



Policy on: Anti-Harassment

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Perspective	Institution		
Policy Owner	Director of Sustainability Center		
Developed By	Nivedita Ram		
Approval Body	College Board		
Policy History	First Introduced	Review Date	Effective Date
Important Dates	30.10.2024		30.10.2024
Review Cycle	Every 3 years		
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Revision			
	Date	Revised By	Major Changes
Revision 1			
Revision 2			
Revision 3			

1. Statement.

MCBS' recognizes and is therefore committed to enabling and ensuring an environment conducive to learning and working which is free from harassment of any nature. This policy aims to prevent and prohibit harassment and bias for all students, staff and faculty member, contractors, vendors, consultants, partners and suppliers engaged at MCBS.

2. Policy Purpose.

2.1 MCB'S commitment to meeting and exceeding the highest ethical standards and in compliance with statutory regulations and applicable anti-harassment standards applicable in Oman.

2.2 MCBS' demonstration of zero-tolerance towards harassment in each and every transaction it undertakes both internally and when transacting with international bodies.

3. Definitions and Abbreviations

3.1 Harassment: Creating a hostile environment with implicit or explicit use of language, body language, graphic or behaviors. This includes sexually explicit or implicit language, advances and or requests for sexual favors and sharing of sexual content.

3.2 Retribution of Whistleblowers: Reprisal against personnel who allege, or report suspected malpractices at MCBS.

3.3 Transparency: Establish transparency in all transactions – Strategic and Operations.

3.4 Responsibility & Accountability: Responsibility & Accountability at all levels of management and operations for any non-conformance to this policy.

3.5 Ethical Conduct & Integrity: Ethical processes, conduct and Integrity all operations.

3.6 Just in Letter & Spirit: Just and Fairness in all operations and transactions,

4. Stakeholders

This policy applies to all individuals associated with the Institution, including:

- **Student Registrations:** Marketing, student registrations.
- **Academics:** Course selections, Advising, Research, Grading, Grade Appeals,
- **Student Activities:** Accommodation, Student Clubs, Healthcare Services, Sports and leisure activities, student-exchange programs.
- **Staff/Faculty employment:** Employment contracts, hiring, performance appraisals, emoluments and compensation, benefits, professional development, and succession planning and disciplinary action, if required.
- **Facilities & Utilities:** Facilities and easy access to utilities
- **Third Parties:** Suppliers, Consultants, Vendors, Contractors, and any other individuals or entities acting on behalf of MCBS.

5. Procedures

5.1 Reporting of Harassment Cases

- 5.1.1 **Stage 1:** Recognize and document any incidences of harassment as seen in *Appendix I*.
- 5.1.2 **Stage 2:** All personnel are required to report (*Appendix II*) suspect behaviors related to the red flags described and or any non-conformance to this policy to the immediate reporting manager and the Director Human Resource (Director HR) in a confidential manner.
- 5.1.3 **Stage 3:** The Director of Human Resource acknowledges the report, conducts a preliminary review, and determines whether a formal investigation is required.
- 5.1.4 **Stage 4:** If a formal investigation is needed, a harassment Investigation Committee shall be formed to investigate the allegation.
- 5.1.5 **Stage 5:** The harassment Investigation Committee shall gather evidence, which will include interviews with parties involved and submitting findings to Senior Management for review and further action.
- 5.1.6 **Stage 6:** Based on the investigation, disciplinary measures shall be taken which may include termination of employment contract and may also include reporting the non-conformance to the relevant authorities.
- 5.1.7 **Stage 7:** MCBS shall undertake periodic and regular due diligence of its operations to estimate and mitigate any potential or perceived discrimination
- 5.1.8 **Stage 8:** A review of this policy is conducted after every 3 years through survey in *Appendix III* to measure the quality, appropriateness, and effectiveness of the policy and fill in the Policy Review Report in *Appendix IV* before submitting it to QA.

5.2 Compliance Training

- 5.2.1 MCBS HR Department shall conduct periodic and regular training on this policy and relevant and current anti-harassment laws.
- 5.2.2 Approved Anti-harassment policy shall be made available on i-DAP.

6. Roles and Responsibilities

6.1 Director of Human Resource

- Ensure compliance with the anti- discrimination policy.
- Handle reports of policy violations and take appropriate actions.
- Form the discrimination Investigation Committee.
- Approved Anti-Harassment policy shall be made available on i-DAP.

6.2 Harassment Investigation Committee

- Conduct investigation through objective evidence gathering.
- Analyze and present its findings to the senior management.

7. Reference

1. Omani Anti-Harassment law published in 439/09/23 H Corresponding To : 07/06/2018
<https://laws.boe.gov.sa/BoeLaws/Laws/LawDetails/f9de1b7f-7526-4c44-b9f3-a9f8015cf5b6/2>
2. RSA Law on Anti-Harassment: <https://ogletree.com/international-employment-update/articles/october-2018/saudi-arabia/2018-10-09/new-anti-harassment-law-will-cover-workplaces/>