



Greenwich University

Policy Title:	Non-Discrimination Policy
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QUALITY ENHANCEMENT CELL
GREENWICH UNIVERSITY

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1. Purpose

This policy has been designed to provide the policy directions of Greenwich University for treating “discrimination at the workplace.”

2. Scope

The purpose of this policy is to safeguard Greenwich University employees, faculty and students enrolled at the University.

3. Policy statement

(This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.)

Greenwich University strictly prohibits discrimination against any employee or applicant for employment or admission. We firmly believe that:

Gender:

There should be no discrimination on the basis of gender. Hence, males, females and transgenders will be given equal opportunities during registration, admission, examination, recruitment and selection, promotion, work-load allocation, and all other processes.

Age:

There should be no discrimination on the basis of age. Hence, persons from all age groups will be given equal opportunities during registration, admission, examination, recruitment and selection, promotion, work-load allocation, and all other processes.

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Race:

There should be no discrimination on the basis of race. Hence, persons from all racial backgrounds will be given equal opportunities during registration, admission, examination, recruitment and selection, promotion, work-load allocation, and all other processes.

Religion:

There should be no discrimination on the basis of religious background. Hence, persons from all religions, or those who do not follow any religion, will be given equal opportunities during registration, admission, examination, recruitment and selection, promotion, work-load allocation, and all other processes.

Sexuality:

There should be no discrimination on the basis of sexual orientation. Hence, persons having any sexual orientation (heterosexual, gay, lesbian, or bisexual) will be given equal opportunities during registration, admission, examination, recruitment and selection, promotion, work-load allocation, and all other processes.

Protecting the rights of complainant:

- The University takes all appropriate measures to ensure students do not suffer any victimization or discrimination as a result of raising complaints or grievances in good faith.
- The complainant must not be hindered or prevented from continuing to use University facilities and attend lectures, classes, laboratories, and tutorials and to submit assessment as required, simply by virtue of having made the complaint.

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- All grievances will be formally and impartially reviewed by the Grievance Committee, and appropriate action will be taken within 72 hours of the launch of the complaint.

4. Definitions

- **Discrimination:** The unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, sex, or disability.
- **Gender:** Either of the three sexes (male, female and transgender), especially when considered with reference to social and cultural differences rather than biological ones.
- **Age:** The length of time that a person has lived.
- **Race:** Any one of the groups that humans are often divided into based on physical traits regarded as common among people of shared ancestry.
- **Religion:** The belief in and worship of a superhuman controlling power, especially a personal God or gods.
- **Sexuality:** A person's identity in relation to the gender or genders to which they are sexually attracted.
- **Grievance:** A real or imagined cause for complaint, especially unfair treatment.

5. Responsibilities

The Office of the Registrar, through the HR Department, Admissions Department, Communication Department and Examination Department is responsible for implementing this policy.

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6. Policy Implementation Procedure

1. Admission

The implementation of this policy will be applicable to students applying for admission in any program.

2. Academic progression

The implementation of this policy will be applicable to students studying during an academic year.

3. Assessment

The implementation of this policy will be applicable to students during the time when they are being examined.

4. Recruitment of employees

The implementation of this policy will be applicable to employees during their job application process at the University.

5. Promotion/termination

The implementation of this policy will be applicable to employees during their performance appraisal process, promotion and during their termination process.