

# NON-DISCRIMINATION POLICY

This Policy was approved by the University Board during its 222<sup>nd</sup> meeting on October 23, 2024

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## 1. Definitions

**“Community Member(s)”** means all members of the University. It includes instructors, staff, and students. **“Discrimination”** means conduct or treatment of a Community Member less favorable than another based on race, color, nationality, ethnicity, national origin, sex, religion, belief, age, gender identity, expression, marital status, political affiliation, maternity or pregnancy.

**“Investigating Party”** means the Institution Disciplinary Board (if the act of Discrimination involves only members of a specific faculty, institute or school) or the University Disciplinary Board (if the act of Discrimination involves instructors, staff or members from more than one faculty, institute or school). **“Policy”** means the present Non-Discrimination Policy.

**“Reporting Party”** means the Community Member who reports an incident of Discrimination.

**“Respondent”** means the person alleged to have violated this Policy.

**“Substantiated”** means the case where the reporting has sufficient evidence to conclude an act of Discrimination occurred.

**“Unsubstantiated”** means the case where the reporting has no sufficient evidence to conclude an act of Discrimination occurred.

**“University”** means Université Saint-Joseph de Beyrouth (USJ - Saint Joseph University of Beirut). **“Institution Disciplinary Board”** means the board as defined in Article 33 of the University Bylaws. **“University Disciplinary Board”** means the board as defined in Articles 92 to 97 of the University Bylaws.

## 2. References

This Policy is adopted in accordance with and subject to the provisions outlined in the University Charter, Bylaws, Anti-Fraud Policy, and Staff Internal Regulations.

## 3. Purpose and Scope

- 3.1 The University strives to maintain a safe, respectful, and ethical environment that is free from Discrimination – excluding disability status covered by the “Inclusion Policy” – based on any protected identity such as race, color, nationality, ethnicity, national origin, sex, religion, belief, age, gender identity, expression, marital status, political affiliation, maternity, and pregnancy.
- 3.2 This Policy applies broadly to the Community Members. It covers acts committed on University campuses, premises, or on any other controlled areas.

## 4. Reporting Procedure

- 4.1 Community Members who believe that they have been subjected to Discrimination in violation of this Policy should promptly report the incident.
- 4.2 The Reporting Party is required to promptly and without any delay fill and submit the “Discrimination Report Form” (hereinafter referred to as “Report Form”) attached hereto – Annex A – in the following manner:
  - The Reporting Party shall submit the Report Form to the respective dean or director, who shall transfer it to the relevant Investigating Party.
  - In the event that the act of Discrimination was committed by the dean or director, the Reporting Party

shall submit the Report Form to the Secretary-General of the University, who shall transfer it to the relevant Investigating Party.

- In the event that the act of Discrimination was committed by the Secretary-General of the University, the Reporting Party shall submit the Report Form to the Rector who shall transfer it to the Investigating Party.

- In the event that the act of Discrimination was committed by the Rector, the latter shall submit the Report Form to the University Executive Board, which will appoint an Investigation Committee.

Furthermore, any Community Member shall report, either to the dean, the director, the department head, the Human Resources Office, or the Secretary-General of the University all discriminatory incidents that are disclosed to, observed by, or otherwise known to them.

4.3 Any form of discriminatory behavior should be reported in good faith. A report shall be made in good faith in case the Reporting Party has an honest belief that the information provided in support of a report is true and has a reasonable basis to believe that there has been, or may have been, a violation of the University's Policy, or that there is a reasonable possibility that such a violation may occur in the future.

## 5. Investigating Parties Responsibilities

### 5.1 Investigation

All reports shall be investigated thoroughly by the relevant Investigating Party in a timely, fair, and impartial manner.

In case the Investigating Party determines that the report is Substantiated, it shall institute disciplinary actions against the Respondent.

In case the Investigating Party determines that the report was Unsubstantiated, it shall take no disciplinary action.

In conformity with Article 33.1 of the University Bylaws, the disciplinary sanctions for students include:

- Simple warning;
- Written censure, be it publicly or not;
- Exclusion, be it publicly or not, from the library for a specified period of time;
- Exclusion, be it publicly or not, from one or more courses, internships, or from the institution for a specified period of time, while retaining the right to take exams;
- Cancellation of an exam paper or session.
- Exclusion from exams, be it publicly or not, for a certain number of sessions;
- Permanent exclusion from the institution.

In conformity with Article 63 of the Staff Internal Regulations, the disciplinary sanctions for staff include:

- A written censure recorded in the staff member's file;
- A written warning; this warning will be recorded in the staff member's file; three warnings during the same year expose the staff member to dismissal in accordance with Article 74 of the Labor Code; this warning is only addressed to the staff member after a confrontation with his/her direct supervisor and the Human Resources Office;
- A salary deduction for three days per offense and five days in total in accordance with the provisions of Articles 68 and 69 of the Labor Code;
- Layoff (forced suspension) for a period of less than fifteen days;
- Delay of advancement in terms of performance or promotion for a period set by the Administration;
- Dismissal in accordance with the law.

In conformity with Article 96 of the University Bylaws, the disciplinary sanctions for instructors include:

- Censure;
- Public censure;
- Permanent expulsion from the University.

In conformity with Article 33.3 of the University Bylaws, disciplinary measures issued by the Disciplinary Boards of the institutions, regional campuses or campuses may be appealed to the University Disciplinary Board. Disciplinary measures issued by the Rector, pursuant to Article 84.1, may be appealed to the University Disciplinary Board. Disciplinary measures issued by the University Disciplinary Board are not subject to appeal and are final and immediately enforceable. Appeals against disciplinary measures do not suspend their execution.

## 5.2 Confidentiality

Investigations shall be held in full confidentiality, in order to protect the Reporting Party, and any witnesses. The University endeavors to maintain the confidentiality of the report and the privacy of the Community Members involved to the greatest extent possible, insofar as it does not interfere with the University's legal obligation to investigate the reports presented and to take the proper disciplinary action.

## 6. Final Provision

This Policy shall be implemented as of the date of its adoption by the University Board and may be amended by the University Board in accordance with the provisions of Article 66 of the University Bylaws.

### Annex A - Discrimination Report Form “Report Form”

The purpose of this Report Form is to assist the Reporting Party in filing a discrimination complaint. The signed Report Form should be submitted in person or by email to the dean, the director, the Secretary-General of the University or to the Rector as provided in the Policy.

This Report Form can be attached with supporting documents.

#### Reporting Party Information:

Full name: .....

E-mail address: .....

Phone number: ( \_\_\_\_ ) ..... / ext. ....

(If applicable provide your University extension)

Status:  Instructor  Staff  Student  Other: .....

Job title: .....

(If applicable)

Institution : .....

Campus: .....

#### Respondent Information:

Full name: .....

Status: Institution  Staff  Student  Other: .....

Job title: .....

(If applicable)

Institution .....

Campus: .....

#### Basis of the alleged Discrimination:

Race	Religion	Maternity
Color	Age	Pregnancy
Nationality	Gender identity or expression	Political affiliation
Sex	Marital status	Other

#### Issues associated with your report:

Recruitment	Promotion	Enrollment
Working conditions	Transfer	Other

**Alleged Discrimination date:** \_\_\_\_\_

**Alleged Discrimination place:** \_\_\_\_\_

**Witnesses:** Full name .....

(If any)

Phone number: (\_\_\_\_)

**Description of alleged Discrimination:**

By signing below, I certify that the foregoing information is true, accurate, correct and complete.

.....  
Signature

.....

Date