

Document Control Register

DCO Procedure

NON-DISCRIMINATION POLICY

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DCO Form V1.1

NON-DISCRIMINATION POLICY

Introduction

The following policy has been developed in order to set regulations of Non-Discrimination.

Policy Content

All employees, students, and visitors to Al Yamamah University (YU) have the **right** to be treated with courtesy and respect, and the **responsibility** to treat all other within the YU community with courtesy and respect. To this end, YU has adopted the following non-discrimination policy:

1. Everyone has the same rights and responsibilities at YU. When on the YU campus, or operating on behalf of YU (as an employee or student or visitor), one's individual and personal beliefs **must not** manifest themselves such that they create a hostile, judgmental or harassing work/study environment for any other member of the university community.
2. Employees have an especially important responsibility to report to their supervisor and to the HR Director any such discriminatory actions, behaviors, or language that demeans or diminishes any other *person or group* because of his/her (their) race, religious beliefs, gender, dress (*which should conform with YU dress code policy*), nationality, skin color, age, and physical disability that is unrelated to a person's ability to perform his/her job duties or study.

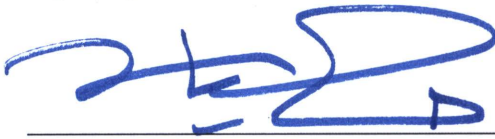
3. Any employee or student or visitor who is reported to have engaged in any form of discrimination as noted herein will have the complaint investigated by the HR Department, with a written report submitted to the President. Verified complaints will be considered a breach of ethical conduct and lead to a written warning in the accused's file. If found guilty a second time of making a violation of the terms of this policy, the individual in question may be barred from the YU campus (including being expelled from study, terminated from employment, or barred from visiting the campus).
4. This policy is intended to promote an open, positive, friendly, and accepting environment for all members of the university community.

Exceptions

The University Council reserves the right to decide on any situation/circumstances outside the conditions stated in this policy.

Authorization

This policy was authorized by:



University President

Date: 22-4-2019