

POLICY ON REPORTING DISCRIMINATION

Rationale

The University of Mindanao is committed to promote a fair and inclusive workplace free from discrimination, harassment, and retaliation hence this policy on defining and reporting discrimination outlining reporting procedures, and ensuring confidentiality and protection of redress.

Scope

This policy applies to all employees and students of the university community.

Guiding Principles

Diversity and Inclusion. The guiding virtues that create the conducive environment for fairness, openness, tolerance, and pluralism for all individuals and groups coming from diverse perspectives and backgrounds.

Fairness. Treating all individuals impartially and consistently, ensuring that decisions and actions are free from bias, favoritism, or discrimination.

Respect. Valuing the dignity, rights, and contributions of every person, and promoting an environment where diverse perspectives and identities are acknowledged and appreciated.

Equality. Providing equal access to opportunities, resources, and treatment regardless of an individual's background or characteristics, and actively removing barriers that lead to exclusion or disadvantage.

Confidentiality. Organizations are often required to keep reports confidential and protect individuals who report discrimination.

Observance of Due Process. Strict adherence to the provisions of the Labor Code of the Philippines.

Compliance

Compliance with this Policy is compulsory. All university employees, students, partners, and stakeholders are expected to uphold the guiding principles as outlined in this policy. Any form of discrimination -whether based on race, gender, ethnicity, religion, disability, sexual orientation, or any other protected characteristic -must be reported through the appropriate channels established by the institution.

Non-compliance, including failure to report known incidents or engaging in discriminatory behavior, may result in disciplinary action, such as verbal or written warnings, suspension, termination, or other corrective measures, in accordance with the University's code of conduct

and disciplinary policies. The University has the right to investigate all reported cases and to take appropriate actions to protect the rights and dignity of all members of the academic community.

Implementation and Review

The University shall ensure the effective implementation of this Policy through established procedures. Upon receipt of a report, the Personnel Disciplinary Board (PDB) or its equivalent, under the supervision of the HRMDO, shall assess the nature and severity of the incident. A formal investigation will then be conducted to guarantee due process and fairness for all parties involved.

Following the investigation, appropriate resolutions will be implemented, which may include counseling, awareness education, or disciplinary action, depending on the findings. All reports and proceedings shall be thoroughly documented, capturing the nature of the complaint, individuals involved, evidence presented, and outcomes.

This policy shall be reviewed every two (2) years, or as necessary, in response to changes in university regulations, legal requirements, or emerging concerns. The review shall be initiated and led by the Human Resource Management and Development Office (HRMDO), or any designated office or committee, and submitted to the Quality Management Office for review and evaluation. Proposed revisions shall be subject to the approval of the Executive Committee.

Reference

Code of Discipline

Section IV: Misconduct/Misbehavior, Item No. 5, Item No. 35

Republic Act 10911 (Anti-Age Discrimination in Employment): Specifically prohibits age-based discrimination in the workplace.

Republic Act 11313 (Safe Spaces Act) which protects employees from retaliation for reporting sexual harassment or other forms of discrimination.