



Our organization has an internal reporting system to assure the confidentiality of whistleblowers or a grievance procedure for staff concerning an employment matter.

Bahria University has well defined internal reporting system to assure the confidentiality of whistleblowers or a grievance procedure for staff concerning an employment matter. Bahria University has developed multiple policies and procedures for this purpose. In 2024, Bahria University has **developed Equality and Non-Discrimination Policy / Diversity, Equity & Inclusion Policy**, grievance is one the key aspect of the policy. In addition to this, extracts of policies and procedures are given at Annex 'A' and Annex 'B'.



Bahria University
Discovering Knowledge
Head Office

Registrar Notification No. 30/2023

See Distribution:

26 July 2023

CONSTITUTION OF FACULTY GRIEVANCE REDRESSAL COMMITTEE

References:

- A. BU Academic Rules 2016 Clause 15.8.
- B. HEC letter No. 1-1/TTS/FGRC/QAD/HEC/2022/602 dated 22 May 2023.
- C. OAS Case File BU-HO/DQA/2023/906.
1. In compliance of reference A & B, Faculty Grievance Redressal Committee is hereby constituted at each CU, comprising of following:
 - a. Principal/ Director Campus (in case of BULC) – President
 - b. Head of the Dept/ Senior Faculty Member – Member
 - c. Manager QA (CU) – Member
 - d. Deputy Director HR (CU) – Member
2. Terms of reference of the subject Committee shall be as follows:
 - a. Process the complaints of Regular as well as Tenure Track faculty members pertaining to discrimination in grant of advance increments, belated promotions, delayed DTRC, TRP reports, transfer cases, leave entitlement, eligibility for promotion, etc.
 - b. Comply with the instructions contained in BU Academic Rules and HEC guidelines, as updated from time to time.
 - c. Provide proper opportunity to the complainants to express their dissatisfaction freely and openly, without any fear of being bullied.
 - d. Ensure no reprisal of any kind against any applicant, witness, or any other participant in the grievance redressal process, by reason of such participation in the grievance process.
 - e. Protect the privacy and confidentiality of all parties during the process of its working.
 - f. Submit its recommendations to the respective Head of CU within a period of seven working days from the date of receipt of the complaint/ grievance.
3. The Head of CU may approve the recommendations of the Faculty Grievance Redressal Committee, under intimation to the Registrar/ BUHO.
4. The HOD/ Senior Faculty Member should not be part of the Committee if a case from the same Department is under consideration, to avoid conflict of interests.

Registrar Secretariat, BU Head Office, Shangrilla Road, Sector E-8, Islamabad

5. A President/ Member of the Committee should not be a part of the proceedings if a grievance is reported against him/ her, to avoid conflict of interests.
6. This notification is issued with the approval of the Rector accorded vide reference C.

M JALALUDDIN QURESHI SI(M)
Commodore (Retd)
Registrar

Distribution:

Internal:

Rector's Secretariat – for info
All Pro Rectors
All Deans
All Directors at BUHO
All Deputy & Assistant Registrars
Chief Librarian

External:

All DGs of CUs
All Directors of CUs
All Principals of BU Schools

Bahria University



EQUALITY AND NON-DISCRIMINATION POLICY / DIVERSITY, EQUITY & INCLUSION POLICY 2024

EQUALITY AND NON-DISCRIMINATION POLICY / DIVERSITY, EQUITY & INCLUSION POLICY

2024

INTRODUCTION

1. The Ordinance of Bahria University (No V of 2000) in its clause 5 states, “The University shall be open to all persons of either gender without prejudice of religion, race, class, creed, colour or ethnicity who qualify for admission for the courses of study offered by it based on the criteria and policy determined by the Board, and no such person shall be denied the privileges of the University on the grounds of gender, religion, race, class, creed, colour or ethnicity.”

2. The Statutes of Bahria University, in the para 2.7 also lay down similar emphasis on equality and non-discrimination. It states, “In accordance with Section 5 of BU Ordinance 2000, the University is open to all persons of any gender without prejudice of religion, race, class, creed, colour or ethnicity who qualify for admission for the courses of study offered by it based on the criteria and policy determined by the Board, and no such person is denied the privileges of the University on the ground of gender, religion, race, class, creed, colour or ethnicity.”

SCOPE OF THE POLICY

3. This policy applies to all areas of Bahria University programs, activities encompassing induction of FMs, BUOs, BUSAS (including non-discrimination against women) and admission of students, employment practices and operations, including the conduct of all students and employees, as well as to the conduct of all guests, visitors, vendors, contractors, subcontractors and others who do business with Bahria University. Issues related to sexual harassment are not in the scope of this policy and are to be dealt in accordance with the BU Sexual Harassment Policy Guidelines.

POLICY STATEMENT

4. Bahria University is committed to the principles of equal opportunity and non-discrimination in education and employment, including gender equality. Discrimination on the basis of the following, or any other legally protected basis, is unlawful and is prohibited by this Policy.

- a. Age
- b. Race
- c. Colour
- d. National origin
- e. Gender
- f. Religion
- g. Caste

- h. Creed
- i. Disability
- j. Political beliefs

5. Retaliation towards an individual for filing a complaint of discrimination including unequal treatment on the basis of gender or discriminatory harassment, participation in an investigation of such complaint and/or opposition to discrimination or discriminatory harassment in the educational or workplace setting is also a form of harassment and is therefore prohibited.

6. Any person who believes they have been subjected to this type of prohibited activity should immediately report it to the respective HCU (any Pro-Rector for BUHO).

GENERAL DEFINITIONS

7. **Complainant** – An individual who may have experienced Discrimination, or have not been treated equally by a Member of the University Community based on their Protected Class. Bystanders who are not a member of the Protected Class may make reports of alleged Discrimination or Misconduct, but are not considered Complainants under this Policy.

8. **Respondent** – A party or person who is designated to respond to a report or Formal Complaint. Generally, the Respondent is the person alleged to be responsible for the prohibited Discrimination, Harassment, or Retaliation alleged in the complaint. The term “Respondent” may also be used to designate persons with administrative responsibility for procedures and policies in those areas covered in a complaint.

9. **Discrimination** – Treating an individual or members of a Protected Class less favorably because of their membership in that class or having a policy or practice that has a disproportionately adverse impact on Protected Class members.

10. **Discriminatory Disparate Treatment** – It is singling out or targeting an individual for unfavorable treatment because of their protected characteristic. In the employment context, the unfavorable treatment must negatively affect the terms and conditions of employment. In the education context, to rise to the level of discrimination, the treatment must unreasonably interfere with or limit the student’s ability to participate in or benefit from the institution’s programs and activities. Examples include but are not limited to:

- a. Failing or refusing to hire or admit an individual because of their protected characteristic.
- b. Imposing more severe discipline on a student or employee because of their protected characteristic.
- c. Giving a negative performance evaluation or grade/academic assessment because of an individual’s protected characteristic.

- d. Terminating, suspending, dismissing, or expelling an individual based on their protected characteristic.
11. **Harassment** – is either:
- a. Subjecting an employee on the basis of their membership in a Protected Class to unwelcome conduct that is severe or pervasive enough to alter the conditions of the employee’s employment and create a hostile or abusive working environment; or
 - b. Subjecting a student on the basis of their membership in a Protected Class to severe, pervasive, and objectively offensive treatment that denies the student equal access to education.
12. **Retaliation** – Adverse action taken against an individual in response to, motivated by or in connection with an individual’s complaint of discrimination or discriminatory harassment, participation in an investigation of such complaint and/or opposition to discrimination or discriminatory harassment in the educational or workplace setting.
13. **Formal Complaint** – A document filed by a Complainant and accepted by the Equal Opportunity Coordinator / Director (Admin) Campus / Director (Admin) BUHO alleging Discrimination or Harassment against a Respondent and requesting that the University investigate the allegation(s).
14. **Protected Class** – A class of persons who are protected under applicable federal or Bahria University laws against Discrimination and Harassment on the basis, as described in the policy statement above.
15. **University Premises** – Buildings or grounds owned, leased, operated, controlled or supervised by the Bahria University.
16. **Inclusion** – SHRM defines inclusion as “the achievement of a work environment in which all individuals are treated fairly and respectfully, have equal access to opportunities and resources, and can contribute fully to the organization's success.
17. **Diversity** – Includes age, gender, disability, and vulnerable groups in addition to the country of origin, culture, history, religion, and traditions that a person brings from their natives.
18. **Equity** – Equity means fairness and without bias.

PROCEDURES

19. Any member of the university community who has been either a target of or a witness to discrimination, including unequal treatment on the basis of gender or harassment can file a complaint through proper channel. When someone raises a concern about discrimination or harassment, the university official, to whom the matter was reported, will try and resolve the issue through informal negotiations between the two parties. If this fails to achieve an amicable resolution of the reported issue, the matter be reported to the next higher officer for taking it up formally with the concerned parties.

20. Informal Resolution

a. Informal resolution has the goal of ending offensive behavior and resolving the concern rather than assessing blame and exacting a penalty. If a concern can't be resolved informally, or if the behavior is so serious or persistent as to warrant disciplinary action, it should be handled through formal procedures.

21. Formal Procedures

a. The purpose of formal action is to determine if the BU policy on discrimination, harassment and retaliation has been violated and, if so, to enact disciplinary actions and/or prescribe a course of action that will resolve the situation. Disciplinary actions may include but are not limited to a written reprimand, probation, suspension, dismissal or expulsion (BU Statutes Chapter 9 and BU Academic Rules Chapters 13, 14 & 15 refer).

b. Formal procedures are set in motion when a signed written complaint is filed. The complaint must contain the name and signature of the complainant, details of the situation precipitating the complaint, and a statement of desired outcome.

c. The process for filing a complaint, investigating and hearing complaints and grievances against individuals depends upon the status of the accused (faculty, academic staff, university staff, or student). The BU Statutes Chapter 9 and BU Academic Rules Chapters 13, 14 & 15 guide these processes.

RESPONSIBILITIES

22. Pro-Rectors, DGs, DHR, Directors CUs, CU Head of HR Department, DSA, Deans, Principals of Schools & Concerned HoDs have the responsibility to maintain and consistently manage the implementation of this policy.

GOVERNING PRINCIPLES

23. In the interest of providing a fair process, preserving privacy, and preventing retaliation, the following principles will be observed:

a. **Impartiality.** All persons charged with responsibility for implementing these procedures will discharge their obligations with fairness, rigor, and impartiality.

- b. **Fair Process.** Principles of fair process should be observed throughout the process. This includes timely resolution of the process, proper notice to parties, and the ability to respond to allegations.
- c. **Privacy.** All activities under these procedures will be conducted with regard for the legitimate privacy and reputational interests of all parties involved. Once a formal complaint is filed, all parties, including witnesses, will be notified of the expectation that they keep information about the case – including any documents that they may receive or review – confidential. They will also be notified that sharing such information might compromise the investigation or may be construed as retaliatory. Medical and counseling records are privileged and confidential documents that parties will not be required to disclose. The parties remain free to share their own experiences, other than information that they have learned solely through the procedures and processes under this Policy. To avoid the possibility of compromising the investigation, it is generally advisable to limit the number of people in whom the parties confide.
- d. **Respondents are Presumed Not Responsible.** A respondent is presumed not to be responsible for an alleged Policy violation until a final determination regarding responsibility is made.
- e. **University Values.** The procedures for this Policy are to be construed in accordance with broader University policies, including the University-Wide Statement on Rights and Responsibilities.
- f. **Clarity and Visibility.** All members of the University community are expected to be aware of the University's Non-Discrimination Policy, understand what conduct is prohibited under the Policy, and understand what their rights and responsibilities are under the Policy and Procedures.
- g. **Transparency.** Throughout the course of an investigation into a formal complaint, the Investigator will provide frequent updates to both the complainant (the person bringing the complaint) and the respondent (the person about whom the complaint has been made).
- h. **Timelines.** The HCU/Pro-Rector concerned, may impose reasonable timeframes to enable timely resolution of the matter. The investigatory process typically will not exceed 90 ordinary business days, absent extenuating circumstances.
- i. **Avoiding Conflict of Interest.** The University commits to eliminating any conflicts of interest in the process. In situations where either the complainant or the respondent names as a party or witness the University official(s) who are designated as facilitating or overseeing any stage in the Informal Resolution or Formal Complaint Processes, the Local Designated Resource, in consultation with appropriate School officials, will determine a designee to assume those responsibilities in place of the named University official(s).

j. **Available Support and Remedies.** All members of the University community may seek supportive measures should they experience or witness conduct prohibited under this Policy. A party may seek supportive measures and resolution through informal processes under this Policy or other University procedures, and they remain free to pursue a formal complaint under this Policy without prejudice.