



Republic of the Philippines
City of Manila



UNIVERSIDAD DE MANILA

ADMINISTRATIVE ORDER No. 20 Series of 2023

Date: January 15, 2023

Anti-Retaliation Policy: Protection for Individuals Reporting Discrimination

Purpose

To uphold a fair, respectful, and inclusive environment, Universidad De Manila establishes this Anti-Retaliation Policy to protect individuals who report discrimination from any form of educational or employment disadvantage. This policy ensures that all students, faculty, and staff can report instances of discrimination without fear of negative consequences or retaliation, affirming the university's commitment to integrity, justice, and equality within its academic and workplace environments.

Policy Statement

Universidad De Manila prohibits any retaliatory actions against individuals who report discrimination or participate in investigations related to discrimination complaints. Retaliation is strictly forbidden, and any form of educational or employment disadvantage as a result of reporting discrimination will not be tolerated. This policy applies to all university community members, including students, faculty, staff, and administrators.

Scope

This policy protects all students, employees, contractors, volunteers, and visitors of Universidad De Manila who, in good faith, report discriminatory practices, harassment, or any form of unethical behavior, or who participate as witnesses in investigations. It covers protection from any adverse actions, including but not limited to grading bias, dismissal, demotion, exclusion from activities, or any detrimental changes to educational or employment terms.

Policy Objectives

1. **Protection from Retaliation.** Any individual who reports discrimination, harassment, or unethical practices, or who participates in related investigations or hearings, will be protected from retaliation. Retaliation includes any direct or indirect actions that would disadvantage or create a hostile environment for the reporting individual, such as demotion, punitive grading, exclusion from educational or professional opportunities, or any form of harassment or intimidation.
2. **Right to Confidentiality.** To protect the identity and privacy of those reporting discrimination, Universidad De Manila will maintain confidentiality throughout the complaint and investigation process, sharing information only on a need-to-know basis. Measures will be taken to ensure that the individual's personal and professional information is safeguarded to prevent any indirect disadvantages.





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3. **Educational and Employment Protections.** Individuals reporting discrimination will be assured that their educational progress, employment status, and access to university resources will remain unaffected. Protections will cover grading, access to assignments, eligibility for promotions or raises, and opportunities to participate in academic and professional activities.
4. **Assurance of Fair Investigation.** The university is committed to conducting thorough, unbiased, and timely investigations for all discrimination complaints. All involved parties, including the complainant and witnesses, will be treated with respect and impartiality, ensuring that investigations are free from bias or prejudice.
5. **Support Services.** The university will provide support services to individuals who report discrimination, including access to counseling and guidance services through the Office of Student Affairs or Human Resources. Complainants may also seek academic or work-related adjustments if needed to ensure a supportive and safe environment throughout the investigation process.
6. **Transparency and Communication.** Universidad De Manila will maintain transparency regarding the process and progress of the investigation, keeping the reporting individual informed while respecting the confidentiality of all parties involved. Regular updates will be provided to ensure that the complainant remains aware of the steps being taken to resolve the complaint.

Implementation and Responsibilities

1. **Office of Student Affairs and Human Resources.** These offices will oversee the implementation of this policy, ensuring that all complaints are handled appropriately and that individuals reporting discrimination are protected from retaliatory actions. They will also provide support services to complainants and ensure a safe and inclusive environment throughout the investigation process.
2. **Anti-Discrimination and Ethics Committee.** A designated Anti-Discrimination and Ethics Committee will manage the investigation process, assess each complaint fairly, and monitor for any signs of retaliation. This committee is responsible for recommending appropriate actions if retaliation is detected.
3. **Campus Safety and Security Office.** The security team will provide additional support if there are concerns about the safety and well-being of individuals reporting discrimination. They will work closely with the Office of Student Affairs and Human Resources to address any security needs related to the complaint.
4. **Regular Training and Awareness.** Universidad De Manila will conduct ongoing training for all university members on this Anti-Retaliation Policy, ensuring that the community is aware of their rights and responsibilities, as well as the consequences of retaliatory actions. Training sessions will focus on creating a culture of respect, inclusion, and support for all.
5. **Reporting Violations of this Policy.** Individuals who experience or observe retaliation as a result of reporting discrimination are encouraged to report the incident to the Office of Student Affairs, Human Resources, or the Anti-Discrimination and Ethics Committee. Complaints related to retaliation will be handled with the same level of confidentiality and urgency as discrimination reports. The university will take swift and appropriate action against those found responsible for retaliatory behavior.





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Compliance and Disciplinary Action




Non-compliance with this Anti-Retaliation Policy will result in disciplinary measures, which may include warnings, suspension, termination, or expulsion, depending on the severity of the offense. The university is committed to addressing and resolving all complaints promptly and in accordance with university policies and applicable laws.

Universidad De Manila stands firm in its commitment to protect the rights of individuals who report discrimination and to ensure a supportive environment that promotes accountability, integrity, and inclusivity. By upholding this Anti-Retaliation Policy, the university reaffirms its dedication to fairness, justice, and respect for all members of the academic and professional community.

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