AMITY UNIVERSITY MAHARASHTRA

Established vide Maharashtra Act No.13 of 2014, of Government of Maharashtra, and recognized under Section 2 (f) of UGC Act 1956.

Revision History for Policies Protecting those Reporting Discrimination

Revision History Date	Comments
15 January 2017	Policy Created
09 February 2019	Minor changes
02 March 2021	Minor changes
16 June 2022	Minor changes
15 June 2023	Minor changes
15 March 2024	Minor changes

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Policies Protecting those Reporting Discrimination

Date: 15th January 2017

SECTION 1: Objective

Amity University Maharashtra is committed to creating a work environment where all employees, including faculty, staff, outsourced staff, and students are treated with respect and dignity. Each person has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Amity University Maharashtra expects that behavior and conduct in Amity University Maharashtra and its constituent offices will be business-like and free of explicit bias, prejudice, and harassment.

SECTION 2: Scope & Purpose

Amity University Maharashtra has developed this policy to ensure that all its employees and students can work in an environment free from unlawful harassment, discrimination, and retaliation. Amity University Maharashtra will make every effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

SECTION 3: POLICY STATEMENT

The Amity University Mumbai hereby declares the policy that protects those reporting discrimination from educational or employment disadvantage. The University will protect those who report discrimination in the organization based on sex, race, creed, class, caste, place of birth, religious belief or profession, or political or other opinions.

SECTION 4: Procedure

(a) The law and the policies of Amity University Maharashtra prohibit disparate treatment on the basis of gender, religion, race, color, caste, language, disability, age, marital status, or any other protected characteristic, with regard to terms, conditions, privileges, and perquisites of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

(b) **Equal employment opportunity:** It is the policy of Amity University Maharashtra to ensure equal employment opportunity without discrimination or harassment based on gender, religion, race, color, caste, language or any other protected characteristic, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected

by law. Amity University Maharashtra prohibits any such discrimination or harassment.

(c) **Retaliation:** Amity University Maharashtra encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Amity University Maharashtra to investigate such reports on an immediate basis thoroughly. Amity University Maharashtra prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

(d) **Individuals and Conduct Covered:** These policies apply to all students and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to Amity University Maharashtra (e.g., an outside vendor, consultant, or customer).

(e) Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

(f) **Reporting an Incident of Harassment, Discrimination or Retaliation:** Amity University Maharashtra 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 or a representative of HR team. If the offender is the supervisor or HR representative, the incident may be reported to the Vice Chancellor's office under strict confidentiality with a copy to the Employee Help Desk.

(g) In addition, Amity University Maharashtra 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. Amity University Maharashtra recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

(h) **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, or any ombudsman as stated above.

(i) Amity University Maharashtra encourages the prompt reporting of complaints or concerns to take rapid and constructive action.

(j) 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 other relevant knowledge.

(k) Amity University Maharashtra will maintain confidentiality throughout the investigation.

(l) 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. Like harassment or discrimination itself, it will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

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

(n) If a party to a complaint does not agree with its resolution, that party may appeal to Amity University Maharashtra's Head Office at New Delhi.

(o) 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.

SECTION 5: DEFINITIONS

As Stated in the Amity University Act 2014 (Mah. Act No. XIII OF 2014) Dated 24, June 2014, Reg. No. MH/MR/South-344/2014-16, as Stated in: https://htedu.maharashtra.gov.in/wp-content/uploads/2019/01/Amity-University-Act-2014.pdf

Policies Protecting those Reporting Discrimination

Date: 09 February 2019

In continuation to the existing policy with effect from the 15th January 2017, the policy is reviewed, and the following points are added for better implementation at all levels.

(i) It is required to provide a safe and protective environment to the candidate reporting the discrimination, and necessary counseling should be provided to minimize the anxiety.
(ii) In case of false discrimination reporting, the necessary counseling should be provided to the complainant and the concerned person so that future incidence should be avoided.
(iii) Any verbal, written, or acts of discrimination can be noted, and the higher authorities will take necessary actions.

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Policies Protecting those Reporting Discrimination

Policy Review Date: 2th March 2021

In continuation with the Policies Protecting those Reporting Discrimination is created and in effect from Date: 15th January 2017, further revised on the 09th February 2019. The University Committee as reviewed the Policies Protecting those Reporting Discrimination on 2nd March 2021 and decided to keep the policy without any change.

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Policies Protecting those Reporting Discrimination

Policy Review Date: 16 June 2022

In continuation with the Policies Protecting those Reporting Discrimination is created and in effect from Date: 15th January 2017, further revised on the 09th February 2019. The University Committee as reviewed the Policies Protecting those Reporting Discrimination on 2nd March 2021 and decided to keep the policy without any change.

*The University Committee as reviewed the Policies Protecting those Reporting Discrimination on 16 June 2022 and decided to keep the policy without any change.

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Policies Protecting those Reporting Discrimination

Policy Review Date: 15 June 2023

In continuation with the Policies Protecting those Reporting Discrimination is created and in effect from Date: 15th January 2017, further revised on the 09th February 2019. The University Committee as reviewed the Policies Protecting those Reporting Discrimination on 2nd March 2021 and decided to keep the policy without any change. The University Committee reviewed the Policies Protecting Reporting Discrimination on 16 June 2022 and decided to keep the policy without any change.

The University Committee reviewed the Policies Protecting Reporting Discrimination on 15 June 2023 and decided to keep the policy without any change.