.
- ✓ استخدام العنف الجسدي أو اللفظي والتي تؤدي الى تهديد، إيذاء، رفع الصوت، أو استخدام ألفاظ مسيئة تسبب الإصابة الجسدية أو المعنوية للموظفين الآخرين أو لأحد الطلاب أو لأحد المتواجدين في الحرم الجامعي.
- ✓ حمل الأسلحة أو المتفجرات بكافة أنواعها داخل الحرم الجامعي.
- ✓ الغش، عدم المصداقية، التستر، أو أي محاولة من شأنها إخفاء معلومات متعلقة بسلوكيات خاطئة.
- ✓ الانخراط في أي نوع من أنواع المقامرة داخل الحرم الجامعي.
- ✓ استقبال أي هدايا من الطلاب، المراجعين، أو مزودي الخدمات للجامعة دون أخذ موافقة خطية بذلك من الرئيس المباشر.
- ✓ التمييز العنصري المبني على لون، جنس، جنسية، عمر، أو إعاقة سواء ذهنية أم جسدية.
- ✓ عدم إعلام المركز الطبي الجامعي بأي إصابة تحدث داخل الحرم الجامعي.
- ✓ عدم إطاعة الأوامر المباشرة للمشرف المباشر أو الإدارة العليا في الجامعة مالم تكن تلك الأوامر مخالفة لما تم التعاقد عليه أو مسببة لضرر قانوني أو إداري على الموظف.
- ✓ استخدام مرافق وأدوات العمل الخاصة بالجامعة في أعمال غير متعلقة بالعمل.
- ✓ إبقاء الإضاءة وأجهزة الحاسب الآلي مفتوحة في غير أوقات العمل الرسمية.
- ✓ عدم القدرة على أداء المهام الوظيفية لقصور في المؤهلات او المهارات المطلوبة.
- ✓ النوم أو عدم الانتباه خلال أوقات العمل الرسمية.
- ✓ النتيجة الإيجابية للاختبارات التحليلية الخاصة بالمخدرات والمسرروبات الكحولية.
- ✓ السرقة أو محاولة السرقة لأي غرض خاص بالخير أو بجامعة الأعمال والتكنولوجيا.

To avoid discrimination, grievances, and labor committees are established to address all unfairness issues, including discrimination, which directly report to UBT President (Evidence No. 2 – UBT Labor Committee Structure and Roles and Evidence No. 3 - Grievance Committee Formation). Indeed, the 'Equality, Justice and Tolerance' Policy has clearly indicated articles related to both reporting any cases of discrimination or inequality and some articles covering protecting reporters of these cases.

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 right of the abused employee, especially after proving the evidences of the abuse behavior that was conducted against him.
- UBT preserves the right of the accused person (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 right 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 are 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.

Diversity – UBT CORE VALUE

Diversity is one of UBT’s Core Values, which is embodied through the rich culture that each of the 25 nationalities of UBT employees brings, forming UBT's unique culture. The table below demonstrates the overall distribution of nationalities. Indeed, 35% of UBT Employees are non-Saudi, and 41% of UBT academic staff are non-Saudi.

	Admin		Faculty		Overall	
	Number	Percentage	Number	Percentage	Number	Percentage
Female	69	32%	85	44%	154	38%
Male	145	68%	110	56%	255	62%
Total	214	100%	195	100%	409	100%

	Admin		Faculty		Overall	
	Number	Percentage	Number	Percentage	Number	Percentage
Saudi	150	70%	116	59%	266	65%
Non-Saudi	64	30%	79	41%	143	35%
Total	214	100%	195	100%	409	100%

Nationality	Admin	Faculty	Overall
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Australia	0	2	2
Algeria	1	0	1
Bangladesh	6	1	7
UK	0	3	3
Canada	0	1	1
Egypt	1	31	32
Eritrea	4	0	4
India	7	8	15
Indonesia	0	1	1
Italy	0	1	1
Jordan	8	10	18
Lebanon	2	4	6
Malaysia	0	3	3
Morocco	0	1	1
Nigeria	0	1	1
Norway	0	1	1
Pakistan	6	3	9
Palestine	2	0	2
Philippine	2	0	2
Saudi Arabia	150	116	266
Sudan	2	1	3
Syria	3	0	3
Thailand	2	0	2
Tunisia	0	2	2
Yemen	18	5	23
Total	214	195	409

Clear Governance and Performance Appraisal

Each employee is given specific duties according to assigned job and at the end of the year, employees go through unified evaluation process, which is based on performance and outcomes achieved. Moreover, recently UBT have updated its faculty Performance Evaluation Form and the employees performance evaluation form (Evidence No. 4), that demonstrates the updated evaluation process and forms, which is approved by Faculty members/employees, and their direct managers. To ensure the fairness of the performance evaluation process, a Performance Evaluation Committee is formed and reports its outcomes/recommendation directly to University President (Evidence No. 5 – Faculty Performance Evaluation Committee). Furthermore, clearly defined academic promotional guidelines are strictly followed and monitored by UBT

Scientific Council (Evidence No. 6 - Rules-and-Regulations-Governing-Promotion – [Click Here to Access on UBT Website](#)).

The below table demonstrate the total number of promotions approved during the years 2021 through 2024, which demonstrates that the total female whom has received promotions during the period 2021-24 have reached 110 promotions, which represent 44.5% of total promotions granted to UBT members during 2021-24 period. Indeed, the female promotion in 2024, has represented 55% of total promoted members, while it represented on average 43% during the period 2021 to 2023.

Total Promotions in 2021			Total Promotions in 2022 (up to OCT)			Total Promotions in 2023 (up to OCT)			Total Promotions in 2024 (up to OCT)		
Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female
77	46	31 (47%)	34	18	16 (40%)	103	58	45 (44%)	33	15	18 (55%)

Women's Participation in International Trips, Research and Development Opportunities

Female faculty can equally supervise students' educational trips (Nationally and Internationally). Indeed, these trips are organized by the Deanship of Scientific Research, which a female faculty member leads. These recent trips include UN-New York, France, Italy, UAE, Egypt, and Others. In their UN-New York Visit, students modeled cases of countries' contributions to realizing the UN SDGs, including SDG8 (Evidence No. 7 – Educational Trips Reports).

The tables below demonstrate male and female participation numbers during the 2023 and 2024 periods. (UBT Training Center (increased from 8 workshops to 39 workshops), as well as enhanced the number of national and international trips (5 national & 2 international). Also, it can be noted that both genders have fair representation through both 2023 and 2024 activities.

33 Workshops in 2024 participation by Gender			7 Trips in 2024 participation by Gender		
Total	Males	Females	Total	Males	Females
790	318	467	73	36	37

39 Workshops in 2023 Participation by Gender			12 Trips in 2023 participation by Gender		
Total	Males	Females	Total	Males	Females
782	389	393	142	70	72

Additionally, UBT female faculty have actively engaged in the PHD program. Indeed, the table below demonstrates the total number by gender and expected graduation period. As of OCT-2024, UBT has 27 PhD candidates, 11 of whom are Female.

Total	Males	Females	Expected Graduation 2024 to 2027				
			Graduated 2024	2025	2026	2027	2028
27	16	11	2	17	1	7	2

(Evidence No. 7 – Trips Brief and Photos; and Graduation Photos from PhD)

UBT also encourages all faculty, regardless of gender and nationality, to participate in various academic conferences and venues to enhance the collective research production of UBT. Indeed, in 2024, UBT engaged with more than 4 agreements internationally, among which were led by female researchers. Furthermore, in 2024, 18 UBT faculty participated in conferences, including 16 female faculty members (vs 2 males). Finally, research publications through an international network reached 12 nationalities. They included the engagement of 73 researchers (54 male and 19 female) for a total number of publications, of which 57 were published by a female and a male published 282.

Saudi	Jordanian	India	Egyptian	Malaysian	Palestinian	Lebanese	Sudanese	Nigerian	French	Indonesian	Tunisian	Pakistani
36	8	5	11	1	1	3	1	1	1	1	1	1

Women Representation in Various Boards and Leadership Positions

- At UBT, Women officially has representation in the UBT Board of Trustees formation for 2021-2024 as well as 2024-2027 (Dr. Faizah Al-Faiz – [CLICK HERE](#) and Mrs. Lina Al Maena – [CLICK HERE](#)).
- UBT officially represents Women in UBT Senior Leadership Positions (see table summary below). In total, women's representation in senior and leadership positions represents 42% of total representation. Indeed, 50% of UBT Vice President Positions and College Deans Constitute of Females.

Position Category	Positions
Vice President (VP) + Assistant VP	Vice President for Corniche Campus
	Vice President for Quality and Development
	Assistant VP for Digital Services
President's Consultancy Board	3 Members Currently – 2 of which are Female
Dean	Dean of College of Business Administration
	Dean of College of Advertising
	Dean of Scientific Research
Vice Dean	Vice Dean, CBA – Female Section
	Vice Dean of CE for Academic Affairs - Corniche
	Vice Dean Student Affairs
General Director and Director	Director - Social Responsibility Center
	Director - Training Center
	Section Manager - Technical Support
	Academic Affairs Manager - JCA
	Director - Marketing Center
	Arts and Crafts Manager
	Director – Admission
	Director - Short Film Production Unit
	Director - Educational Support Center
	General Director – UBT Techno-Valley
	UBT Registrar
General Supervisor of UBT Intellectual Awareness Unit	
Deputy General Director	Deputy General Director – Human Resources Department
	Deputy General Director – Finance Department
Deputy Director	Deputy Manager - Marketing Center
	Deputy Director - Training Center

Additionally, UBT is governed through various councils and committees that all contribute to achieving UBT's strategic objectives and realizing its vision. Indeed, the table below provides a sample of women's representation on the various boards at various levels and demonstrates some sample of women's representation in UBT's various Boards and Committees.

Sample of Board / Committees	Number of Female	Name / Position
Board of Trustees	1 (out of 17)	Dr. Faizah Al-Fayez
University Council	5 (out of 14)	Vice President – Corniche Campus Vice President of Quality and Development Dean of CBA – Female Campus Dean of JCA Dean of Scientific Research
Scientific Council	1 (out of 10)	Dean of Scientific Research Associate Professor – CBA
Deans' Committee	5 (out of 11)	VP for Corniche Campus VP for Quality and Development Dean of CBA Dean of JCA Dean of Scientific Research
Graduate Studies Committee	3 (out of 7)	Vice President of Quality and Development Dean of CBA Dean of JCA
Annual Budget Committee	3 (out of 7)	Vice President – Corniche Campus Vice President of Quality and Development General Budget Section Manager
Higher Accreditation Committee	2 (out of 5)	Vice President – Corniche Campus Assistant Vice President for Quality and Development
College Council – CBA	8 (out of 16)	Dean of CBA Dean of Scientific Research Vice Dean CBA – Corniche Campus Head of Department – MKT Department Head of Department – FIN Head of Department – IRM Head of Department – Sport Management Supervisor – General Department
Advisory Board – MIS	3 (out of 8)	Professor of Operations Research - KAU Business Analyst – SAP - KSA Assistant Professor

Students' Code of Conduct and Discipline Bylaws

As highlighted earlier, it is essential to note that UBT recently updated the 'Equality, Justice and Tolerance' Policy, which is relevant to UBT Faculty Staff, Administrative Staff, and students (Evidence 1 for more details). Additionally, UBT Students' Code of Conduct and Discipline Bylaws (Evidence No. 8), Article 8 - Item 21, Clearly indicates prohibiting any act of discrimination (Nationalities,

Race, others) and indicates disciplinary actions through the official formation of Students' Disciplinary Committee headed by the Vice President for Academic Affairs.

UBT
جامعة الأعمال و التكنولوجيا
UNIVERSITY OF BUSINESS AND TECHNOLOGY

عمادة شؤون الطلاب
الطلاب أولاً

المادة الثامنة:

١٧ - كل اعتداء على حقوق الغير الفكرية سواء بالنسخ أو الاقتباس أو عن طريق مكاتب التصوير أو أية وسيلة أخرى.

١٨ - كل اعتداء (قرصنة) على موقع الجامعة الإلكتروني أو المواقع الإلكترونية للكليات والعمادات والمعاهد والمراكز العلمية بالجامعة أو محاولة الوصول لقاعدة بيانات الجامعة وانتهاك الخصوصية إلكترونياً لأحد منسوبي الجامعة من أعضاء هيئة التدريس والموظفين والطلاب.

١٩ - حمل السلاح الناري ولو كان مريضاً أو السلاح الأبيض أو الاحتفاظ بمواد قابلة للاشتعال أو الانفجار أو إدخال أي مواد يمكن استخدامها لغرض غير مشروع داخل الجامعة ومرافقها، أو التهديد باستعمال أي من ذلك.

٢٠ - استخدام التقنيات الحديثة بهدف الإضرار بالجامعة أو أحد منسوبيها.

٢١ - حيازة أجهزة أو أملاك أو صور أو أشرطة أو صحف أو مجلات تحتوي على ما ينافي الآداب والأخلاق داخل الجامعة ومرافقها.

٢٢ - عدم الالتزام بالذوق العام في الزي أو الملابس أو الهيئة بما لا يتناسب مع القيم الإسلامية وتقاليده وأعراف المجتمع السعودي وما تصدره الجامعة في هذا الشأن من تعليمات.

٢٣ - إثارة النزعات القبلية أو الطائفية أو العنصرية أو التحريض عليها أو إكذاء الفتنة بكافة الأساليب.

٢٤ - التحذير داخل مباني ومرافق الجامعة في غير الأماكن المخصصة.

٢٥ - الامتناع عن تقديم الأوراق الثبوتية لجهات الاختصاص في الجامعة في حال طلبها.

٢٦ - امتناع الطلاب عن الحضور للتحقيق أو عدم الامتثال للعقوبة التي أقرتها الجهة المختصة بإصدار العقوبة.

٢٧ - إخلال الطلاب أثناء إجراء التحقيق معه بالنظام أو خروجه عن حدود الأخلاق والآداب الواجبة في تصرفاته أو في مخاطبته لأعضاء لجنة تأديب الطلاب.

٢٨ - كل مخالفة أخرى ترى الجامعة أنها تُشكل إخلالاً بما تصدره من لوائح وتعليمات وقرارات ولم يرد بشأنها نص في هذه اللائحة.

٢٩ - إرسال أو نشر رسائل أو صور تمييزية، مزعجة، تشويهية أو تهديدية لأحد منسوبي الجامعة.

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