



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

POLICY AND PROCEDURES

Date: 08.09.2019

Revision: 4

DEPARTMENT : ADMINISTRATION

Effectivity: 10.09.2019

Supersedes: 3

Review Date: 15.09.2024

No. of Pages: 9

1. TITLE: PROTECTION FOR REPORTING DISCRIMINATION POLICY

2. PURPOSES:

2.1 The Imam Abdulrahman Bin Faisal University explicitly prohibits discriminatory practices and abusive behavior within the assessment and admission processes, educational programs and activities, employment policies, procedures, and processes, and academic services, based on race, color, nationality, religion, gender, age, impairment, genetic mutations, professional status, or any other character trait covered under applied Saudi law. The University actively works to stop such behavior, and when necessary, it conducts investigations and implements corrective measures.

3. DEFINITION:

3.1. Appellant

In this policy, a person or group of people who have possibly been the object of misconduct that is forbidden by this policy are referred to as “Appellant,” irrespective of whether the individual discloses the behavior.

3.2. Discriminatory Practices

In this policy, “discrimination” is defined as treating a person or group of people unfairly in workforce or training due to their race, color, national or ethnic origin, religion, sex, or gender expression; their age; an impairment; their genetic data; their status as a service member; or any other trait covered by acceptable Saudi law.

3.3. Harassment

According to this policy “harassment” is defined as unwanted verbal or physical behavior that is motivated by one’s racial group, appearance, national or ethnic origin, religious practice, gender, gender expression, age, impairment, genetic data, professional status, and any other character trait that is secured by applied Saudi law. When it creates an unnerving, combative, or offensive working environment and is;

3.3.1. It is so serious, extensive, or continuous that it prevents a student from engaging in or reaping the benefits of educational events or programs, or

3.3.2. Is so extreme, widespread, or continuous that is unjustly impairs an employee’s ability to perform their job or fosters a hostile, provocative workplace.

3.4. Employee

In the context of this policy, “Employee” refers to a person who works as faculty or staff on a temporary contract, full time, or both.



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3.5. Retaliation

In accordance with this policy, “retaliation” refers to any unfavorable acts, treatment, or circumstance imposed as result of an individual engaging in a lawful activity, such as;

3.5.1. Reporting or opposing discrimination and prejudice, or taking part in an investigation involving such behavior, as well as any conduct designed to intimidate, threaten, or coerce someone into rejecting such practices, disclosing such behavior, or filing a complaint of discriminatory practices.

3.6. Student

A person who has filed for acceptance or reinstatement to the university, is accepted or enrolled in one maybe more courses for credit therein, or who is not currently registered and now has an ongoing academic engagement with the university is referred to as a “student” in this policy.

3.7. Respondent

In this policy, a person or group of people who have been recognized as possibly engaging in activity that is forbidden by this plan, whether or not an official complaint has been made, is referred to as a “respondent”

4. POLICY:

4.1. Prohibition

4.1.1. Discrimination and abuse are against this policy and will not be permitted. The Imam Abdulrahman Bin Faisal University forbids discriminatory practices and abusive behavior against every candidate, worker, or student on the grounds of race, appearance, ethnic origin, religious practice, gender, gender preference, gender identity, gender expression, age, impairment, genetic data, professional status, or any other character trait covered by applicable federal or state law in its admissions and implementation of strategies; teaching programs and activities; employment practices and procedures.

4.1.2. Retaliation- this policy prohibits retaliation, which will not be tolerated. The university forbids retribution and take precautions to prevent it from happening to those who disclose or submit a complaint of discriminatory practices, and take part in an investigation, or speak out against such behavior. A probe could follow if there is a claim of retribution.

4.2. Reporting by complainant

When someone feels they have been the target of prejudice, abuse, or retribution, they must address it to the Ethics Committee right away. Students can also file a complaint with the dean of student’s office about such behavior.



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4.3. Responsibility to Disclose

When notified of particular and convincing allegations of discrimination, abuse, or retribution, workers and personnel with authority to act on behalf of the institution are responsible for reporting the alleged offenses to Ethics Committee right away. Chairman of the committee may impose disciplinary measures against employees who fail to report cases of discrimination, abuse, or retribution. The chairman or committee members or the Dean of Students Office welcome reports of alleged discrimination, harassment, or retaliation from students and other people, including visitors to the university.

4.4. Methods for Dispute Resolution

Those who want to disclose behavior that are consider as being in violation of this policy and which they think to have involved prejudice, abuse, or retribution, may do so by using either the formal disciplinary process or the indirect complaint procedure, or both. The formal and informal processes listed in resolution protocols for cases of discrimination, abuse, or retribution filed with the office of the Ethics Committee are not mutually exclusive, and selecting one does not exclude using the other.

4.5. Remedial and Interim Measures

Upon consulting with the relevant university administor, Ethics committee may suggest temporary safety precautions at any point during the probe if it is assessed that they are necessary to reduce any possible prejudice, abuse, or retribution while the investigation is ongoing. The provisional measures should conform to the university's current guidelines and are not disciplinary in nature.

4.6. Confidentiality

The university shall take the necessary precautions to provide the highest level of dicretion possible and in conformity with the law in order to protect sensitive information pertaining to an inquiry into prejudice, bullying, or retribution. Confidentiality is always upheld on a strict requirements basis, but it can only be guaranteed to the extent that it does not conflict with the university's duty to look into accusations of discrimination, abuse, and retribution that call for the university to take corrective action.

4.7. False complaints and statements

Any individual who deliberately files a misleading allegation or gives false facts while in an inquiry under this regulation is subjected to disciplinary action, which may include dismissal, terminated employment, or severance of business connections with the university. Allegations of fake accusations will be forwarded by the Departemnt dean to the office of University Ethics Committee.

4.8. Timely Reporting

Within 1 week after the alleged event that gives rise to the complainant, accusations must be submitted. It is highly recommended that issues must be



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reported right away, because doing so enables disruptive behavior to be quickly stooped and resolved. The Vice President of the institution or designee, shall assess a complaint if it not submitted on time to decide whether a deadline extension is necessary

Ethics Committee may provide a waiver of the 15 working days filing deadline for the reasons listed in the resolution procedures for complaints of discrimination, haraasment, or retaliation. A grievance submitted after 15 working days may also be looked at if doing so is consistent with this policy.

4.9. **Required Employee training**

In accordance with the Saudi law and regulations, workers must get education on avoiding discrimination, harassment, and retaliation.

4.9.1. Information about school policies, protocols, and methods concerning discrimination, misconduct, and retribution in the workplace or educational context must be included in the training program.

4.9.2. Every university employee is required to complete the training course outlined in this section no later than 30 days after their employment date, and they must continue to take additional training every one year after that.

5. **PROCEDURE:**

5.1. **Reporting**

Anonymous complaints can be submitted, although the university undertakes an effort to look into every complaint, even those that are anonymous, their nature makes inquiry, decision, and resolution more challenging and, at times, impossible. Furthermore, despite the university's best efforts, it might not always be able to keep complainant's identities private.

5.2. **Intake and Outreach**

5.2.1. The office of Ethics Committee, Equality, and Resolution Services will make a preliminary decision regarding whether to process a complaint after receiving it.

5.2.2. A representtaive from the Ethic Committee, will typically get in touch with the investigating participant within 48 hours of an initial assessment of a report of probable conduct that might violate the University's policies against discrimination and harassment to request a meetng together any additional information if any, and to explain the University procedures. If all claimed facts are accurate, the question at this point is whether the alleged action could be considered to be against the University's policies, which forbid unlawful harassing and discrimantory behavior.

5.2.3. The presentation will also go through the process for submitting an official or informal complaints, the distiction between privacy and secrecy



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and the need to be guarded from retribution if the person reporting is a possible complainant.

5.2.4. The university shall give the accuser a formal information regarding resources, legal options, such as the local law enforcement resources as appropriate, and possible supportive measures in addition to the first discussion and any follow-up meetings with the complainant.

5.3. Supportive measures

5.3.1. The necessity for and conditions of any supportive measures that directly affect accusers and respondents will be immediately reviewed, as is appropriate in the circumstances, upon request and in accordance with these procedures.

5.3.2. Complainants and respondents will also be permitted to submit evidence in support of their request. A staff member could, for instance, argue that a “No Contact Order” is not required nor beneficial and want to have it revoked.

5.3.3. Contacting the Ethics committee office is the best course of action for complainants and respondent to make further request for review of supportive measures, whether they are approved or denied.

5.4. Informal Resolution of Complaint

5.4.1. As assessed by the university on a case-by case situation, serious charges (such as those involving violence and threats) will not be covered by this procedure. The University will be the sole arbiter of this decision. Before suggesting informal settlement options, the university may need to conduct some amount of inquiry into the relevant facts and circumstances.

5.4.2. A complaining party may (but is not obligated to) start an informal resolution process by alerting the offender verbally or in writing that their actions are disrespectful and that they must stop. If a meeting is scheduled, a third party witness should attend.

5.4.3. When the appellant, defendant, and university are convinced that the issue has been fixed and won't happen again, the issue is deemed to have been informally settled. An informal dispute that has been settled to everyone's approval is regarded as concluded and is not qualified for any further investigation. However, if new evidence comes to light, new violation occurs, or any party disregards the informal resolution provisions, the university has the right to take additional action.



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5.4.4. The decision to switch the complaints to the formal resolution procedure, covered below, amuy be made at any time throughout the informal process by the complainant, the respondent, or the university.

5.5. Formal Resolution of complaint

5.5.1. A written statement, an assessment, and any necessary corrective action that the University deems necessary are often a part of the formal procedure. The university performs a preliminary evaluation after receiving any complaints of discrimination or bullying to evaluate whether the evidence necessitates further investigation.

5.5.2. The university has the exclusive authority to decide if additional research is required in a given situation. The complaining entity will be informed and, if necessary, given access to any additional services on campus to help address the reported concerns in cases when a report wont be examined.

5.5.3. The Ethics Committee will look into the complaints if the formal process is unsatisfactory or in an informal resolution is not requested or acceptable given the situation. The investigation will be finished, barring extraordinary circumstances, 60 working days after complaint is filed.

5.5.4. The university will try its best to handle complaints and probes with consideration for both the respondent's and complainants legal rights. To the extent that is practical and acceptable considering the circumstances, the university treats accusations discreetly and makes an effort to safeguard anonymity all through the investigative process. However, it is typically necessary to discuss the charges with the respondent and any prospective witnesses in order to launch an inquiry. In addition, the university might need to provide data to law enforcement, other organizations, or during legal procedures.

5.5.5. Throughout the course of the investigation, both the appellant and the defendant are permitted to use any adviser of their choosing. Advisers are only permitted to participate in discussion and examinations with the parties during the inquiry and to provide counsel to those parties.

5.5.6. It is against the rules for advisors to take part in meetings or interviews by directly responding to inquiries on account of a client. All throughout the proceedings, advisors are required to show respect to all parties, witnesses, and university officials. Advisors whose conduct does not meet these standard risk being barred from further involvement in the process. People who are or could be witnesses in the case, or who otherwise have a conflict of interest, are not permitted to serve as advisor.

5.5.7. A majority of the proof will be used by the investigators or designee to unbiasedly and fairly weigh the information and write an investigative



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report that summarizes the facts. The investigator will evaluate whether the respondent violates any university policies based on the facts, also by a majority of the evidence.

5.6. Sanction and Written Determination

The Director of Human Resources will receive a report from the office of Ethics Committee, outlining the factual findings and policy conclusions. The Director of HR will impose disciplinary punishment or take corrective action in accordance with the investigator findings and recommendations. All disciplinary actions must adhere to the relevant policies and the accuse and defendant will be advised in writing of any actions that will be taken about the complaint, to the degree allowed by law and duties under collective bargaining agreements, and they will also be informed if no actions will be taken.

5.7 Appeal

if the client files an appeal, the other side will also be notified by letter and given a chance to respond. A claimant must file an appeal 15 working days after being informed of the decision. The investigative results and conclusions may be accepted, rejected, or modified by the Director of HR or the person designated by him\her. The Vice Dean or Director of HR, or a person designated by him\her, may take action to look into the report or allegations further to provide further information if necessary.

5.8 **Retribution** Retribution against anyone who in fairness reports incidents of discrimination or abuse or takes part as a testimony in a case under this or another university policy is prohibited by the university.

6. RESPONSIBILITIES:

6.1. Hospital Administrator and Ethics Committee

7. ATTACHMENTS: N\A

8. DISTRIBUTION:

8.1. All Medical and Non- Medical Department

9. REFERENCES



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