



Republic of the Philippines
City of Manila



UNIVERSIDAD DE MANILA

ADMINISTRATIVE ORDER No. 13 Series of 2022

Date: July 15, 2022

Policy on Non-Discrimination Against Transgender Individuals

Purpose

Universidad De Manila is dedicated to fostering a campus culture that promotes diversity, equity, and respect for all individuals, including transgender students, faculty, staff, and visitors. This Non-Discrimination Policy for Transgender Individuals seeks to establish and uphold an environment where transgender persons are respected, protected, and provided equal access to academic and social opportunities within the university community.

Policy Statement

Universidad De Manila is committed to ensuring that transgender individuals are free from discrimination, harassment, or bias, and are provided with full access to participate in all aspects of university life. This policy applies to all university-affiliated spaces, activities, and services, and extends to all students, faculty, staff, contractors, and visitors. We affirm the right of transgender individuals to a supportive environment where their identities are respected and their contributions valued.

Scope

This policy applies to all facets of university life, including admissions, academic programs, employment, facilities, and extracurricular activities. It covers interactions among students, faculty, staff, contractors, and any other individuals who engage with Universidad De Manila.

Policy Objectives

1. **Non-Discrimination in Admissions and Employment.** Universidad De Manila ensures that admissions and hiring practices are free from discrimination based on gender identity or expression. All transgender individuals will have equitable access to apply, enroll, and be employed at the university without fear of bias or prejudice.
2. **Recognition of Gender Identity.** Transgender individuals have the right to be addressed and acknowledged by their chosen name and gender pronouns in all university communications, records, and interactions. The university will make efforts to ensure that official documents and identification reflect the individual's affirmed gender identity, subject to applicable laws and university guidelines.
3. **Inclusive Access to Facilities and Programs.** Transgender individuals are entitled to use university facilities, including restrooms, locker rooms, and housing accommodations, that align with their gender identity. The university will work to provide gender-neutral facilities where possible to support the comfort and safety of all community members.





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4. **Protection from Harassment and Discrimination.** The university maintains a zero-tolerance policy toward harassment, discrimination, or violence directed at transgender individuals. Any form of misgendering, exclusion, or derogatory behavior based on gender identity or expression will be addressed in line with the university's disciplinary procedures. Safe and confidential reporting mechanisms are available to address any complaints of discrimination or harassment.
5. **Supportive Campus Environment.** Universidad De Manila is committed to creating a campus environment that supports the well-being and success of transgender individuals. Resources such as counseling, health services, academic advising, and peer support groups are available to assist transgender students and staff in their personal and academic pursuits.
6. **Awareness and Sensitivity Training.** The university will conduct ongoing awareness and sensitivity training for faculty, staff, and students to promote understanding, respect, and inclusivity toward transgender individuals. These sessions will aim to create an informed and supportive community that values gender diversity.

Implementation and Responsibilities

1. **Admissions Office and Human Resources Department.** These offices will ensure that the admissions and hiring processes are conducted fairly and equitably, free from gender bias, and that applications from transgender individuals are handled with confidentiality and respect.
2. **Office of Student Affairs and Office of Gender and Development.** These offices will oversee the provision of support services for transgender individuals, manage reports of discrimination, and develop programs to promote awareness and inclusivity. They will work to establish a supportive environment for transgender students and address any issues that may arise.
3. **Campus Facilities Management.** The Facilities Management team will ensure that transgender individuals have safe and equitable access to facilities that correspond with their gender identity and will strive to make gender-neutral spaces available across campus.
4. **Campus Safety and Security Office.** The university's security team will actively uphold the rights of transgender individuals, ensuring their safety and freedom from harassment or discrimination within all university spaces. They will also provide a secure means for transgender individuals to report any issues.

Reporting and Compliance

All members of the Universidad De Manila community are expected to respect and adhere to this policy. Violations, including harassment or discrimination based on gender identity or expression, can be reported to the Office of Student Affairs, the Office of Gender and Development, or through a confidential reporting system. The university guarantees that all complaints will be treated with confidentiality, sensitivity, and a commitment to swift and fair resolution.





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Review and Monitoring




The university will regularly review and assess the effectiveness of this policy, seeking feedback from transgender individuals and allies within the community. Adjustments will be made as necessary to ensure that the policy continues to meet the needs of the university and the transgender individuals it serves.

Through this policy, Universidad De Manila reaffirms its commitment to creating an inclusive, respectful, and supportive environment for transgender individuals. We are dedicated to providing a space where all members can pursue their academic, personal, and professional goals without fear of discrimination, ensuring that our campus remains a welcoming and empowering place for everyone.

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