

## Harassment and Discrimination Policy

### Policy Statement

In keeping with An-Najah National University values, harassment and discrimination will not be tolerated and those who become aware of situations where harassment or discrimination may be occurring are urged to report it to management staff. All formal complaints of personal harassment and discrimination will be addressed through the office of the Human Resources, supported by supervisors and union/association leaders as appropriate. All parties involved in a personal harassment or discrimination complaint are protected from intimidation or reprisal once a complaint has been made.

### Purpose

An-Najah National University is committed to providing a safe process for bringing complaints forward and to fostering an environment free of personal harassment and discrimination, where human rights are respected and where all members of the learning community (employees, students, clients, contractors, and visitors) are treated in a fair and respectful manner.

### Scope

This Policy applies to the conduct of all An-najah University faculty, staff, students, university contractors, and visitors that occurs on the University's campuses or in connection with University-sponsored programs. This policy also governs conduct by An-najah University students, faculty, staff and visitors that creates, contributes to, or continues a hostile work, educational, or living environment for a member or members of the University community.

## Principles

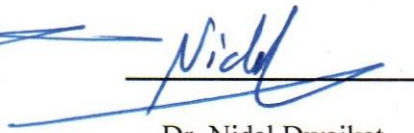
1. Complaints of personal harassment/discrimination will be dealt with in as timely a manner as possible.
2. The process for addressing complaints will focus on resolution of undesirable behavior at the earliest stage possible and will involve only the relevant parties to the complaint.
3. Both the complainant (individual making the complaint) and the respondent (individual against whom a complaint has been made), have the right to have a union/association representative or support person of their choice present as an observer during any steps in the Procedures for Resolving Complaints.
4. The "Reasonable Person Standard" will be applied to determine whether alleged behavior constitutes personal harassment/discrimination.
5. The requirement for all parties to maintain confidentiality extends to all details regarding consultations, the complaint and its resolution, the identity of the parties.
6. If, through the investigative process, the complaint is determined to be false or vexatious, this will result in disciplinary action.
7. Interference or reprisals against any individual making a complaint or acting in any other role under this policy will result in disciplinary action up to and including termination of employment or expulsion.
8. The Complainant may withdraw the complaint at any time.



Prof. Maher Natsheh

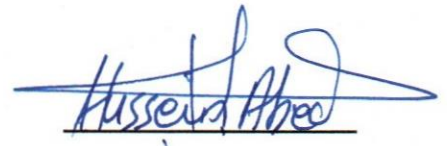
President





Dr. Nidal Dwaikat

VP- Planning, Development  
& Quality



Mr. Hussein Al-Abed

Human Resource Director

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