

SUSTAINABLE DEVELOPMENT GOALS



10.6.11 Does your university have anti-harassment policy that covers the institutions and its operation?

Yes, Section E in (Equality , Justice, Tolerance Policy)

Yes. The University of Business and Technology (UBT) enforces a comprehensive Anti-harassment and Anti-discrimination framework embedded within its institutional policies.

The Equality, Justice and Tolerance Policy (HR.01.01) explicitly prohibits all forms of harassment, bullying, or discriminatory behavior in any setting—academic, administrative, or digital—while the Faculty and Staff Disciplinary Policy (HR.07.01) defines investigation, due-process, and disciplinary actions for violations.

Together, these policies guarantee that every member of the UBT community—students, faculty, staff, contractors, and visitors—works and learns in a safe, respectful environment that upholds dignity and equality for all.

Key Institutional Safeguards

- Zero-tolerance stance toward verbal, physical, written, or online harassment.
- Clear definitions of harassment, bullying, and discrimination.
- Formal complaint-reporting channels via HR, Student Affairs, or e-platforms.
- Confidential investigation procedures and protection for victims, witnesses, and reporters.
- Disciplinary actions ranging from written warnings to dismissal, in line with Saudi Labor Law (Articles 80 & 81) and Royal Decree M/96 (2018).
- Regular awareness programs through HR and the Intellectual Awareness Department.

Figure 10.6.11 A – Equality, Justice and Tolerance Policy (HR.01.01)

Official UBT policy establishing a university-wide framework for equality, accessibility, anti-harassment, and anti-discrimination.

Includes definitions, reporting mechanisms, confidentiality protections, and references to Royal Decree M/96 (2018) on harassment prevention.

Approved 17 September 2024 by the University Council (Dr Weam Tunsi).

Equality, Justice, and Tolerance Policy

Policy Code:	HR.01.01
Policy Version No:	Ver.1.0
Approval Date:	17/9/2024
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Policy Owner:	General Department of Human Resource

Documentation Administration

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1. Purpose

To foster a healthy environment free from discrimination, and harassment where all can work together in harmony and equality, to learn and innovate.

2. Scope

Applied to all UBT members (Faculty (part time and full time), Staff, Students, visitors, adjunct professors, etc.) in terms of equality in accessibility, admission, pay-scale, gender equality and disabilities, anti-harassment, and anti-discrimination.

3. Definitions & Acronyms

3.1 Definitions

Term	Definition
Harassment	is the act that offends, intimidates, or harms a person. It includes verbal, physical, written, or social behaviors.
Bullying	is the act of repeatedly threatening, forcing or hurtful teasing another person to cause him aggressive abuse. It can be verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm.
Discrimination	is the act of treating a person differently because of his race, color, gender, religion, sect, age, social status, national or ethnic origin or disability.
Reporting	is the act of escalating a case of discrimination to the relevant authority.
Pay scale	is the mapping of UBT job positions to grade and rank.
Disability	Each and every person who, according to a medical report issued by the Ministry of Health or hospitals in other government sectors, or according to one of the identification cards issued by the Ministry of Human Resources and Social Development, means that he/she has one or more of the following disabilities: (visual disability, mental disability, physical disability, motor disability, learning difficulties, speech difficulties, behavioral disorders, emotional disorders, autism) or any other disability that requires the provision of any form of accommodation.
Accessibility	Ability to access resources.

3.2 Acronyms

Term	Definition

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4. Policy Principles & Statement

UBT is an equal opportunity university that strongly prohibits all forms of discrimination based on gender, race, ethnicity, religion, nationality, or disability and adopts all relevant policies set by the ministry of Human resources and social development published on 20/10/2019. Under decree 20912.

A) Discrimination

- UBT states that all current and prospective employees (including the outsourced ones) are equal in the right to work at UBT without discrimination on the basis of gender, disability, nationality, age or any other form of discrimination, whether during their performance of work at the time of employment or at the time of advertising,

- UBT provides non-discrimination education opportunity to its students based on ministry of education and is fully committed to it based on indifference towards social statuses, gender, religion, sects or disabilities.

- UBT is fully committed to fight any form of discrimination against its employees/Students based on their religion, gender, nationality, disability and age.
- All Employees are subject to university bylaws, rules and regulations when it comes to discrimination in the workplace.
- UBT considers women as valuable contributors to its reputation and the national economy within the vision 2030.
- UBT provides equal opportunity for admission of students (undergraduate, and postgraduate) regardless of their gender, nationality, disability, religion, etc.
- UBT Organizes and participates in different activities that empower women.
- UBT celebrates different international days set by United Nations to celebrate achievement of individuals (Women, youth, scientists, researchers, ...) who made a change in their community and the world.

B) Gender equality:

- UBT is committed to eliminating any discrimination or prejudice against women based on Gender.
- UBT programs are open for both female and male students with equal opportunities.
- Male and female representation in UBT councils and committees is based on their merits, expertise and backgrounds.
- As UBT provides equal facilities and services for each gender and respects the privacy of its students, staff and faculty members with full access to all resources.
- UBT offers equal opportunities to internships, coop and international study programs to its students.
- UBT encourages women to apply and participate in all activities
- For every college and department, Dean & Vice Dean / the head of department or the co-head of department is a female faculty.
- All UBT students (male and female) have the same opportunities to establish clubs, societies and conduct extracurricular activities and field trips.

C) Pay-Scale:

- UBT is keen to provide an equal pay to its faculty members and staff.
- Salaries and allowances are based on the Job description and position regardless of the gender.
- All positions at UBT can be occupied by women and men. And it is not possible, legally, to pay a person higher or lower than the pay and grade associated with that position.
- Women in UBT can occupy all positions including presidency, vice presidency, deanship and directorship.
- HR monitors and sets measures to ensure the prevention and correction of pay gaps.

D) Accessibility:

- All university services, facilities, activities, and opportunities are equally accessible by all UBT current members, and prospective applicants (Students, Staff and Faculty) based only on their merit, eligibility and credentials.
 - Services include, but not limited to, admission, registration, placement, scholarship, mentorship, recruitment, subscriptions, complaints, appeals, etc.

- Facilities include, but not limited to classrooms, labs, meeting rooms, sporting facilities, etc.
- Activities and events include, but not limited to, learning, teaching, mentoring, extra curriculum, sports and research.
- Eligibility is based on the regulations of UBT (safety, security, code of conduct), type of events, and how members are related to the specific resources.

E) Harassment

In reference to the royal decree number M/96 published on 31th of May 2018, (article 2,3,4,5,6,7) regarding fighting the crime of harassment, prevent it and punish the perpetrators and protect victims in order to preserve the privacy, dignity and personal freedom of individuals guaranteed by sharia and law.

- No harassment/bullying during lectures, academic and non-academic activities, or to any employee, student or staff.
- UBT strongly prohibits all forms of harassment, verbal, physical or using social media and similar channels.
- UBT should review frequently and set measures necessary to prevent and fight harassment at the work environment including:
 - a) a mechanism for receiving complaints.
 - b) procedures necessary for verifying the complaints and maintaining confidentiality.
 - c) publication of such measures and raising awareness.
- UBT should take disciplinary measures against any of their personnel in case of any violation of the provisions of this policy, in accordance with its applicable procedures.
- Disciplinary measures shall not prejudice the victim's right to file a complaint with the competent authorities.

F) Disabilities:

In reference to the Royal decree No M/51 published on September 27th, 2005, specifically article 28 and 29 stating:

- ⇒ Every employer who employs twenty-five workers or more, and the nature of his/her work enables him/her to employ the disabled who have been professionally rehabilitated, shall employ at least 4% of the total number of his/her professionally qualified disabled workers, whether by nominating employment units or others (28).
- ⇒ And / If any worker suffers a work injury resulting in a lack of his/her usual capabilities that does not prevent him/her from performing a job other than

his/her previous work, then the employer in whose work the worker was injured shall employ him/her in the appropriate work for the wage specified for this work. This shall not prejudice the compensation he/her is entitled to for his/her injury (29).

- UBT Keeps records of all its members (students and employees) with special needs.
- UBT makes and maintains engineering modifications and harmonization of work conditions and environment in accordance with the standards stipulated in Chapter Two of the Architectural Requirements volume in the Saudi Building Code, and necessary to enable the person with disabilities to carry out his / her work tasks.
- UBT provides the necessary accommodations and services to enable him/her to perform the tasks assigned to him/her.

Employees:

- UBT assigns Jobs and tasks to its employees with special need that correspond to the type and degree of their disability.
- UBT offers to its employees with special needs the same benefits offered to others as per the labor law.

Students:

- All disabled students are provided with the educational opportunity and accessible services with no discrimination to their type of disability.
- All disabled Students are supported by the educational support Center, established at UBT
- Educational support center, monitors the activities of the students with special needs

G) Protecting the reporters:

- UBT provides the means for submitting a complaint through its website, e-mail, recorded calls, or any other appropriate means, to ensure that the complaint is received in a timely manner to the concerned authority to manage this complaint.
- The victim can submit his complaint for an incident of abuse within a maximum period of five working days from the date of the occurrence of the behavioral infringement.
- UBT sets appropriate procedures to preserve the right of its employees to leave the premises for a reasonable reason that might threaten their bodies,

health or life due to behavioral infringement, without entailing undue consequences for them.

- UBT Preserves the right of the abused employee, especially after proving the evidence of the abuse behavior that was conducted against him.
- UBT preserves the right of the accused person (under investigation) from any harm in the event that the complaint is proven to be malicious.
- UBT protects the pretender, the witnesses and whoever is dealing with this case from any harm that they may suffer.
- UBT maintains the confidentiality of any submitted complaint or report, documents, process and related procedures,
- UBT raises awareness on the importance of reporting, and the right and responsibilities of its employees and the related processes and procedures
- UBT shall assign a concerned authority for the protection from any behavioral abuse in the work environment.

Reporting Violations

- UBT Faculty members, and staff are required and encouraged to report violations of this policy to the HR.
- UBT students re required and encouraged to report violations of this policy to Students affairs
- The HR shall investigate cases, recommend the appropriate actions respecting articles 80 and 81 of the labor law, and/or raise the matter to the university disciplinary committee or the responsible party.
- All violations related to harassment should be reported to UBT disciplinary committee.
- UBT employees can raise a formal grievance complaint to rectify any discrepancy.

Implementation.

- The HR and academic affairs will be responsible for the implementation of this policy.
- It is recommended that this policy is referenced by all other service policies and guidelines.
- UBT, through HR, student affairs, and the intellectual awareness department are responsible for developing programs and training, raising awareness and protecting UBT members who report violations.

5. Related Documents

This includes the following: (in hierarchical order), legislation, policies, other procedures and standards, guidelines, forms and other useful resources.

Document No.	Document Name	Document Type	Location

6. Version Control & Revision History

Version control	Date released	Approved by	Summary of changes

7. Approvals

University Council	Chair Name	Signature	Date
1/4/8	Dr. Weam Tunsi		17/9/2024

Figure 10.6.11 B – Faculty and Staff Disciplinary Policy (HR.07.01)

Policy excerpt outlining the investigation, hearing, and appeal procedures for harassment or misconduct cases.

Details the roles of HR, the Disciplinary Committee, and the President’s Office in ensuring fairness, transparency, and confidentiality during disciplinary actions.

Faculty and Staff Disciplinary Policy

Policy Code:	HR.07.01
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Revision Date:	September 2027
Policy Owner:	General Department of Human Resource

1. Purpose

UBT aims to establish a fair and consistent approach in order to address matters related to the conduct and performance of its faculty and staff members. The purpose of this policy is to promote a positive work environment, ensure accountability, and uphold the university's reputation as an institution committed to academic excellence and professionalism.

2. Scope

This policy applies to all faculty and staff members employed in any campus or branch of UBT, regardless of their positions, employment status, or tenure.

3. Definitions & Acronyms

3.1. Definitions

Term	Definition
Misconduct	Misconduct refers to any act, behavior, or omission by a faculty or staff member that violates the university's policies, regulations, or code of conduct. It includes any actions that are contrary to the ethical, professional, or legal standards expected of university employees.

3.2. Acronyms

Acronym	Term

4. Responsibilities

- The General Department of HR is responsible of overseeing the implementation of the policy.
- The Disciplinary committee is responsible of initiating the disciplinary action by investigating the issue.
- The President office receive the appeal and take action upon it.

5. Policy Principles

- **Fairness and transparency:** All faculty and staff members employed by UBT who are subject to disciplinary action will be afforded fair and transparent due process, including the right to be informed of allegations against them and to present their defense.
- **Consistency:** Disciplinary actions will be applied consistently and without discrimination across all the university entities.

- **Confidentiality:** All information related to the disciplinary matters will be treated with utmost confidentiality, following applicable laws and regulations
- **Support and improvement:** This policy recognizes the importance of providing support and opportunities for improvement for UBT faculty and staff when appropriate.

6. Policy Statement

It is the responsibility of every faculty and staff member at UBT to practice self-discipline in order to adhere to the expectations and regulations of UBT.

6.1. Code of conduct: All UBT faculty members and staff are expected to adhere to the university code of conduct in the Employee Handbook. Any type of act, behavior or omission by a faculty or staff that violate the university policies and regulations is considered as misconduct. The following are some types of behaviors that are considered as misconduct:

- Violate of the UBT policies, procedures, and regulations
- Engaging in behavior that is harmful, abusive, or harassing toward other employees, students, or members of the UBT community.
- Misuse or abuse of authority or power for personal gain or to the detriment of others.
- Theft, fraud, embezzlement, or misappropriation of university funds, property, or resources.
- Breach of confidentiality or unauthorized disclosure of sensitive information.

6.2. Initiating disciplinary action Where a misconduct is alleged, The General Department of HR shall form a Disciplinary committee which will perform the investigation in order to establish the facts. An investigation can be a simple gathering of relevant documents, or it can involve interviewing the concerned persons and relevant witnesses. The Disciplinary committee should inform the concerned persons by writing about the investigation. When the investigation is complete, and based on the gathered information, the committee will decide to go for a formal disciplinary hearing session decision or not. The committee should inform the concerned persons within 5 working days about the outcomes.

6.3. Disciplinary hearing and action notice: If the disciplinary committee decides to go for a formal hearing meeting, the meeting will be held within 5 working days. The practical arrangements of the hearing will be prepared by the General Director HR. The outcomes of the hearing meeting can be one of the following:

- Issue a verbal warning
- Issue a disciplinary notice
- Issue a first/second written warning
- Issue a final warning letter
- Issue a disciplinary action such as suspension without pay, transfer, demotion, etc.
- Dismissal from the job
- Others suggested by the Disciplinary committee as per the UBT rules and regulations OR dismiss the disciplinary proceedings and take no further action

6.4. Approval and communication: After the disciplinary hearing meeting(s), the outcomes will be sent to the President's Office by the General Director of HR for final approval and then they are communicated by writing to the concerned persons within 5 working days after the date hearing meeting.

6.5. Appeals: Staff members have the right to appeal against the outcomes of the Disciplinary Committee. The appeal process is presented below:

- Filing:** If the staff member is dissatisfied with the resolution, they may file an appeal with the President Office within 30 days, providing the reasons for the appeal. The filled appeal form should clearly state the grounds for the appeal and include any supporting evidence. The appeal must be submitted in writing using the designated appeal form or through an official email addressed to the President office. If the decision is "Dismissal from the job", then the staff should appeal within 3 working days.
- Review:** The President Office will review the case including the original investigation, and resolution steps. Additional information may be requested if necessary. The President will nominate an appeal committee for the same.
- Decision:** The President Office will issue a final decision and submit it to the General Department of HR. The final decision will be communicated formally to the concerned employee within 60 days from the appeal date via the HR department. The appeal decision is final and binding.

6.7. Exclusion and/or special circumstances: Part-time faculty and staff members and those who are within their probationary period are exempt from the provisions of this policy. Their appointments may end as specified or at any time earlier without recourse.

6.8. Documentation and records: All documents related to the disciplinary case are maintained confidentially and securely by the General Department of HR in the staff file, with appropriate access management and limitation, ensuring compliance with data protection regulations.

7. Related Documents

This includes the following: (in hierarchical order), legislation, policies, other procedures and standards, guidelines, forms and other useful resources.

Document No.	Document Name	Document Type	Location
	Human Resources Procedures - UBT-04	Procedures	
	Employee Handbook (Arabic version)	Handbook	
	Complaints, Appeal and Grievance Policy (Faculty and Staff)	Policy	Internal

8. Version Control & Revision History

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9. Approvals

University Council	Chair Name	Signature	Date
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