NUML Gender Equality

&

Non-Discrimination Policy

Year 2020

Policy created on: July 13, 2020

Policy reviewed on: April 15, 2025

Table of Contents

Gender Equality and Non-Discrimination Policy 1

1. General 4

1.1. Purpose 4

1.2. Scope 4

1.3. Policy Statement 4

1.4 Policy Guidelines 4

1.4.1 Informal Resolution Procedure 5

1.4.1.2 Formal Complaint Resolution Procedure 5

KEY TERM DEFINITIONS

S.No.	Term	Definition
1.	Discrimination	It is treating an individual differently or less favorably because of his or her protected characteristics—such as race, color, religion, gender, national origin, or any of the other bases prohibited by this Policy.
2.	Complainant	Individual who believes that he/she has been discriminated or retaliated
3.	Respondent	Individual who has been accused of the violation of this policy
4.	Informal Resolution Procedure	Informal resolution may be an appropriate choice when the conduct involved is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation.
5.	Formal Resolution Procedure	Formal resolution may be an appropriate choice when the conduct involved is of a serious or repetitive nature and disciplinary action is required to remedy the situation

1. General

1.1. Purpose

NUML is committed to providing an environment that is free from discrimination based upon race, color, ethnicity, national origin, gender, religion, disability, age, veteran status, or any other status protected by state or federal law. The University does not believe in any discrimination against any gender in any of its programs or activities and is committed to preventing and stopping discrimination whenever it may occur within its jurisdictions and its campuses/branches.

1.2. Scope

This policy applies to all its students, faculty, administration etc.

1.3. Policy Statement

The Gender equality and non-discrimination policy is supported by the following principles:

a. All the University services are available and accessible to staff and students, irrespective of gender.
b. An accessible and clear mechanism will be in place to report any act of discrimination.
c. The rules and regulations that address discrimination will be circulated to all its stakeholders through university's official website.
d. All reports of discrimination will be reviewed by a Disciplinary Committee formulated by the Rector as and when required.
e. Any individual who has experienced or observed any discrimination may report it within 30 days of occurrence.
f. Reporters may remain anonymous if desired.

1.4 Policy Guidelines

NUML will resolve the matter through informal and formal procedures discussed as follows.

1.4.1 Informal Resolution Procedure

Informal resolution may be an appropriate choice when the conduct involved is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation. No formal investigation is involved in the informal resolution process and no finding is made.

a. A request for informal resolution should be made within 30 calendar days of the date of the alleged incident to the Departmental Head/Supervisor/Next Higher Officer, who will determine whether the nature of the problem is such that it can be resolved by agreement on an informal basis, and if so, which office will do so.

b. Methods for informal resolution may include, but are not limited to:

- coaching the person on how to directly address a situation which is causing a problem
- mediating the dispute with the parties
- aiding in the modification of a situation in which the offensive conduct occurred
- assisting a department or division with the resolution of a real or perceived problem
- arranging a documented meeting with the alleged offender that involves a discussion of the requirements of this policy.

c. The University will document any informal resolution. Such documentation will be retained by the concerned officer as appropriate and will be kept confidential to the extent permitted by law.

1.4.1.2 Formal Complaint Resolution Procedure

Following is the procedure for formal complaint resolution;

i. Reporting

Any individual who believes that he/she has been subjected to discrimination in violation of this policy should report the incident to Departmental Head/Supervisor/Next Higher Officer who as the authority to take action to redress an alleged violation and/or has the duty of

reporting such allegations. Students should report the incident to Departmental Head or

Program Coordinator. No person is required to report discrimination to the alleged offender.

ii. Reporting Responsibility

Departmental Head/Supervisor/Next Higher Officer is responsible for promptly reporting incidents of discrimination in violation of this policy that come to their attention to the office of Pro Rector Resources/Director Administration.

iii. Responsibility to Cooperate

Faculty, staff, and students must cooperate with University investigations concerning allegations of discrimination. Refusal to cooperate with an investigation may result in disciplinary action.

iv. Complaint Evaluation.

A formal investigation will be initiated if a complaint is complete, within the scope of this policy and articulates sufficient specific facts, which, if determined to be true, would support a finding that this policy was violated. The University may not proceed with a complaint investigation under a variety of circumstances, for instance:

- a complaint fails to describe in sufficient detail the (mis)conduct that is the basis of the complaint.
- the (mis)conduct described in the complaint is not covered by this policy.
- the complaint has been withdrawn.
- an appropriate resolution or remedy has already been achieved or has been offered and rejected.

If a Formal Complaint has been filed and if it is determined that the University will not proceed with a complaint investigation, the relevant authority will send a notification letter explaining the reason(s) to the complainant. The notification letter will also include a

statement informing the complainant that, within seven (7) calendar days of the notification, he/she may appeal the determination not to proceed with a complaint investigation to the

authority.

v. Notification of Respondent.

If it is determined that the University will proceed with a complaint investigation, the authority will give the respondent written notification of the complaint investigation. The notification letter will include a statement of the allegations to be investigated. The notification letter will provide the respondent an opportunity to submit a written response to the allegations within seven (7) calendar days, unless unusual circumstances warrant additional time. The notification letter will include a statement advising the respondent that retaliation against the complainant is prohibited and will subject the respondent to appropriate disciplinary action.

vi. Investigation Responsibility.

All accusations of discrimination will be reviewed by a Disciplinary Committee as formed by the Rector.

vii. Investigative Process and Findings.

- The Disciplinary Committee will interview both the complainant and the respondent(s) and persons who are considered to have pertinent information related to the complaint.
- The Disciplinary Committee will also gather and examine documents relevant to the complaint. Facts will be considered based on what is reasonable to persons of ordinary sensitivity and not on the sensitivity or reaction of an individual.
- Findings will be based on the totality of circumstances surrounding the conduct complained of, including but not limited to the context of that conduct, its severity,

  frequency, and whether it was physically threatening, humiliating, or was simply offensive in nature.
- Submission of Evidence (if any). During the complaint investigation process, the

complainant(s) and the respondent(s) should provide Disciplinary Committee, as appropriate, with all documents and the identity of witnesses with a summary of the information the witness can provide regarding the issues raised in the complaint.

viii. Report of Findings and Recommendation

The disciplinary committee will inform the complainant and respondent, and the appropriate unit head in writing of its decision and will attach a copy of the final statement of findings. The competent authority will take an action accordingly.