



Republic of the Philippines
City of Manila



UNIVERSIDAD DE MANILA

ADMINISTRATIVE ORDER No. 14 Series of 2022

Date: July 15, 2022

Anti-Discrimination Policy in the Workplace

Purpose

Universidad De Manila is committed to fostering a workplace environment that values diversity, promotes respect, and ensures equal opportunities for all employees. This Anti-Discrimination Policy in the Workplace is established to protect all members of the university's workforce from discrimination based on religion, sexuality, gender, age, disability, ethnicity, marital status, or any other characteristic unrelated to job performance or qualifications. This policy reflects our commitment to building a fair, inclusive, and equitable university community.

Policy Statement

Universidad De Manila prohibits all forms of discrimination in the workplace. We affirm the right of every employee to work in an environment free from bias, harassment, and unequal treatment. The university upholds strict standards to ensure that employment practices—including recruitment, promotion, compensation, and working conditions—are based solely on merit, skills, and performance, without prejudice.

Scope

This policy applies to all Universidad De Manila employees, including full-time, part-time, and contractual staff, faculty members, and administrators. It covers all aspects of employment, including hiring, promotion, training, work conditions, compensation, disciplinary actions, and termination. This policy also applies to interactions with students, contractors, volunteers, and any other individuals associated with the university.

Policy Objectives

1. **Equal Opportunity in Employment Practices.** Universidad De Manila is committed to a recruitment and hiring process that ensures fair treatment for all candidates. All hiring, promotion, training, and compensation practices will be based strictly on qualifications, experience, skills, and performance. Discrimination based on religion, sexuality, gender, age, disability, ethnicity, marital status, or other personal characteristics unrelated to job requirements is strictly prohibited.
2. **Diversity and Inclusion in the Workplace.** The university values diversity and encourages representation from various backgrounds. We recognize that a diverse workforce enriches the workplace environment and contributes to a more dynamic, innovative academic community. Employees will have equal access to professional growth and development opportunities, fostering an environment that respects and celebrates individual differences.





Republic of the Philippines
City of Manila



UNIVERSIDAD DE MANILA

- 3. Protection from Harassment and Bias.** All forms of harassment, including discriminatory language, behavior, or actions based on religion, sexuality, gender, age, or any other characteristic, are prohibited. Any verbal, physical, or electronic behavior that creates an intimidating, hostile, or offensive workplace will be addressed promptly. Complaints of harassment or discrimination will be taken seriously and investigated confidentially.
- 4. Commitment to Religious Freedom.** Universidad De Manila respects the religious beliefs and practices of all employees. Reasonable accommodations will be made to allow individuals to observe religious practices as long as these accommodations do not impede operational requirements. Discrimination or harassment based on religion or religious beliefs is strictly prohibited, and employees have the right to express their beliefs freely, provided they respect others' beliefs and practices.
- 5. Support for LGBTQ+ Inclusivity.** The university promotes inclusivity and respect for all sexual orientations and gender identities. All employees, regardless of their sexual orientation or gender identity, are entitled to the same rights, privileges, and responsibilities as other members of the university community. Discrimination or harassment based on sexuality or gender identity is strictly prohibited, and any report of such behavior will be addressed with urgency.
- 6. Age Inclusivity and Equal Treatment.** Age will not be a factor in decisions regarding hiring, promotion, compensation, or any other employment conditions. Employees of all ages will be treated with respect and afforded equal opportunities for professional growth and development, without any assumptions based on age-related stereotypes.
- 7. Protection for Employees with Disabilities.** Universidad De Manila is committed to providing reasonable accommodations to qualified employees with disabilities, ensuring that they have the resources and support necessary to perform their duties effectively. The university will work to eliminate any barriers that hinder equal opportunity and to create a supportive environment that values the contributions of employees with disabilities.

Implementation and Responsibilities

- 1. Human Resources Department.** The Human Resources Department will oversee the implementation of this policy, ensuring compliance with anti-discrimination practices across all university departments. HR will provide training sessions on diversity and inclusion, monitor hiring and promotion practices, and handle complaints related to discrimination or harassment. Furthermore, the HRD shall address issues of discrimination, implement diversity programs, and support initiatives that foster an inclusive workplace.
- 2. Department Heads and Supervisors.** All department heads and supervisors are responsible for promoting and maintaining an inclusive work environment. They will be trained to recognize, address, and prevent discriminatory behaviors within their teams. Any report of discrimination or harassment must be treated with urgency and escalated to HR or the Office of Equal Opportunity.
- 3. Campus Training and Awareness Programs.** Universidad De Manila will conduct regular training and awareness programs to educate employees on anti-discrimination laws, policies, and practices. These programs will focus on fostering respect, understanding, and inclusion across all levels of the university, encouraging a culture of mutual respect and cooperation.

Uplifting lives through quality education.

One Mehan Gardens, Manila, Philippines 1000

@udmanila | admin@udm.edu.ph | www.udm.edu.ph





Republic of the Philippines
City of Manila



UNIVERSIDAD DE MANILA

Reporting and Resolution Procedures

Employees who experience or witness discrimination in the workplace are encouraged to report the incident to the Human Resources Department or their immediate supervisor. All reports will be handled confidentially and investigated promptly. Retaliation against individuals who report discrimination is strictly prohibited, and the university will take disciplinary action against those found responsible for discriminatory behavior.

Compliance and Disciplinary Action

Non-compliance with this Anti-Discrimination Policy will result in appropriate disciplinary measures, which may include warnings, suspension, or termination, depending on the severity of the offense. Universidad De Manila is committed to enforcing this policy consistently and fairly, ensuring that all complaints are addressed in accordance with university standards and applicable laws.

Universidad De Manila is dedicated to fostering a workplace that embodies respect, equity, and inclusivity. This Anti-Discrimination Policy reinforces our commitment to ending discrimination based on religion, sexuality, gender, age, disability, and other personal characteristics. By upholding this policy, we ensure a fair, supportive, and thriving workplace for all members of our community.

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

Uplifting lives through quality education.

One Mehan Gardens, Manila, Philippines 1000

@udmanila | admin@udm.edu.ph | www.udm.edu.ph

