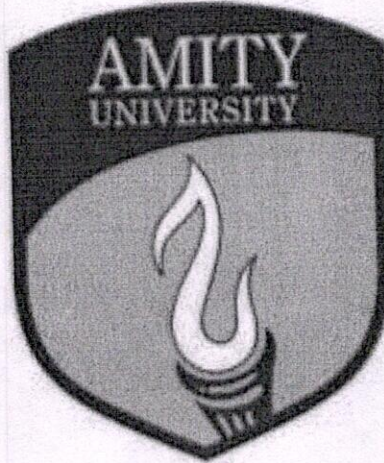




**AMITY UNIVERSITY**  
MADHYA PRADESH  
*Established vide Government of Madhya Pradesh Act No. 27 of 2010*



**Standard Operating Procedures (SOP) for Policy to  
Protect those Reporting Discrimination  
(Total 03 Pages)**





Ref. No. AUMP/RO/2019/463

Date : 30.08.2019

## **Policy to protect those reporting discrimination**

### **1. Objective**

Amity University Madhya Pradesh is committed to create a work environment in which all employees including faculty, staff and outsourced staff and students are treated with respect and dignity. Each person has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Amity University Madhya Pradesh expects that behaviour and conduct in University and its constituent offices will be business-like and free of explicit bias, prejudice and harassment.

### **2. Purpose**

Amity University Madhya Pradesh has developed this policy to ensure that all its employees and students can work in an environment free from unlawful harassment, discrimination and retaliation. Amity University Madhya Pradesh will make every 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.

### **3. Procedure**

The law and the policies of Amity University Madhya Pradesh prohibit disparate treatment on the basis of gender, religion, race, colour, caste, language, disability, age, marital status or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. 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.

### **4. Equal employment opportunity**

It is the policy of Amity University Madhya Pradesh to ensure equal employment opportunity without discrimination or harassment on the basis of gender, religion, race, colour, caste, language or any other protected characteristic, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Amity University Madhya Pradesh prohibits any such discrimination or harassment.

### **5. Retaliation**

Amity University Madhya Pradesh encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Amity University Madhya Pradesh to thoroughly investigate such reports on immediate basis. Amity University Madhya Pradesh prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.



## **6. Individuals and Conduct Covered**

These policies apply to all students and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to Amity University Madhya Pradesh] (e.g., an outside vendor, consultant or customer).

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

## **7. Reporting an Incident of Harassment, Discrimination or Retaliation**

Amity University Madhya Pradesh 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 supervisor, or a representative of HR team. In case the offender is the own supervisor or HR representative, the incident may be reported to Vice Chancellor's office under strict confidentiality with a copy to Employee Help Desk.

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

## **8. 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 supervisor, human resources, or any ombudsman as stated above.

Amity University Madhya Pradesh encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

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.

Amity University Madhya Pradesh will maintain confidentiality throughout the investigation.

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 counselling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Amity University Madhya Pradesh believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to [Name]'s Head Office at New Delhi.

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.

Due date for review:    /    /

  
Registrar

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