

 جامعة الإمام عبد الرحمن بن فيصل IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY مستشفى الملك فهد الجامعي   King Fahd Hospital of the University		Date: 24.10.2023 Revision: 2 IAU
<b>POLICY AND PROCEDURES</b>		
<b>DEPARTMENT : ADMINISTRATION</b>		
<b>Effectivity: 16 Oct 2023</b>	<b>Supersedes: 2</b>	
<b>Review Date: 01 Sep 2024</b>	<b>No. of Pages: 4</b>	

**TITLE: ANTI- HARASSMENT POLICY**

**1. PURPOSE**

The purpose of this policy is to affirm Imam Abdulrahman Bin Faisal University's commitment to providing a safe and respectful environment free from harassment. The university strives to promote a culture of dignity and respect, ensuring that all students, faculty, staff, and visitors are protected from any form of harassment.

**2. SCOPE**

This policy applies to all members of the IAU community, including students, faculty, staff, contractors, and visitors. It covers conduct on campus, during university-sponsored events, and any interactions associated with the university, including digital and online communication.

**3. DEFINITIONS**

- **Harassment:** Unwelcome behavior, whether verbal, physical, visual, or digital, that demeans, intimidates, or threatens an individual or group based on characteristics such as gender, race, nationality, religion, age, or disability.
- **Sexual Harassment:** Unwanted sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that affects an individual's academic or work performance or creates a hostile environment.
- **Bullying:** Repeated aggressive behavior intended to hurt or intimidate another individual, which may involve verbal abuse, physical actions, or online harassment (cyberbullying).
- **Retaliation:** Any adverse action taken against a person for reporting harassment or participating in an investigation.

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#### 4. POLICY STATEMENT


Imam Abdulrahman Bin Faisal University has a zero-tolerance policy towards all forms of harassment, including but not limited to:

- Sexual harassment
- Verbal, physical, or psychological abuse
- Bullying and cyberbullying
- Discriminatory remarks or actions based on race, gender, nationality, religion, or disability

The university is committed to taking all necessary measures to prevent harassment and ensure that any reported incidents are handled promptly and appropriately.

#### 5. RESPONSIBILITIES

- **University Administration:**
  - Develop and implement training programs to educate the university community about harassment prevention.
  - Ensure that appropriate resources are available for reporting and addressing harassment.
- **Human Resources Department:**
  - Handle harassment complaints from faculty and staff.
  - Conduct investigations and recommend appropriate actions based on findings.
- **Student Affairs Office:**
  - Manage harassment complaints from students.
  - Provide support services for affected individuals, including counseling and guidance.
- **All Members of the University:**
  - Treat others with respect and refrain from engaging in any form of harassment.

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- Report any incidents of harassment to the appropriate office without fear of retaliation.

## 6. Reporting and Complaint Procedures

### 1. Filing a Complaint:

- Any individual who experiences or witnesses harassment is encouraged to report it to the Human Resources Department (for staff) or the Student Affairs Office (for students).
- Complaints can be submitted verbally, in writing, or through the university's online reporting system. Confidentiality will be maintained throughout the process.

### 2. Investigation Process:

- Upon receiving a complaint, the designated office will conduct a prompt and impartial investigation. This may involve interviews with the complainant, the accused, and any witnesses.
- The investigation aims to gather all relevant facts and determine whether the policy has been violated.

### 3. Resolution and Disciplinary Action:

- If the investigation confirms harassment, the university will take immediate corrective action, which may include disciplinary measures such as warnings, suspension, termination, or expulsion, depending on the severity of the misconduct.

### 4. Appeals:

- Individuals who disagree with the outcome of the investigation may file an appeal with the university's grievance committee. The appeal must be submitted within 10 working days of the decision.

## 7. CONFIDENTIALITY

All reports and investigations will be handled with strict confidentiality. Information will only be shared with individuals directly involved in resolving the matter to protect the privacy of all parties.



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## POLICY AND PROCEDURES

Date: 24.10.2023

Revision: 2

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### 8. NON-RETALIATION

Imam Abdulrahman Bin Faisal University prohibits retaliation against anyone who reports harassment or participates in an investigation. Any form of retaliation will be subject to disciplinary action.

### 9. TRAINING AND AWARENESS

The university will provide mandatory training sessions for students, faculty, and staff to increase awareness about harassment, its consequences, and reporting procedures. Training will be conducted during orientation and as part of ongoing professional development.

### 10. COMPLIANCE WITH SAUDI LAWS

This policy aligns with Saudi Arabian laws, including the **Anti-Harassment Law** and the **Labor Law**, as well as the objectives of **Saudi Vision 2030** to promote a safe and respectful workplace and educational environment.

### 11. MONITORING AND REVIEW

The Anti-Harassment Policy will be reviewed annually by the Legal Affairs Department and the Human Resources Division to ensure its effectiveness and compliance with current laws and best practices.

**Approved by:**

**Date Signed:**

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**Dr. Ahmed Al Kuwaiti**

Dean,

Deanship of Quality and Academic Accreditation