Anti-Harassment Policy

Description

The Arab Academy for Science, Technology, and Maritime Transport (AASTMT) is committed to creating a workplace that promotes mutual respect and dignity for all its employees. Every individual is entitled to work in an environment that ensures equal employment opportunities and prohibits harassment. Consequently, AASTMT expects that all interactions among students, staff, faculty, and employees will be conducted professionally and devoid of any explicit bias, prejudice, or harassment.

Scope

• This policy applies to all staff, students, employees, and applicants who work or study at the Academy, regardless of whether the act was committed by coworkers or by someone not directly affiliated with the Arab Academy for Science, Technology and Maritime Transport (e.g., an outside vendor, consultant, or customer).

•The behavior forbidden by these principles is inappropriate inside or outside the AASTMTs campuses (classes, labs, dorms, offices or any education/work-related environment inside the AASTMT) or outside the campuses, such as during students/business trips, meetings, and students/ business-related social events.

This policy is non-contractual and may be updated at any time.

Aims of the Policy

The Arab Academy for Science, Technology, and Maritime Transport has implemented this policy to guarantee that all students and employees experience an environment free from unlawful harassment and retaliation. The Academy will make every reasonable effort to ensure that all individuals are informed of these policies and understand that any complaints regarding violations will be thoroughly investigated and addressed appropriately.

Definitions

Harassment: This refers to behaviors that are unsolicited, unwanted, and inappropriate, causing distress to those affected. Harassing behavior may be physical, verbal, or suggestive and can occur in person or through electronic means. It encompasses various actions, including but not limited to the misuse of power intended to harm others (bullying), intimidation (whether actual or attempted), unsolicited advances, direct insults, and malicious gossip. For behavior to be classified as harassment, it must either occur repeatedly or constitute a single serious incident. Harassment does not include legitimate decisions, requests, work assignments, and performance evaluations made by

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supervisors; disciplinary actions based on university-approved regulations; reasonable expressions of opinion and criticism; or interpersonal conflicts that remain within the bounds of what an individual can reasonably be expected to tolerate in high-pressure situations.

Sexual Harassment: Sexual harassment is strictly prohibited under Egyptian law. For the purposes of this policy, "sexual harassment" is defined as unwanted sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature.

Policy Statement

This policy should not be used to exclude or isolate any individuals based on their gender identity or any other protected characteristic from educational or work-related activities or discussions at the Academy. In other words, no one should mistakenly use exclusion to evade harassment allegations. The statutes and regulations of the Arab Academy for Science, Technology, and Maritime Transport prohibit discrimination based on sex or any other protected characteristic concerning educational or employment terms, conditions, privileges, and benefits. The prohibitions against harassment and retaliation are intended to complement and strengthen these regulations, rather than serve as a justification for exclusion.

Procedures

Reporting an Incident of Harassment

The Arab Academy for Science, Technology, and Maritime Transport strongly encourages the reporting of any perceived instances of harassment regardless of the offender's name or position. Individuals who believe they have been the victim of such behavior should:
In case of student: speak with the student affairs department representative or the college vice dean for students' affairs.

In case of staff member/employee: speak with their immediate supervisor, a member of the personnel practices committee, human resources, or an ombudsman.
Please refer to the complaint method outlined below.

Additionally, the Arab Academy for Science, Technology, and Maritime Transport advises individuals who suspect they are being subjected to such conduct to notify the perpetrator immediately and request that the behavior cease. Often, this action is sufficient to resolve the issue. However, the Arab Academy for Science, Technology, and Maritime Transport understands that an individual may wish to pursue the problem through formal complaint procedures.

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Complaint Procedures

Individuals who believe they have been victims of or have witnessed activities prohibited by this policy should express their concerns to their immediate representative in the student affairs department, the college vice dean for student affairs, their supervisor, human resources, any member of the personnel practices committee, or an ombudsman.

The Arab Academy for Science, Technology, and Maritime Transport encourages early reporting of complaints or concerns to facilitate swift and constructive action before relationships become irreparably strained. Therefore, while there is no specific reporting timeframe, early notification and intervention are the most effective ways to resolve actual or perceived instances of harassment.

Allegations of harassment will be investigated promptly. The investigation may involve individual interviews with those directly involved and, when appropriate, with individuals who may have witnessed the alleged behavior or possess relevant information.

The Arab Academy for Science, Technology, and Maritime Transport will uphold confidentiality throughout the investigation, to the extent necessary for a thorough inquiry and appropriate corrective measures.

Retaliation against anyone for reporting harassment or for cooperating with an investigation into a harassment allegation is a serious violation of this policy and, like harassment, will lead to disciplinary action. Any retaliatory actions should be reported immediately and will be addressed promptly. Both harassment and retaliation will be handled accordingly

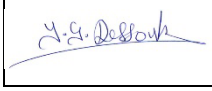
<u>Responsive action may include but is not limited to:</u>

- For students: Consequences may include training and counseling, verbal or written warnings, temporary suspension from the college, or expulsion.
- For staff members or employees: Actions may involve training, referral to counseling, or disciplinary measures such as warnings, reprimands, withholding promotions or pay raises, reassignment, temporary suspension without pay, or termination, as deemed appropriate by the Arab Academy for Science, Technology, and Maritime Transport

Review program

Policy title	Anti-Harassment Policy
Date created	November 2024
Dates reviewed	November 2025, November 2026
Approving body	Human Resources Affairs Department
Version	4
Next review date	November 2027

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