

# ANTI-HARRASMENT POLICY

## **1. Policy statement**

Memon College is committed to providing an environment free from harassment of any kind. Harassment based on race, color, national origin, sex, disability, age, sexual orientation, or any other protected status is strictly prohibited.

## **2. Purpose**

To create a safe and respectful educational environment for all students, faculty, and staff at Memon College of Physical & Rehabilitative Medicine. This policy aims to prevent and address harassment in all forms, ensuring that all individuals can pursue their education without fear of discrimination or retaliation.

## **3. Scope**

This policy applies to all DPT students, faculty, staff, and any other individuals associated with Memon College of Physical & Rehabilitative Medicine.

## **4. Definition of Harassment**

Harassment includes any unwelcome verbal, written, or physical conduct that creates an intimidating, hostile, or offensive environment. This includes, but is not limited to:

- a) Verbal harassment (e.g., derogatory comments, jokes, slurs).
- b) Physical harassment (e.g., unwanted touching, threats).
- c) Visual harassment (e.g., offensive images, gestures).
- d) Cyber harassment (e.g., online bullying, inappropriate messages).

## **5. Procedures and responsibilities**

### **5.1 Reporting**

- 5.1.1 Reports of harassment can be made from any one verbally or in writing to the designated harassment officer, faculty member.
- 5.1.2 Students are encouraged to report incidents as soon as possible to facilitate timely investigation.

### **5.2 Confidentiality**

- 5.2.1 All reports will be handled confidentially. The identity of the complainant will be protected to the extent possible during the investigation.
- 5.2.2 Information will be shared only with those involved in the investigation or required for resolution.

### **5.3 No Retaliation**

Retaliation against individuals who report harassment or participate in investigations is strictly prohibited.

### **5.4 Investigation Process**

- 5.4.1 Upon receiving a report, the designated officer will conduct a prompt, thorough, and impartial investigation.
- 5.4.2 Both the complainant and the accused will have the opportunity to present evidence and witnesses.
- 5.4.3 The investigation will be completed in a timely manner, and both parties will be informed of the outcome.

### **5.5 Disciplinary Actions**

- 5.5.1 If harassment is confirmed, appropriate disciplinary actions will be taken, which may include counseling, suspension, expulsion, or other measures deemed necessary.
- 5.5.2 Disciplinary actions will be proportionate to the severity of the harassment.

### **5.6 Education and Training**

- 5.6.1 To ensure prevention of sexual harassment on campus, MCPRM should develop programs to educate its staff, faculty and students. Education is essential to sensitizing the college faculty, staff and students in order to eliminate sexual harassment on campus.
- 5.6.2 Assuring employees that they will not be punished to students for asking questions or sharing their concerns

### **5.7 Anti-Harassment committee**

- 5.7.1 The Inquiry Committee shall be responsible for the investigation and adjudication of any complaint received in connection with the violation of this policy.
- 5.7.2 The committee shall consist of three members, at least one of whom shall be a woman and one of the members shall be from Human Resource (HR) department.
- 5.7.3 In case a complaint is made against one of the members of the committee, that member shall be replaced by another (impartial member) for that particular case.
- 5.7.4 All notes and records arising in connection with an investigation shall be maintained in a confidential file at MCPRM.

### **5.8 Review and Amendments**

This policy will be reviewed after two years and may be amended as necessary to ensure its effectiveness and compliance with relevant laws and regulations