## 1.0 OBJECTIVES

**2.0** 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.

**3.0** This policy ensures that all students, faculty, and staff can report discrimination without fear of negative consequences or retaliation, affirming the university's commitment to integrity, justice, and equality in its academic and workplace environments.

## 4.0 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.

## 5.0 POLICIES

**6.0** 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.

**7.0** 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.

**8.0** 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.

**9.0** 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.

**10.0** 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.

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**11.0** 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.

**12.0** 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 disability.

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**13.0**



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| PREPARED BY: | APPROVED BY: | | |
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| NAME<br>POSITION | NAME<br>POSITION | | |

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