

Anti-Discrimination and Harassment Policy

Effective Date: 28 May 2024

Amended: 28 May 2024

1. PREAMBLE

- 1.1. Sunway University (hereinafter referred to as the “University”) is committed to providing a safe, inclusive, and welcoming working environment for all its community members, including staff, students, and visitors.
- 1.2. Any form of discrimination and harassment will not be tolerated. Any staff member found to have committed any form of discrimination and harassment will be subjected to the appropriate disciplinary action which ranges from a warning to a dismissal without notice from his or her employment.
- 1.3. By maintaining this Anti-Discrimination and Harassment Policy, the University reaffirms its commitment to maintain a workplace that is free from any form of discrimination and harassment, to fostering a diverse, inclusive, and respectful community where all individuals are valued and treated with dignity and respect.

2. SCOPE

This policy shall cover all staff members of the University and external parties such as vendors, visitors, and guests of the University.

3. DEFINITIONS

3.1 **Discrimination:**

Discrimination is any negative action or attitude, including unfair or unequal treatment, directed toward an individual or a group based on protected characteristics, for instance, age, gender, disability, race, religion, belief, cultural background, sexual orientation, marriage and civil partnership, refugee and asylum seeker status, language, pregnancy and maternity/paternity, etc.

3.2 **Harassment:**

Harassment is persistent and unwelcome conduct or behaviour, including, but not limited to, bullying, intimidation, humiliation, direct insults, malicious gossip, victimisation and any form of discrimination relating to a specific set of protected characteristics.

- 3.3 Discrimination and harassment include conduct(s) which has the purpose or effect of unreasonably interfering with an individual's employment status or performance or creating an intimidating, hostile, offensive, or abusive environment for that individual's employment status, compensation, advancement, assigned duties or any other terms and conditions of employment or career development within the University.

Prohibited Conduct includes, but is not limited to:

- Making derogatory or offensive remarks, jokes, or gestures about a person's protected characteristics.
- Creating a hostile environment through verbal or physical conduct.
- Engaging in unwelcome sexual advances, requests for sexual favours, or other verbal, physical, or visual conduct of a sexual nature. Please refer to the Sexual Harassment policy for more details.
- Making decisions affecting an individual's employment, academic standing, or participation in university activities based on protected characteristics.
- Denying a person's access to educational programme, compensation, benefits, promotions, University facilities or services.

The above list is not exhaustive and any example of discrimination or harassment not listed above shall not prevent the University from taking the necessary steps to investigate and discipline the staff member who has been reported to have conducted any act(s) of discrimination and/ or harassment.

4. REPORTING PROCEDURES

- 4.1 Any member of the University community who believes they have experienced or witnessed discrimination or harassment should report the incident promptly to:

Head of Human Resources
+603 – 5629 8487
hr@sunway.edu.my

- 4.2 Reports may be made in person, by phone, or in writing. Individuals making reports are assured that their concerns will be taken seriously and handled with sensitivity and confidentiality.
- 4.3 Intentionally false accusations or complaints will be subjected to disciplinary actions.

5. INVESTIGATION AND RESOLUTION

- 5.1 The University will investigate complaints of discrimination and harassment according to the University Disciplinary Procedures. Upon receiving a report of discrimination or harassment, the University will promptly investigate the allegations fairly and impartially. Investigations will be conducted with the sensitivity and confidentiality of all parties involved.
- 5.2 If discrimination or harassment is found valid and proven, appropriate disciplinary action will be taken, which ranges from a warning to a dismissal without notice from his or her employment.
- 5.3 The University prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation or opposes discriminatory or harassing conduct. Individuals that report any act of discrimination and harassment in good faith will be protected from retaliation.

6. ROLES, RESPONSIBILITIES, AND DELEGATIONS

Policy owner : Human Resources Department
 Approving Committee : SEG EXCO
 Frequency of review : 3 years
 Related policy : Disciplinary Procedure, Diversity and Inclusion Policy

7. LOG OF CHANGES AND REVIEWS

This policy shall be reviewed every 3 years by the Policy owner.

Date of review	Clause	Brief description of changes