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 Protection from Harassment and Discrimination. The university maintains a zero-tolerance policy toward harassment, discrimination, or violence directed at transgender individuals. Any form of misgendering, exclusion, or derogatory behavior based on gender identity or expression will be addressed in line with the university's disciplinary procedures. Safe and confidential reporting mechanisms are available to address any complaints of discrimination or harassment.

10.0 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.

All information contained within this document is confidential, privileged and only for the use of Universidad de Manila and may not be used, published or redistributed without the prior written consent of Universidad de Manila.

11.0 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.

12.0 PROCEDURES

13.0 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 procedures as follows:

Responsibility	Activity
Admissions Office & HR Department	Ensure admissions and hiring processes are fair, equitable, free from gender bias, and handle applications from transgender individuals with confidentiality and respect.
Office of Student Affairs & GAD Office	Oversee support services for transgender individuals, manage reports of discrimination, develop inclusivity awareness programs, and foster a supportive campus environment.
Campus Facilities Management	Ensure transgender individuals have safe, equitable access to facilities corresponding with their gender identity and establish gender-neutral spaces across campus.
Campus Safety & Security Office	Uphold rights and safety of transgender individuals, prevent harassment or discrimination, and maintain secure mechanisms for reporting safety concerns.

13.1 All members of the Universidad De Manila community are expected to respect and adhere to this policy. Violations, including harassment or discrimination based on gender identity or expression, can be reported to the Office of Student Affairs, the Office of Gender and Development, or through a confidential reporting system. The university guarantees that all complaints will be treated with confidentiality, sensitivity, and a commitment to swift and fair resolution.

Responsibility	Activity
Complainant / Reporting Party	Submit confidential reports or grievances regarding gender identity discrimination, bias, or harassment via GAD or Student Affairs reporting portals.
Office of Gender and Development (GAD)	Receive, log, and evaluate complaints with sensitivity; provide immediate support, counseling, and interim protective measures.

All information contained within this document is confidential, privileged and only for the use of Universidad de Manila and may not be used, published or redistributed without the prior written consent of Universidad de Manila.

Investigation & Discipline Committee	Conduct impartial investigations ensuring due process, confidentiality, and submit findings and recommendations to University Administration.
University Administration	Enforce swift, fair resolutions, sanctions, and institutional measures to maintain full compliance and a respectful, inclusive campus environment.

All information contained within this document is confidential, privileged and only for the use of Universidad de Manila and may not be used, published or redistributed without the prior written consent of Universidad de Manila.

10.0 LIST OF FORMS

1. GAD-FM-001: Non-Discrimination and Gender Equity Intake Form
2. GAD-FM-002: Gender-Based Harassment / Grievance Report Form
3. GAD-FM-003: Admissions and Employment Non-Bias Compliance Checklist
4. GAD-FM-004: Women's Support Services and Accommodation Request Form

All information contained within this document is confidential, privileged and only for the use of Universidad de Manila and may not be used, published or redistributed without the prior written consent of Universidad de Manila.

14.0 LIST OF FORMS

14.1

14.2

14.3

All information contained within this document is confidential, privileged, and only for the use of Universidad de Manila (UDM) and may not be used, published or redistributed in any form without the prior written consent of UDM.

PREPARED BY:	APPROVED BY:		
NAME POSITION	NAME POSITION		

All information contained within this document is confidential, privileged, and only for the use of Universidad de Manila (UDM) and may not be used, published or redistributed in any form without the prior written consent of UDM.