1.0 OBJECTIVES

2.0 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.

3.0 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.

4.0 SCOPE (COVERAGE OF PROCEDURE)

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.

5.0 POLICIES

6.0 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.

7.0 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.

8.0 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.

9.0 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.

10.0 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.

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11.0 PROCEDURES

12.0 The Office of Gender and Development (GAD), in coordination with the Admissions Office, Human Resources Department, Office of Student Affairs, Campus Facilities Management, and Safety and Security Office, shall implement the non-discrimination procedures for transgender individuals as follows:

Responsibility	Activity
Admissions Office & HR Department	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.
Office of Student Affairs & GAD Office	Oversee the provision of support services for transgender individuals, manage reports of discrimination, and develop programs to promote awareness and inclusivity.
Campus Facilities Management	Ensure that transgender individuals have safe and equitable access to facilities that correspond with their gender identity and strive to make gender-neutral spaces available across campus.
Campus Safety & Security Office	Actively uphold the rights of transgender individuals, ensuring their safety and freedom from harassment or discrimination within all university spaces, and provide a secure means for reporting any issues.

Responsibility	Activity
Complainant / Reporting Party	Submit confidential reports or grievances regarding gender identity discrimination, bias, or harassment via GAD or Student Affairs reporting systems.
Office of Gender and Development (GAD)	Receive, log, and evaluate complaints with sensitivity; provide immediate counseling, advocacy, and interim protective measures.
Grievance & Discipline Committee	Conduct impartial, confidential investigations into reported incidents ensuring due process, and formulate recommendations for university leadership.
University Administration	Enforce swift, fair resolutions, sanctions, and institutional measures to uphold policy compliance and maintain a safe, inclusive campus culture.

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13.0 LIST OF FORMS

1. GAD-TR-001: Transgender Inclusivity and Support Service Intake Form
2. GAD-TR-002: Confidential Gender Identity / Harassment Incident Report Form
3. GAD-TR-003: Campus Facility Accommodations & Chosen Name Request Form
4. GAD-TR-004: Admissions and HR Non-Bias Compliance Checklist

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PREPARED BY:	APPROVED BY:		
NAME POSITION	NAME POSITION		

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