Delta University for Science and Technology

Governance Policy

Anti-harassment and Anti-discrimination policies

Policy Code	GOV 09
Policy Name	**Anti-discrimination and Anti-harassment policies**
Handler	Office of Legal Affairs & Policy University council Student affair office Counselling & Psychological Support Unit
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Introduction

Delta University for Science and Technology reviews the definition and mechanism for dealing with harassment crimes and discrimination on campus, and shares it with male and female members of the university, to provide protection and create a safe work environment for all. The mechanisms of dealing within the Delta University include defining a number of terms that cause crises in the learning environment, including harassment, abuse of power, religious, geographical, color or discrimination against individuals, exploitation, personal sexual tendencies and behaviors, and abuse.

Sexual harassment at work

The behaviors that are considered sexual harassment are as follows:

Physical behaviour: Such as sexual touching or rape, kissing another person without their consent, touching the intimate parts of another person, and unwanted holding of someone else's hand.

Verbal actions: Sending sexual jokes via email or social media, personal and nosy comments about another person's clothes and physical appearance, etc.

Nonverbal actions: Looking at another person from top to bottom, physical gestures of a sexual nature, facial expressions of a sexual nature such as winking or kissing from a distance, and unwanted personal gifts.

Online sexual harassment: Sexual harassment that occurs via a public or private digital platform and includes the use of messages, posts, photos, videos, and Pages.

Psychological effect of Harassment on individuals and organization

The impact of harassment affects the person who is harassed, the harasser, and the organization, as the person who has been harassed suffers from loss of job motivation, poor performance, stress, anxiety, depression, shock, deterioration in relationships, withdrawal, sleep disorders, loss of appetite, and general weakness. The harasser will suffer from the problems of an unclean professional record, demotion or dismissal, loss of income, in addition to exposure to legal problems and imprisonment, in addition to feelings of shame, guilt, embarrassment, tension, anxiety, depression, social exclusion, and deterioration of relationships and social bonds. The organization will also bear the consequences of the crime of harassment and discrimination at work, as production and collective performance will be weakened, the morale of male and female employees and students performance will decline due to spending time in dealing with harassment and discrimination, in addition to the scandal within the university and the reduction of moral reputation, in addition to the replacement of other employees, legal costs and loss of community trust.

Our policy's purpose.

Delta University has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. Delta University will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with manager of office of legal affairs & policy or a member of the personnel practices committee.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid

allegations of harassment. The law and the policies of Delta University prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of University members. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Equal employment opportunity

It is the policy of Delta University to ensure equal employment opportunity and healthy student learning environment without discrimination or harassment. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by Egypt's laws, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work and study environment, b) has the purpose or effect of unreasonably interfering with an individual's study and work performance, or c) otherwise adversely affects an individual's employment opportunities. Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the students and employer's premises or circulated in the workplace, on University time or using University facilities by e-mail, phone (including voice messages), text messages, social networking sites or other means. Delta University prohibits any such discrimination or harassment.

Retaliation

Delta University encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Delta University to promptly and thoroughly investigate such reports. Delta University prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Harassment in Egypt's law

Sexual harassment is a crime according to Egyptian law. Harassers can, should, and have been charged based on articles 306 (a) and 306 (b) of the Penal Code. Verbal, behavioral, phone and online sexual harassment will attract a prison sentence of 6 months – 5 years, and up to LE 50,000 in fines.

Individuals and Conduct Covered

These policies apply to all students and employees, whether related to conduct engaged in by members of Delta University or by someone not directly connected to Delta University (e.g., visitors, consultants, etc.).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during trips, business meetings and business-related social events, etc.

Reporting an Incident of Harassment, Discrimination or Retaliation

Delta University encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate academic mentors, faculty deans, any member of the personnel practices committee, manager of legal office and policies or directly to university president. *See the complaint procedure described below*.

In addition, Delta University encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Delta University recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate academic mentors, faculty deans, any member of the personnel practices committee, manager of legal office and policies or directly to university president.

Delta University encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the

parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Delta University will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay for employees, or termination, as Delta University believes appropriate under the circumstances.

Delta University also applies harassers punishment stated in the universities organization law, as the provisions of **Article 126** of the Universities Organization Law include disciplining students and imposing penalties that reach final dismissal from the university and not accepting them to any other university in Egypt. In the case of faculty members, the provisions of **Article 110** of the Universities Organization Law are applied, which are punishable by dismissal and deprivation of a pension.

If a party to a complaint does not agree with its resolution that party may appeal to Delta University's president and the investigation will be reopened after taken the opinion of manger of legal office at the university.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

University commitment during the investigation

Legal and policy office at Delta University provides full protection to the complainant, by preventing the two parties from being in one place in the university offices and

lecture halls, and in the event that this is not possible, the complainant is given a paid leave or temporal suspension until the completion of the investigation, and the complainant will be suspended from work upon receiving the complaint, To prevent friction, communication or threats, until the end of the investigation.

University council presents the final decision to the complainant and the defendant, and in order to preserve the privacy of everyone, they will be informed of the decision without obtaining any documents or documents related to the investigation procedures.

If condemnation decision is issued against the complainant by the legal office, then approved by university council, penalties will be applied unless the complainant agrees to preserve the investigation.

Administrative penalties are imposed on any male or female members within the university if one of them tries to influence the work of the investigation committee.

The complainant has the right to submit a concession to the investigation committee at any stage of the investigation, and the committee has the right to accept or reject it.

All the statements of the witnesses and the complainant or the complainant shall be recorded in any electronic media or written and signed by hand.

The defendant has the right to complain about the decision issued by the investigation committee, providing new evidence supporting his position, and university president responds to him within three days of the complaint, either by rejection or acceptance.

The investigation committee may accept the settlement of the complainant or the complainant with the defendant after accepting the apology between them.

In the case that anonymous complaints arrive via e-mail, the investigation committee meets to consider the matter, either referring it to investigation or ignoring it according to what it deems to be of the seriousness or maliciousness of the complaint.