



The Hashemite University (HU)	
Policy Management System	
Anti-Discrimination Policy	
Policy Code:	HU0801
Policy Name:	Policy on Ending Discrimination in the Workplace
Handler:	The Hashemite University President
Issuing Authority	Business School
Approved by:	The Dean's Council based on the 2022 Sustainable Development Framework (Ref. 16/13/10/2202761)
Revision cycle:	(5-7) years

Policy Statement

- **PS1:** The Hashemite University (HU) is a non-discriminatory institution that upholds equal opportunities for individuals, regardless of religion, sexuality, gender, or age, among others (i.e. color, race, ethnicity, nationality, marital status, or disability).
- **PS2:** All university stakeholder groups are responsible for creating and maintaining a discrimination-free environment.
- **PS3:** University facilities and services are accessed in an equal way by all candidates and members, contingent upon their qualifications, merit, needs, and eligibility. The facilities encompass classrooms, libraries, offices, laboratories, meeting rooms, sports facilities, along with other facilities, which should be utilised without any form of discrimination. Services could include, but are not limited to, registration, admission, scholarship, recruitment, subscriptions, complaints, appeals, and other similar issues.¹
- **PS4:** All university members are available to participate in all the university practices, contingent on their credentials and eligibility. These practices, for instance, encompass teaching, learning, research, and mentoring.
- **PS5:** HU maintains pay equity by using the same salary scale for both female and male faculty members and non-academic employees. Salaries and allowances are determined based on job descriptions and positions, without regard to religion, sexuality, gender, or age, among others (i.e. color, race, ethnicity, nationality, marital status, or disability).
- **PS6:** HU, based on job descriptions and positions, eliminates any form of discrimination regarding, for instance, recruitment, occupational safety and health, training opportunities, performance assessment and promotion, and social security.
- **PS7:** All stakeholder groups covered by this policy who engage in any form of discrimination will be subjected to remedial and disciplinary action.

¹ Eligibility is determined in accordance with HU's regulations, taking into account a members' specialization, department, scheduling, and other relevant criteria.

Background and Justification

- The Hashemite University (HU) is dedicated to creating an exceptional learning and working environment that is entirely devoid of any form of discrimination.
- HU is legally obligated to safeguard the rights of both its staff and students to operate in an environment that is entirely free from any discriminatory practices directed at them.
- The university is responsible for preventing any stakeholders, whether they work directly for the institution or on its behalf, from engaging in any form of discrimination based on factors such as religion, sexuality, gender, age, among others (i.e. color, race, ethnicity, nationality, marital status, or disability).
- The anti-discrimination policy is designed to guarantee that all individuals' life experiences and values are honored within the university's culture.
- This policy is intended to guarantee that opportunities for advancement, compensation, and all other benefits are accessible to everyone without any form of discrimination.
- This policy is in line with the Ministry of Public Sector Development's code of conduct (i.e. **The Jordanian Code Conduct and The Ethics of the Public service**). Specifically, **Article (7A)** of this code of conduct states that *"Respect the rights and interests of others without exception, dealing with the public respectfully, tactfully and subjectively, without discrimination based on race or gender or religious beliefs, political or social status, age or physical status or any form of discrimination"*. Likewise, this is in accordance with Civil Service Bureau's code of conduct (i.e. **Code of Business Conduct and General Ethics**). In particular, **Article (10A)** ensures *"taking actions relating to the selection, appointment, promotion, training, rewards, evaluation, transfer, assignment, secondment of employees or any other matters relating to their work, with absolute transparency and integrity, free from any considerations of kinship, friendship or expediency notions, without any discrimination based on grounds gender, race, age or religion, and by following the principles of merit, merit, and*

competitiveness, and in full compliance with approved authorities and work procedures”.

Scope and Purpose

- The Hashemite University (HU) is dedicated to establishing a fair, inclusive educational and work environment that is devoid of discrimination. This policy cultivates a harmonious atmosphere where everyone can work, learn, innovate, and excel without the worry of facing discrimination.
- This policy is applicable to all individuals associated with HU, whether they are internal or external stakeholders. They are expected to refrain from, prevent, and cease all forms of discrimination, as outlined in the definitions provided below.
- This policy is in effect for all practices conducted within the university, encompassing teaching and learning, research, monitoring, training, as well as commercial or any other related practices.

Principles of the Policy

- This policy is formulated with the intent of eliminating, preventing, and addressing the influences of discrimination. This, in turn, helps in (i) cultivating an environment predicated on trust and respect, where the presence of discrimination is unacceptable, and (ii) establishing a framework for fair and impartial procedures that apply to all involved parties.

Definitions

Discrimination: Treating a person in a different way (e.g., less favorable than others) based on religion, sexuality, gender, or age, among others (i.e. color, race, ethnicity, nationality, marital status, or disability).

Stakeholders: employees, students, whether enrolled full-time or part-time, for credit or non-credit courses, and third parties who participated in any university-related program or activity, or those who have interactions with the university, encompassing but not limited to volunteers, contractors, vendors, visitors, and guests.

Responsibilities

To implement this policy effectively, the following actions shall be taken:

- Disseminate this policy to all university members.
- Regularly conduct risk assessments regarding these issues, which HU may encounter.
- Hold all individuals working for or under the control of the university responsible for preventing, detecting, and reporting cases of modern slavery and other forms of exploitation.
- Handle all reported cases with sensitivity and confidentiality. The university is dedicated to ensuring that no staff member who reports such concerns in good faith faces any adverse consequences.

Procedures for Handling Policy Violations

- Complaints regarding policy violations may be initiated through any of the following modes:
 1. **Reporting to line managers:** Line managers bear the responsibility of ensuring policy implementation. This involves recording complaints from their employees, investigating these complaints, verifying the accuracy of reports and evidence, and submitting complaints to the disciplinary board through the Compliance Office.
 2. **Reporting to the Compliance Office:** Complaints may be filed in verbal or written form.
 3. **Utilizing the online Google Form:** An online form is available at when needed.

Procedures of the Office of Compliance and Legal Officer

Upon receipt of a violation report through any of the above modes, the Senior Compliance and Legal Officer will analyze the report to determine whether it has no basis (no prima facie), is a disciplinary matter, or a grievance. If a report from the complainant is incomplete, the Senior Compliance and Legal Officer may request further evidence within seven days. Otherwise, the report will be considered invalid and closed.

In cases where there is a prima facie case, it will be presented to either the Grievance Board or the Disciplinary Board, as appropriate.

The respective board will conduct a hearing and provide initial recommendations, which will be forwarded to the Senior Compliance and Legal Officer for the final decision.

Within seven days after the Senior Compliance and Legal Officer issues the final decision, affected parties may file an appeal, which will be presented to the Higher Disciplinary & Grievance Board (HDGB). The Senior Compliance & Legal Officer will update the decision/verdict of the HDGB, which will then be released to the Office of the President.

If no appeal is filed, the Senior Compliance & Legal Officer will directly release the decision/verdict to the Office of the President.