



UNIVERSITY OF POONCH RAWALAKOT

Office of the Registrar

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Office Order

The Vice-Chancellor has been pleased to approve the policy for "Discrimination against Women".

The implementation of the policy shall be effective w.e.f. date of its submission i.e. 30-11-2021.

(Authority: UPR/Gen-01(T) Para-06/2022).


Assistant Registrar

No: UPR/UPR/Gen-01 (T)/ 1341 /2022

Dated: 24-5-2022

Distribution (for necessary action)

- 1 All Deans of the Faculties
- 2 All Directors/HoDs
- 3 The Convener University Ranking Committee
- 4 The Controller of Examinations
- 5 The Treasurer
- 6 The Audit Officer
- 7 The Assistant Registrar (Meetings)

Copy for information/record

- 1 Secretary to the Vice-Chancellor
- 2 PA to Registrar
3. Master File
4. Concerned File

POLICY FOR DISCRIMINATION AGAINST WOMEN

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1. General

The University of Poonch Rawalakot (UPR) is committed to ensuring that the learning and working environments of the campus are free from all forms of discrimination and harassment. The administration, faculty, staff, and students are all responsible for creating and maintaining an environment conducive to work, study, and learning. The university prohibit discrimination and harassment against women, whether committed by or against faculty, staff, students, vendors, or visitors. When the University becomes aware that its female members may have been subjected to discrimination or harassment, the University will take prompt action reasonably intended to stop any form of harassment, discrimination, and any related retaliation.

1.1. Policy Category

Institutional Policy

1.2. Subject

Discrimination and harassment against women

1.3. Office responsible for reviewing of Policy

The Registrar office is responsible to formulate a committee consisting of faculty members, staff, and students and review this policy every two years to ascertain, if any amendments are necessary.

2. Objectives and Scope

2.1. Objectives of the Policy

The core objectives of this policy are to stop discrimination and harassment against women and to respond to allegations of such behavior in a timely, impartial, wise, and confidential manner for all parties involved.

2.2. Scope of the Policy

This policy covers all faculty, staff, students, members of senate, members of committees of UPR, and related third-parties (such as applicants for admission and employment, vendors, guests, visitors, contractors, societies or associations established or recognized by UPR). This policy applies to all University programs and activities in terms of employment decisions, including those affecting hiring, promotion, demotion or transfer; recruitment; advertisement of vacancies; layoff and termination; compensation and benefits; and selection for training.

3. Definition of Discrimination

The term discrimination refers to conduct that subjects an individual to disparate treatment on the basis of race, caste, color, religion, ancestry, national origin, gender, marital status, sexual orientation, age, disability, or any other classification protected by law. This include within its scope an alleged conduct that deprives women of academic, employment, or other opportunities offered by the University on the basis of such protected characteristics. Examples of such discriminatory conduct prohibited by this policy include:

- Refusing to hire or promote a woman because of a protected characteristic.
- Terminating a woman person based on a protected characteristic.
- Subjecting a female employee to different performance standards or reviews based on gender.
- Depriving an employee of job benefits based on a protected characteristic.
- Refusing admission to academic programs based on a protected characteristic.
- Subjecting individuals to different academic standards based on a protected characteristic.
- Refusing access to university housing, recreational, or social activities based on a protected characteristic.

4. UPR Discrimination and Harassment Coordinator

The UPR Discrimination Coordinator is the official to whom the acts of alleged harassment and discrimination should be reported. The UPR Discrimination Coordinator is different based on who

(faculty, staff, student or third party) is reporting against whom (faculty, staff, student or third party). While there is no time limit for reporting a complaint, the UPR Discrimination and Harassment Coordinator should be notified right away of any instances of harassment or discrimination to enable the university to respond and investigate the complaint.

5. UPR Policy statement

The University of Poonch Rawalakot is an equal opportunity institution for both men and women that operates in compliance with applicable laws and regulations. The University does not discriminate based on race, color, national origin, religion, sex, age, sexual orientation, disability, marital status, personal appearance, gender identity and expression, family responsibilities, political affiliation, source of income, an individual's genetic information or any other bases under applicable federal and local laws and regulations in its programs and activities.

6. Discrimination and Harassment Reporting Procedure

6.1. Reporting a complaint

The UPR Discrimination and Harassment Coordinator should be contacted if any female student, teacher, staff or visitor feels she has experienced discrimination, or who believes they have knowledge of illegal harassment or discrimination directed at others female colleagues and students. Though verbal complaints are taken into consideration, the university urges that written complaints be filed on complaint form available on UPR website in order to ensure the correctness of the accusation.

6.2. Where to report

This section specifies the University staff responsible for responding to complaints depending on the status of the alleged discriminator.

6.3. Complaints of harassment and Discrimination against Faculty and Staff

The female students, faculty, and staff who believe they or others have been the victims of harassment or discrimination by university faculty or staff should report such behavior or file a complaint freely and without fear of retaliation with one of the following officials (UPR Discrimination and Harassment Coordinator):

- The Registrar
- The Director of Student Affairs

6.4. Complaint against third parties

The female students, faculty, and staff who believe they or others have been the victims of harassment or discrimination by university faculty or staff should report such behavior or file a complaint freely and without fear of retaliation with one of the following officials (UPR Discrimination and Harassment Coordinator):

- The Registrar
- The Director of Student Affairs
- The Chairman/Coordinator of the department

Note that Department Chairman/Coordinator based upon the nature of complaint and facts can appoint Head of Department Discipline Committee UPR Discrimination and Harassment Coordinator to handle the complaint.

6.5. Duty to report

It is the duty and responsibility of every member of the University faculty, staff, and administration to assure compliance with this policy by promptly reporting allegations of policy violations to one of the UPR Discrimination and Harassment Coordinator.

7. Procedures for Responding to Reports of Discrimination and Harassment

The University of Poonch Rawalakot has developed informal and formal procedures to address issues of discrimination and harassment towards women.

- **Informal Process:** The University encourages resolving complaints/concerns directly with the alleged offender/respondent at the earliest stage possible. The informal resolution may include various options such as advising the complainant about methods to resolve the concern, helping modify a work or study situation, mediating between the parties, or intervening or arranging for a third party to intervene, written or verbal apologies, or other appropriate resolutions designed to address the particular circumstances.
- **Formal Process:** In case of failure through informal process, then either party may file a formal complaint with the Discrimination and Harassment Coordinator to handle the grievances. A complainant's request for a formal investigation will be considered but is not final. Complaints of discrimination and harassment against students shall be reviewed and resolved in accordance with the disciplinary procedure for student conduct violations, while against the Faculty and Staff will generally be reviewed and resolved under the respective disciplinary procedures.

7.1. Complainant requests No investigation

If the complainant requests that no investigation occur, the Discrimination and Harassment Coordinator shall determine whether the allegations nonetheless require an investigation to mitigate potential risk to the UPR Community. Based upon the potential risk to the community, the Harassment and Discrimination Coordinator may proceed with the investigation without the participation of the complainant.

7.2. Relevant Policies and Procedures Utilized in Investigation

Faculty may instead choose to file a grievance related to this policy in accordance with the rules governing faculty or to utilize the Discrimination and Harassment Policy, however, faculty must choose one process and may not have the complaint reheard or removed from one process to another once it has been filed.

7.3. Student with Dual Status

If respondent is a student and a staff employee teaches a class at the University (i.e., is a lecturer, instructor, or adjunct faculty), the determination will be based upon the facts and circumstances of the alleged behavior, including the roles of the parties at the time of the conduct, and the location of the incident.

7.4. Third Parties

If the respondent is a third party, the UPR ability to take action may be limited and is determined by the context of the prohibited conduct and the nature of the relationship of the third party to the University. The Harassment and Discrimination Coordinator will determine the appropriate manner of resolution, which may include referral to law enforcement, restriction from access to the campuses or activities, or referral to the home university of the third party.

8. Appeals

8.1. Appeal for investigation findings determination

Committee finding must do so within seven days after receiving the final written report by submitting a notice of appeal. The appellant may submit a written request to extend this deadline, and upon showing good case, the Registrar (for Faculty, Staff and Third Party) or Chairman/Coordinator (for Students) may grant such an extension. The notice of appeal must contain at least the following:

- Specific grounds for appeal
- Specific outcome requested

- The appellants reasons in support of the grounds identified and outcome requested Appeals must be based on one or more of the following reasons:
 - New evidence has become available which is sufficient to alter the decision, or the new evidence could not have been reasonably obtained at the time of the investigation.
 - There were procedural errors that had a impact on the fairness of the investigation.
 - The conclusion is not supported by the findings or the findings are not supported by the evidence in light of the whole record.

Upon receipt of a written appeal, the Registrar (for Faculty, Staff and Third Party) or Chairman/Coordinator (for Students) will convene a three-person appeal panel consisting of faculty and/or staff to conduct a review of the relevant documents. The non-appealing party shall receive a copy of the appeal and has the option of submitting a written response within five business days of the date of the appeal. Appeals are determined solely on the merits of the documents submitted; therefore, documents should be as complete as possible. The appeal panel will render a written decision within five days of its deliberation. The appeal panel is charged with deciding whether Inquiry Officer/Discipline Committee determination should be affirmed or overturned on the merits of the appeal. The appeal panel's decision is based on a majority vote. The decision of the appeal panel cannot be appealed and represents the final decision in the Formal Investigation process.

8.2. Appeal against Sentence

Both parties involved in the investigation have the right to appeal any disciplinary action, which may be taken as the result of findings made in these investigations and will be processed as per existing must laws for handling appeal against sentence.

9. Confidentiality

A complainant may request confidentiality, for example that the complainant's identity not be disclosed to anyone else, including the respondent, or that information about the incident not be shared with others. The Discrimination and Harassment Coordinator will consider any requests for confidentiality or requests that an investigation not be pursued in light of the University's Harassment and Discrimination Policy.

