



Republic of the Philippines
City of Manila



UNIVERSIDAD DE MANILA

ADMINISTRATIVE ORDER No. 12 Series of 2022

Date: July 15, 2022

Policy on Non-Discrimination Against Women

Purpose

In keeping with the commitment outlined in the Universidad De Manila Code and Student Handbook, the university is dedicated to fostering a safe, inclusive, and equitable environment that respects and upholds the dignity and rights of all individuals, with particular emphasis on the non-discrimination of women. This policy aims to reinforce our commitment to gender equality by ensuring that women at Universidad De Manila experience fair treatment, free from discrimination in any form, throughout their academic, social, and professional engagements within the university.

Policy Statement

Universidad De Manila upholds a strict policy of non-discrimination against women in all aspects of university life. This commitment extends to admissions, academic programs, employment, extracurricular activities, and all other university-affiliated opportunities. The university is committed to:

- Ensuring equality of opportunity for women in all academic and non-academic programs.
- Eliminating barriers to women's full participation and success.
- Creating an environment that respects women's rights and supports gender equality.

Scope

This policy applies to all members of the Universidad De Manila community, including faculty, staff, students, contractors, and visitors. It covers all aspects of university life, including but not limited to admissions, academic programs, student services, extracurricular activities, employment practices, and campus facilities.

Policy Objectives

1. **Equal Access and Opportunities.** Women at Universidad De Manila shall have equal access to all academic programs, resources, and facilities, as stipulated in the university code and student handbook. There will be no discrimination based on gender in terms of access to scholarships, research opportunities, leadership positions, or any other educational and professional development resources.
2. **Non-Discriminatory Admission and Employment Practices.** The university's admissions and hiring processes shall be free of gender bias, ensuring that women applicants, students, and employees are evaluated solely based on merit, qualifications, and contributions. All admission and employment criteria and practices will strictly





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adhere to principles of non-discrimination, as mandated in the student handbook and university code.

3. **Fair Treatment in Academic and Extracurricular Activities.** Women students and staff will be given equal opportunities to participate in all extracurricular, cultural, athletic, and leadership activities. University policies and practices will ensure that women's voices are equally represented and valued, and they will not be excluded from any programs or activities based on gender.
4. **Protection from Harassment and Gender-Based Violence.** Universidad De Manila maintains a zero-tolerance policy against all forms of harassment, discrimination, and violence toward women. This includes gender-based violence, verbal or physical harassment, and any discriminatory practices that undermine the safety and well-being of women within the university community. Mechanisms are in place for reporting, addressing, and resolving any grievances promptly and effectively.
5. **Support Services and Resources for Women.** The university will provide support services and resources that address the unique needs of women. This includes access to counseling, health services, career guidance, and mentorship programs that support women's academic, personal, and professional growth. The Office of Student Affairs and the Office of Gender and Development will work together to ensure that women receive the support they need to succeed.
6. **Gender Sensitivity and Awareness Programs.** Universidad De Manila will regularly conduct workshops, seminars, and training sessions to promote gender sensitivity and awareness among students, faculty, and staff. These programs aim to foster respect, understanding, and a culture of inclusivity that discourages discrimination and prejudice against women.

Implementation and Responsibilities

1. **Admissions Office and Human Resources Department.** These offices are responsible for ensuring that admissions and hiring practices are free from gender bias and that policies are implemented in accordance with this non-discrimination policy.
2. **Office of Student Affairs and Office of Gender and Development.** These offices will oversee initiatives and resources that support women's participation and well-being within the university. They will also manage reports of discrimination and provide the necessary support and intervention.
3. **Office of Campus Safety and Security.** This office is responsible for ensuring that all areas of the university remain safe and free from harassment and violence. Reporting mechanisms and response protocols are in place to address any violations of this policy.
4. **Regular Review and Assessment.** Universidad De Manila will conduct regular assessments of policies and practices to ensure adherence to this non-discrimination policy and to identify areas for improvement. Feedback from women students, staff, and faculty will be integral to this process.

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Compliance and Reporting




All members of the Universidad De Manila community are expected to comply with this policy and contribute to an inclusive, respectful, and non-discriminatory environment. Instances of gender discrimination or harassment can be reported to the Office of Student Affairs, the Office of Gender and Development, or through the university's confidential reporting system. The university guarantees that all reports will be handled sensitively and investigated thoroughly, with corrective action taken as necessary.

This policy reaffirms Universidad De Manila's commitment to upholding the values of gender equality and non-discrimination as outlined in the university code and student handbook. By ensuring that women's rights are protected and respected, we strive to create an academic environment that fosters excellence, inclusivity, and equal opportunity for all.

Ma. Felma Carlos-Tria, ED. D.
President

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