



POLICY ON DISCRIMINATION AND HARASSMENT

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Scope

PERSONAL HARASSMENT POLICY AND PROCEDURE

INTRODUCTION

1. Harassment or victimization on the grounds of race, colour, nationality, ethnic or national origin, sex, marital status, religion or belief, disability or age is unacceptable.
2. Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favors, threatening behavior and actual physical abuse. Whatever form it takes, personal harassment is always serious and is totally unacceptable.
3. The College recognizes that personal harassment can exist in the workplace as well as outside and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.

POLICY

1. The College deplores all forms of personal harassment and seeks to ensure that the working environment is sympathetic to all College employees.
2. The College has published these procedures to inform employees of the type of behavior that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.
3. The College recognizes that it has a duty to implement this policy and all employees are expected to comply with it.



EXAMPLES OF PERSONAL HARASSMENT

Personal harassment takes many forms and employees may not always realize that their behavior constitutes harassment. Personal harassment is unwanted behavior by one employee towards another and examples of harassment include: -

- insensitive jokes and pranks
- lewd or abusive comments about appearance
- deliberate exclusion from conversations
- displaying abusive or offensive writing or material or unwelcome touching
- Abusive, threatening or insulting words or behavior.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

COMPLAINING ABOUT PERSONAL HARASSMENT

Informal complaint

1. The College recognizes that complaints of personal harassment and particularly of sexual harassment can sometimes be of a sensitive or intimate nature. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper. This person cannot be the D. Vice Rector or Administrator, who will be responsible for investigating the matter if it becomes a formal complaint.
2. If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you

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feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

Formal complaint

1. Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the D. Vice Rector (for academic staff) and the Administrator (for non-academic staff) as a formal written complaint and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include: -
 - a) the name of the alleged harasser
 - b) the nature of the alleged harassment
 - c) the dates and times when the alleged harassment occurred
 - d) the names of any witnesses
 - e) any action already taken by you to stop the alleged harassment.
2. On receipt of a formal complaint the College will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with pay until the matter has been resolved.
3. The person dealing with the complaint will invite you to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation. You have the right to be accompanied at such a meeting by your confidential helper or another work colleague of your choice and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.
4. On conclusion of the investigation which will normally be within ten working days of the meeting with you, a draft report of the findings and of the investigator's proposed

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decision will be sent, in writing, to you and to the alleged harasser.

5. If you or the alleged harasser are dissatisfied with the draft report or with the proposed decision this should be raised with the investigator within five working days of receiving the draft. Any points of concern will be considered by the investigator before a final report is sent, in writing, to you and to the alleged harasser.