



**SUPERIOR UNIVERSITY**  
**OFFICE OF THE REGISTRAR**  
17-KM Raiwind Road, Lahore (Pakistan)

Dated: 03.01.2021

**Notification**

**No. SU/REG/2021/P-44.** It is hereby notified that the Competent Authority has approved the revised Policy of Protecting those Reporting Discrimination of the University with immediate effect.

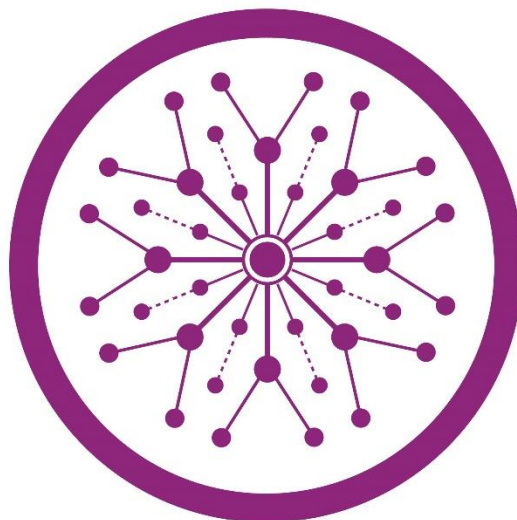
**REGISTRAR**

**No. and Date even**

Copy is forwarded for information and necessary action to:

1. Pro-Rector
2. All Deans of Faculties
3. All Heads of the Departments
4. Director ORIC
5. Director, QEC
6. Controller of Examinations
7. All Deputy Registrars
8. Accounts Office
9. PS to Rector
10. Notification File

Deputy Registrar  
(Academics)



**SUPERIOR UNIVERSITY**

**POLICY PROTECTING THOSE  
REPORTING DISCRIMINATION**

(VERSION 1.1)

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## **Preamble:**

The Policies Protecting Those Who Report Discrimination outlines Superior University Lahore's commitment to providing a safe environment for reporting incidents of discrimination, harassment, or retaliation. It encourages individuals to come forward with their concerns and provides a framework for addressing such issues.

## **Scope of Policy:**

This policy applies within the university and is designed to address all incidents of discrimination, harassment, or retaliation.

## **Reporting an Incident of Harassment or 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 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.

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.

## **Guidelines**

- Establishment of a dedicated editorial safety team responsible for devising security protocols for individuals reporting unethical activity.
- Implementation of high-level editorial approval for risky assignments, ensuring staff's safety.
- Provision of security equipment, including satellite phones, medical kits, and body armor, to enable individuals to respond to emergencies.
- Creation of a system to address stress and trauma, such as confidential hotlines and therapist referrals, to support staff experiencing emotional stress from their work.

## **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 prompt reporting of complaints or concerns to facilitate rapid and constructive action. While no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving incidents.
- Any reported allegations will be investigated promptly, which may include individual interviews with the parties involved and relevant witnesses. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

- Retaliation against an individual for reporting harassment, discrimination, or participating in an investigation is a serious violation and will be subject to disciplinary action. Acts of retaliation will be promptly investigated and addressed.
- Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriately, which may include training, referral to counseling, or disciplinary action.
- Parties dissatisfied with the resolution may appeal to higher management. False and malicious complaints will be subject to appropriate disciplinary action.