Non-discrimination Policy

Description

The Arab Academy for Science, Technology, and Maritime Transport (AASTMT) is committed to creating an environment of mutual respect and dignity for all its members. Everyone has the right to work in an atmosphere that promotes equal opportunities and prohibits unlawful discrimination. AASTMT firmly asserts its dedication to ensuring that no student, staff member, or visitor experiences discrimination based on age, disability, gender, marital status, pregnancy or maternity, race, religion or belief, sex, socio-economic background, or trade union membership. Additionally, the Academy actively opposes any assumptions or expectations about students or staff based on stereotypes, ensuring that diverse cultural, religious, and academic perspectives are adequately represented in the AASTMT learning and working environment.

Consequently, the Arab Academy for Science, Technology, and Maritime Transport expects that all interactions among its members and stakeholders will be formal, professional, and free from explicit bias, prejudice, and discrimination.

Scope

This policy applies to all staff, students, employees, and applicants associated with the Academy, regardless of whether the misconduct was perpetrated by coworkers or by individuals not directly affiliated with the Arab Academy for Science, Technology, and Maritime Transport (e.g., outside vendors, consultants, or customers).

- The behaviors prohibited by this policy are deemed inappropriate both on and off AASTMT campuses, including classrooms, laboratories, dormitories, offices, or any educational or work-related environments. This also extends to activities outside the campuses, such as during student or business trips, meetings, and social events related to students or business.
- This policy is non-contractual and may be revised at any time.

Aims of the Policy

The Arab Academy for Science, Technology, and Maritime Transport has implemented this policy to guarantee that all staff, students, employees, and applicants operate in an environment free from unlawful discrimination. The Academy makes every reasonable effort to ensure that all individuals are informed about these policies and understand that any complaint alleging a violation will be investigated and addressed appropriately.

Definitions

Discrimination

The principle of non-discrimination assumes an environment where everyone can fully participate and realize their potential. This also necessitates that individuals are free to express their opinions without undue limitations.

Discrimination based on any other protected characteristic is equally unlawful. In this policy, discrimination is defined as verbal, written, or physical behavior that disparages or shows hostility or aversion toward any individual based on their race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other protected characteristic, as well as that of their relatives, friends, or associates. Such conduct may: a) have the purpose or effect of creating a hostile learning or work environment.

This conduct includes epithets, slurs, negative stereotyping, threatening, intimidating, or hostile actions, and written or graphic materials that disparage or demonstrate hostility or aversion toward an individual or group. This includes content posted on walls, distributed on AASTMT's various social media channels, or sent via email, phone (including voice messages), text messages, or other means.

In this regard, all individuals must be treated equally, and all forms of:

- admission, assessment, degree progress, and awarding of degrees (students)
- recruitment, evaluation, promotion, and rewarding (employees)
- invitation, collaboration, and participation (partners and guests)

Equal opportunity

The policy of the Arab Academy for Science, Technology, and Maritime Transport is to guarantee equal educational and employment opportunities without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other legally protected characteristic. Discrimination of any kind is not tolerated at the Arab Academy for Science, Technology, and Maritime Transport.

Retaliation

The Arab Academy for Science, Technology, and Maritime Transport encourages the reporting of all perceived incidents of discrimination. It is the Academy's policy to investigate these reports promptly and thoroughly. Additionally, the Arab Academy for Science, Technology, and Maritime Transport prohibits retaliation against anyone who

reports discrimination or participates in an investigation related to such reports.

Policy Statement

Our policies must not be used to exclude or separate individuals based on their gender identity or any other protected characteristic from learning, training, business, or social activities involving students or staff, as well as discussions. In other words, no one should mistakenly use discrimination or exclusion as a means to avoid accountability. The statutes and regulations of the Arab Academy for Science, Technology, and Maritime Transport prohibit discrimination based on sex or any other protected characteristic in terms, conditions, privileges, and benefits of education and employment. The prohibitions against discrimination and retaliation are intended to complement and reinforce these regulations, not to provide a basis for exemption.

Procedures

Reporting an Incident of Discrimination or Retaliation

The Arab Academy for Science, Technology, and Maritime Transport strongly encourages reporting any perceived instances of discrimination or retaliation, regardless of the offender's name or position:

For students:

- Speak with a representative from the student affairs department or the college vice dean for student affairs.
- For staff members/employees: Consult with their immediate supervisor, a member of the personnel practices committee, human resources, or an ombudsman.

Please refer to the complaint procedures outlined below.

Additionally, the Arab Academy for Science, Technology, and Maritime Transport advises individuals who believe they are experiencing such conduct to notify the perpetrator immediately and request that the behavior stop. Often, this action is sufficient to resolve the issue. However, the Academy understands that an individual may prefer to address the matter through formal complaint procedures.

Please refer to the complaint methods outlined below.

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 student affairs department representative, 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. Consequently, while there is no specific reporting timeframe, early reporting and intervention are the most effective means of resolving actual or perceived instances of discrimination.

Allegations of discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the involved parties and, as appropriate, with individuals who may have witnessed the alleged conduct or have relevant information.

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

Retaliation against any individual for reporting discrimination or for cooperating with an inquiry into allegations of harassment or discrimination is a serious violation of this policy. Like discrimination, it will lead to disciplinary action. Retaliatory actions should be reported immediately and will be addressed promptly. All instances of discrimination and retaliation will be handled accordingly.

<u>Responsive action may include but is not limited to:</u>
For students: Possible actions include training and counseling, verbal or written warnings, temporary college suspension, or expulsion.

For staff members or employees: Potential measures include training, referral to counseling, or disciplinary actions 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	Non-discrimination Policy
Date created	November 2024
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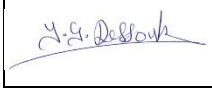
Policy owner	AASTMT Vice President for Education and Students Affairs Human Resources Affairs Department
Lead contact	AASTMT Vice President for Education and Students Affairs Human Resources Affairs Department
Approval Signature 	Dr. Yasser Gaber Dean of Scientific Research and Innovation