1.0 OBJECTIVES

2.0 Universidad De Manila is committed to fostering a workplace environment that values diversity, promotes respect, and ensures equal opportunities for all employees.

3.0 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.

4.0 This policy reflects our commitment to building a fair, inclusive, and equitable university community.

5.0 SCOPE (COVERAGE OF PROCEDURE)

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.

6.0 POLICIES

7.0 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.

8.0 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.

9.0 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.

10.0 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

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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.

11.0 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.

12.0 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.

13.0 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.

14.0 **PROCEDURES**

15.0 The Human Resources Department, in coordination with Department Heads, Supervisors, and Campus Training Units, shall implement the anti-discrimination procedures in the workplace as follows:

Responsibility	Activity
Human Resources Department (HRD)	Oversee the implementation of this policy, ensuring compliance with anti-discrimination practices across all university departments. Provide training sessions on diversity and inclusion, monitor hiring and promotion practices, and handle complaints related to discrimination or harassment. Address issues of discrimination, implement diversity programs, and support initiatives that foster an inclusive workplace.
Department Heads and Supervisors	Promote and maintain an inclusive work environment. Receive training to recognize, address, and prevent discriminatory behaviors within teams. Treat any report of discrimination or harassment with urgency and escalate to HR or the Office of Equal Opportunity.
Campus Training and Awareness Programs	Conduct regular training and awareness programs to educate employees on anti-discrimination laws, policies, and practices,

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	focusing on fostering respect, understanding, and inclusion across all levels of the university.
HRD & Facilities Management	Provide reasonable workplace accommodations for employees with disabilities and facilitate religious practice observations.

Responsibility	Activity
Reporting Employee / Witness	Report incidents of workplace discrimination or harassment to HRD or immediate supervisor with guarantee of strict confidentiality and non-retaliation.
Human Resources Department (HRD)	Receive, log, and conduct prompt, confidential workplace investigations into reported discriminatory practices or harassment.
Grievance & Disciplinary Committee	Assess investigation findings, ensure due process, and recommend appropriate corrective or disciplinary measures to University Administration.
University Administration / HRD	Enforce swift, fair resolutions and disciplinary actions (warnings, suspension, or termination) for non-compliance, ensuring a respectful, thriving workplace.

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16.0 LIST OF FORMS

1. HR-AD-001: Workplace Discrimination and Harassment Incident Intake Form
2. HR-AD-002: Workplace Accommodations Request Form (Disability & Religious Practices)
3. HR-AD-003: Employment Practices Non-Discrimination Audit Checklist
4. HR-AD-004: Anti-Discrimination Investigation and Resolution Report Form

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17.0 LIST OF FORMS

17.1

17.2

17.3

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PREPARED BY:	APPROVED BY:		
NAME POSITION	NAME POSITION		

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