



# WOMEN UNIVERSITY

OF AZAD JAMMU & KASHMIR, BAGH. Website: [www.wuajk.edu.pk](http://www.wuajk.edu.pk)

## FAIR TREATMENT POLICY

### **1. Introduction**

Women University of Azad Jammu & Kashmir Bagh is committed to creating an environment where everyone has a fair chance for smooth working and decision-making. The University recognizes that everyone has a right to work with dignity and free from discrimination. Therefore, 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.

### **2. Scope**

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

- Harassment
- Sexual Harassment
- Bullying
- Victimization.

### **3. Policy Guidelines**

#### **(a) Harassment**

Harassment is the course of conduct that annoys, threatens, intimidates, alarms, or puts a person in fear of safety. Harassment is unwanted, unwelcomed, and uninvited behavior that demeans, threaten, or offends the victim and results in a hostile environment for the victim. Harassing conduct 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 offend or not, if anyone subjected to the behavior finds it unacceptable and feels damaged or harmed, this potentially constitutes harassment.

**(b) Sexual Harassment**

Sexual harassment is any unwanted or unwelcome sexual behavior that 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 free from sexual harassment. Complaints about sexual harassment will be dealt with following the Complaints Procedure. It is necessary to ask whether:

- The behavior was unwelcomed
- The behavior was sexual
- 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 behavior

**(c) 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 individual's dignity.

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

**(d) Equal employment opportunity**

It is the policy of WUAJ&K to ensure equal pay opportunity without discrimination or harassment based on race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Accordingly, WUAJ&K prohibits any such discrimination or harassment.

#### **4. Report on Violation**

All WUAJ&K community members must report to the authorities concerned, without fear, any incident where known facts indicate a possibility of a policy violation.

#### **Complaints Procedure**

The following procedure is adopted to process the complaints.

#### **Step I: Informal Procedure**

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

#### **Step 2: Reporting**

The employee/ student may submit a formal complaint (on a specified proforma) to the Registrar's Office (in case of an employee) and Office of Student Affairs (in case of a student) within seven working days of the date on which they received the outcome of step I.

The formal complaint must include the following:

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

The dealing office shall review the materials with the scope of the Fair Treatment Policy and forward it to the Dean of the respective faculty. Dean/ nominee shall act as a mediator and complete the consultation with the complainant and respondent. The mandate of the mediator and facilitator is to bring the complainant and the respondent together to explore each other's points of view and to assist the parties in reaching a mutually satisfactory solution. The mediator shall not make decisions or 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**

Suppose the issue is not resolved after mediation. The complainant may file a formal complaint in writing and request for investigation to the Registrar's Office (in case of an employee) and Office of Student Affairs (in case of a student) within seven working days of the date on which they received the outcome of step II. The written should include the following:

1. A detailed record of the behaviour experienced including date(s), time(s), location(s) and witness (es)
2. A summary of the mediation attempts at step II
3. Suggested remedy/solution by the complainant

The dealing officer from the Registrar's office shall forward the complaint to the Registrar requesting to nominate members for the Appeal Committee.

#### **5. Revision of Policy**

Revisions to these policies will be made as and when necessary.