



Registrar Office

The Superior College Lahore

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Notification

It is hereby notified that the Competent Authority has approved the Policy of protecting those who report discrimination of the Institute with immediate effect.

Khawaja Hisham ul Hassan
Registrar
The Superior College Lahore

Copy for information and necessary action to:

- Rector Secretariat
- Pro-Rectors
- All the Deans
- All the Chairman's of the Departments
- Controller of Examinations
- Director, Quality Enhancement Cell
- Registrar File



Policy of Protecting those who report Discrimination

(THE SUPERIOR COLLEGE, LAHORE)



POLICIES PROTECTING THOSE WHO REPORT DISCRIMINATION

Purpose

Superior discrimination report policy sets out the strategic framework under which university encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. This policy addresses safety of Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed. This policy does not anticipate every situation that might occur with respect to discrimination. It also provides a framework for the implementation of policy at The Superior University, Lahore.

Organizational Scope

This policy is implemented inside the university.

Reporting an Incident of Harassment

Discrimination The Superior University Lahore encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, any member of the personnel practices committee, human resources or any ombudsman. See the complaint procedure described below.

In addition, The Superior University Lahore encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. The Superior University Lahore recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Guidelines

A dedicated editorial safety team: This would be made up of a manager and a security advisor who devise security protocols for individuals who reports any unethical activity.

High-level editorial approval for risky assignments: The Superior university Lahore do not allow staff to pursue assignments deemed too dangerous.

Provision of security equipment: Ensuring that individuals have appropriate tools to conduct their work and respond to emergencies, including satellite phones, medical kits, and body armor.

Treatment of stress and trauma: The Superior University Lahore have set up confidential hotlines or provide therapist referrals for staff experiencing emotional stress from their work. These outlets are moving towards creating a newsroom culture that removes the stigma sometimes associated with

seeking psychological help. Managers or counselors might debrief staff after difficult assignments and create a system where colleagues look after each other, know how to spot signs of emotion turmoil, and know when to encourage treatment and lend support.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, human resources, any member of the personnel practices committee or any ombudsman.

The Superior University Lahore encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have another relevant knowledge.

The Superior University Lahore will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as The Superior University Lahore believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to Higher management. False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.