# Duhok Polytechnic University

## Anti-Discrimination and Anti-Harassment Policy

| Policy information | |
|---|---|
| Policy number | DPU-POL-AD-10 |
| Policy category | Administration – Equity and Inclusion |
| Version | 1.1 |
| Policy owner | Sustainable Development Goals Policy Development Committee |
| Responsible office | Equality and Diversity Committee, with the Office of Student Affairs and the Human Resources Department |
| Approving authority | University Council |
| Approval date | 30/06/2024 |
| Effective date | 30/06/2024 |
| Last review date | 30/06/2025 |
| Next review date | 30/06/2027 |
| Related policies | Quality Education and Equal Access Policy (DPU-POL-AC-04); Gender Equality Policy (DPU-POL-AD-05); Non-Discrimination Policy on Gender Identity (DPU-POL-AD-06); Decent Work and Economic Growth Policy (DPU-POL-AD-09) |
| SDG alignment | SDG 10 (Reduced Inequalities), SDG 5 (Gender Equality), SDG 4 (Quality Education), SDG 16 (Peace, Justice and Strong Institutions) |

## 1. Policy statement

Duhok Polytechnic University (DPU) is committed to a university community in which every student, staff member and visitor is treated with equality and dignity, free from discrimination and harassment. DPU does not tolerate discrimination, racism or harassment of any kind, provides clear ways to report and resolve complaints, and takes active steps to include under-represented groups and people with disabilities.

## 2. Purpose

This policy aims to:

- prevent all forms of discrimination, racism and harassment, whether physical, verbal, psychological, sexual or online
- guarantee equal opportunities in education and employment based on individual ability
- provide clear mechanisms for reporting and handling complaints of discrimination or harassment
- promote awareness and training on unacceptable behaviour
- support the participation of under-represented groups and people with disabilities
- support continuing education opportunities for all

## 3. Scope

This policy applies to all students, applicants, academic and administrative staff, contractors and visitors, on all DPU campuses and in all university activities, including online learning, dormitories, field trips and off-campus activities organised by DPU.

## 4. Definitions

| Term | Meaning |
|---|---|
| Discrimination | Treating a person less favourably, directly or indirectly, because of a protected characteristic listed in Section 5.1 |
| Harassment | Unwanted conduct, whether physical, verbal, written, psychological or online, that violates a person's dignity or creates an intimidating, hostile, degrading or offensive environment |
| Sexual harassment | Unwanted conduct of a sexual nature, including comments, advances, requests for sexual favours and physical contact |
| Under-represented groups | Groups whose participation at DPU is lower than in the wider population, such as students with disabilities, internally displaced persons, refugees, ethnic and religious minorities, and students from low-income households |
| Reasonable accommodation | A necessary and appropriate adjustment that enables a person with a disability to study or work on an equal basis with others |

## 5. Policy provisions

### 5.1 Non-discrimination

- DPU does not discriminate in admission, teaching, assessment, student services, recruitment, pay, promotion or access to facilities on the basis of race, colour, ethnicity, sex, gender, gender identity, language, religion or belief, political or other opinion, national or social origin, birth, age, disability, marital or family status, immigration status, socioeconomic background or any other status.
- Every student has the right to education without discrimination, and admission and selection are based on published criteria and individual ability.

### 5.2 Anti-harassment

- Harassment of any kind, including sexual harassment, bullying, intimidation, hate speech and online harassment, is prohibited.
- Disciplinary committees in every college and institute act on behaviour that breaches this policy.

### 5.3 Reporting and complaints

- Discrimination or harassment can be reported, in person, in writing or anonymously, to the Office of Student Affairs, the Human Resources Department, a dean, or the Equality and Diversity Committee.
- Complaints are investigated promptly, fairly and confidentially, and support is offered to the person affected.
- People who report, or who take part in an investigation, are protected from retaliation.
- Breaches lead to disciplinary action, which may include warnings, suspension, dismissal or expulsion, depending on severity.

### 5.4 Equality and Diversity Committee

- DPU has an Equality and Diversity Committee, appointed by the University President, with representatives of staff, students and the Psychological and Social Counseling Center.

- The Committee advises on equality, diversity and inclusion, monitors this policy, oversees complaints procedures and reports to the University Council each year.

### 5.5 Under-represented groups

- DPU tracks applications, admissions and participation of under-represented groups each year.
- DPU takes planned actions to recruit students and staff from under-represented groups, including outreach to camps, rural areas and minority communities.
- Under-represented students receive mentoring, counselling and peer support through the Psychological and Social Counseling Center and academic advisers.

### 5.6 People with disabilities

- DPU works to make its buildings and facilities accessible, including ramps, accessible toilets and accessible routes.
- Students and staff with disabilities can request reasonable accommodation, such as extra examination time, accessible classrooms, assistive technology or support persons. Requests are handled by the Office of Student Affairs or the Human Resources Department.
- Reasonable accommodation is funded through the university's annual budget.

### 5.7 Awareness and training

- Workshops on non-discrimination and harassment prevention are held for staff first, and then for students.
- DPU encourages discussion of harassment and effective ways to prevent it, and runs awareness programmes to strengthen cultural and social awareness of the problem.

## 6. Roles and responsibilities

| Role | Responsibility |
|---|---|
| University Council | Approves the policy and reviews the annual equality report |
| SDG Policy Development Committee | Owns the policy and coordinates its review |
| Equality and Diversity Committee | Monitors the policy; oversees complaints procedures; advises on inclusion; reports annually |
| Office of Student Affairs | Receives student complaints; arranges reasonable accommodation for students |
| Human Resources Department | Receives staff complaints; ensures fair recruitment; arranges reasonable accommodation for staff |
| Disciplinary committees | Investigate and decide on breaches of the policy |
| Psychological and Social Counseling Center | Provides confidential counselling and support |
| All students and staff | Treat others with respect and comply with the policy |

## 7. Monitoring and reporting

1. The Equality and Diversity Committee keeps an anonymised record of complaints, their outcomes and the time taken to resolve them.
2. Data on under-represented groups and on students and staff with disabilities are collected each year.

3. The Committee presents an annual equality report to the University Council, and a summary is published on the DPU website.

## 8. Related documents

- Universal Declaration of Human Rights
- UNESCO Convention against Discrimination in Education (Paris, 14 December 1960)
- Constitution of the Republic of Iraq (2005)
- United Nations Sustainable Development Goal 10: Reduced Inequalities
- DPU Quality Education and Equal Access Policy, Gender Equality Policy and Decent Work and Economic Growth Policy

## 9. Policy review

The policy is reviewed every two years, or earlier if laws or regulations change.

## 10. Version history

| Version | Date | Description | Approved by |
|---|---|---|---|
| 1.0 | 30/06/2024 | First approval | University Council |
| 1.1 | 30/06/2025 | Revised | University Council |

## 11. Approval

Approved by the University Council of Duhok Polytechnic University, created on 30/06/2024, and revised on 30/06/2025.