

NGU Non-Discrimination Policy

Policy Name	Non-Discrimination Policy
Last Review Date	January 2024
Review Cycle	Every 2 years
Approved By	NGU University Council

1. Overview

Newgiza University (NGU) is committed to fostering an inclusive environment where diversity is respected, equality is practiced, and discrimination or harassment of any kind is not tolerated. Discrimination and harassment based on race, color, sex, language, religion, political, ethnicity, property, birth or other status such as disability, age, marital and family status, health status, place of residence, economic and social situation or any other protected characteristic under Egyptian law are prohibited. This policy outlines the University's principles, definitions, responsibilities, and processes to ensure that all community members, students, alumni, staff, faculty, vendors, or visitors to the University while they are on campus, are treated with dignity, fairness, and respect in all educational, research, and employment contexts.

2. Purpose

The University believes that maintaining respectful and professional environment will promote productivity, minimize disputes, and enhance reputation. Hence, NGU guarantees equal opportunity in admission, employment, education, research, and participation. It prevents and addresses all forms of discrimination, harassment, and inappropriate sexual behavior and provides a transparent mechanism for resolving complaints either through informal or formal procedures according to the nature of conduct. NGU also protects complainants, witnesses, and respondents through due process and non-retaliation safeguards with compliance with Egyptian law. This policy applies to:

- All NGU students, academic and administrative staff and visitors
- All university programs, academic activities, research projects, fieldwork, and online environments
- Any university-related conduct occurring on campus

3. Definitions

3.1 Discrimination

Discrimination refers to any unjust or prejudicial treatment of an individual or group based on attributes such as: gender, sex, marital or family status, race, color, ethnicity, religion, age,

disability, health status, nationality, socioeconomic background, or political opinion or any other protected characteristic under Egyptian law.

3.2 Harassment

Harassment means any unwelcome conduct either verbal, physical, or visual, that offends, intimidates, or humiliates an individual. It includes inappropriate sexual behavior in terms of sexual conversation or content, comments and jokes of a personal or sexual nature, obscene gesturing, touching or hugging another person, exposing body parts. It also includes bullying, stalking, and cyber-harassment.

3.3 Complainant

An individual (student, staff, or visitor) who reports or files a complaint alleging discrimination, harassment, or inappropriate behavior under this policy.

3.4 Respondent

The individual or group alleged to have engaged in discrimination, harassment, or inappropriate conduct.

3.5 Retaliation

Any adverse action or intimidation taken against an individual for filing a complaint, participating in an investigation, or supporting another complainant. Retaliation is strictly prohibited.

4. NGU Non-Discrimination Policy Statement

NGU prohibits discrimination and harassment in any form. All members of the University have the right to study, teach, research, and work in an environment that is free from bias, sexual misconduct, and unfair treatment. The University adopts a **zero-tolerance approach** to inappropriate behavior and upholds equality of opportunity for all genders and identities.

5. Responsibilities

5.1 University Responsibilities

- Ensure policy implementation through the **NGU Support Office**
- Provide regular awareness campaigns
- Maintain confidential reporting and resolution mechanisms
- Take corrective and preventive actions when violations occur

5.2 Staff and Student Responsibilities

- Demonstrate respect, fairness, and inclusion
- Refrain from discriminatory or harassing behavior
- Report witnessed or experienced incidents promptly and in good faith

6. Supporting Those Reporting Discrimination Procedures

Any individual who experiences or witnesses discrimination or harassment may report it through:

- Confidentially emailing **NGU Support Office**
- Reserving an in-person appointment with **NGU Support Office** through portal
- Requesting to meet the School Dean or HR representative

Reports are encouraged as soon as possible after the incident to ensure timely support and resolution.

7. Resolution Pathways

7.1 Informal Resolution

- Informal resolution is a possible alternative to the formal complaint resolution process according to:
 - The severity, frequency, and pervasiveness of the conduct
 - Prior complaints made by the complainant
 - Prior complaints made against the respondent
 - Stopping the behavior of the respondent without formal investigation
- Both the complainant and the respondent should give a consent
- **NGU Support Office** may facilitate mediation, counseling, or awareness dialogue between the parties
- Participation is voluntary; but anyone participating in informal resolution can stop that process at any time and request to continue through the formal process
- Outcomes may include an apology, behavior agreement, or informal warning

7.2 Formal Resolution

- Initiated when the complaint involves serious allegations or when informal resolution is unsuccessful
- The NGU Support Office will acknowledge receipt, arrange an appointment with **University Investigation Committee** to interview both complainant and respondent and any witnesses to determine whether the alleged conduct occurred
- Investigation could include interviews, evidence review, and a written report with findings

- The **University Senior Management** will review findings and recommend sanctions or corrective measures
- Possible outcomes include:
 - Closure of complaint, if unsubstantiated
 - Corrective counseling or mandatory training
 - Disciplinary action: written warning, suspension, or termination

8. Support and Protection

- The University will provide counseling and academic or work accommodation to complainants during investigation
- Confidentiality will be maintained to the fullest extent possible
- Retaliation in any form is prohibited and constitutes a separate disciplinary offense

9. Record Keeping and Monitoring

- **NGU Support Office** will maintain anonymized records of complaints, actions, and resolutions for annual review
- Statistical summaries (without personal data) will be reported annually to the University Council to support transparency and continuous improvement

10. Awareness and Communication

- This policy will be published on NGU's website, Moodle and in student/staff handbooks
- Awareness campaigns and sessions for all staff and students will promote understanding of rights and reporting channels

11. Violation and Sanctions

Violation of this policy is considered serious breaches of University values and may lead to disciplinary action, depending on the nature and grievance of the offense. Each case will be handled confidentially and fairly in accordance with NGU's disciplinary procedures.

11.1 Guidelines for Sanctions

- All sanctions will be proportionate to the severity and frequency of the violation.
- The University will ensure due process, allowing both complainant and respondent the right to be heard
- Sanctions aim not only to penalize but also to educate, correct behavior, and prevent recurrence
- Retaliation against any party involved in reporting or investigating a violation will be treated as a separate misconduct

11.1 Sanctions for Students

If a student is found to have engaged in discrimination, harassment, or any prohibited behavior under this policy, one or more of the following disciplinary actions may be applied by **University Investigation Committee**:

- Formal written warning outlining the violation and corrective action
- Behavioral probation which is stopped upon good conduct
- Mandatory participation in counseling, awareness, or training sessions
- Revocation of privileges including participation in University activities or events
- Suspension for a specified period
- Dismissal in severe or repeated cases

The University may also record disciplinary action in the student's academic file when required by institutional regulations.

11.2 Sanctions for Staff and Faculty Members

If a faculty or staff member is found responsible for violating this policy, disciplinary actions may be imposed through the **University Investigation Committee** in coordination with **Human Resources Department**:

- Verbal or written warning which is placed in the personnel file
- Mandatory counseling or corrective training
- Suspension with or without payment
- Demotion in cases where authority misuse is evident
- Termination for serious misconduct or repeated offenses

NGU reserves the right to report cases of harassment, sexual misconduct, or violence to relevant legal or regulatory authorities in compliance with Egyptian law.

12. Review

This policy will be reviewed every two years to incorporate any updates according to the feedback from students and faculty to maintain best practices in preventing any act of discrimination or harassment.