



# Policy on: Anti Discriminatory

October 2024

<b>Perspective</b>	Institution		
<b>Policy Owner</b>	Director of Sustainability Center		
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<b>Approval Body</b>	College Board		
<b>Policy History</b>	<b>First Introduced</b>	<b>Review Date</b>	<b>Effective Date</b>
<b>Important Dates</b>	30.10.2024		30.10.2024
<b>Review Cycle</b>	Every 3 years		
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Revision			
	Date	Revised By	Major Changes
Revision 1			
Revision 2			
Revision 3			

## 1. Statement.

MCBS' commitment to Non-Discriminatory conduct is highlighted in its Anti-Discrimination Policy for ensuring an inclusive and non-discriminatory environment, discrimination of all biases based on ethnicity, race, color, nationality, sex, age, and disability.

## 2. Policy Purpose.

**2.1** MCB'S commitment to meeting and exceeding the highest ethical standards and in compliance with statutory regulations and applicable anti-discriminatory standards applicable in Oman.

**2.2** MCBS' demonstration of zero-tolerance towards discriminatory in each and every transaction it undertakes both internally and when transacting with international bodies.

## 3. Definitions and Abbreviations

**3.1 Discrimination:** Discriminatory conduct towards staff/faculty/students and external customers.

**3.2 Harassment:** Creating a discriminatory and hostile environment with implicit or explicit use of language, body language, graphic or behaviors. This includes sexually explicit or implicit language, advances and or requests for sexual favors and sharing of sexual content.

**3.3 Retribution of Whistleblowers:** Reprisal against personnel who allege, or report suspected malpractices at MCBS.

**3.4 Transparency:** Establish transparency in all transactions – Strategic and Operations.

**3.5 Responsibility & Accountability:** Responsibility & Accountability at all levels of management and operations for any non-conformance to this policy.

**3.6 Ethical Conduct & Integrity:** Ethical processes, conduct and Integrity all operations.

**3.7 Just in Letter & Spirit:** Just and Fairness in all operations and transactions.

## 4. Stakeholders

**This policy applies to** all individuals associated with the Institution, including:

- **Student Registrations:** Marketing, student registrations.
- **Academics:** Course selections, Advising, Research, Grading, Grade Appeals,
- **Student Activities:** Accommodation, Student Clubs, Healthcare Services, Sports and leisure activities, student-exchange programs.
- **Staff/Faculty employment:** Employment contracts, hiring, performance appraisals, emoluments and compensation, benefits, professional development, and succession planning and disciplinary action, if required.
- **Facilities & Utilities:** Facilities and easy access to utilities
- **Third Parties:** Suppliers, Consultants, Vendors, Contractors, and any other individuals or entities acting on behalf of MCBS.

## 5. Procedures

### 5.1 Reporting of Discrimination Cases

- 5.1.1 Stage 1:** Recognize and document any suspicious activities involving discrimination as seen in *Appendix I*.
- 5.1.2 Stage 2:** All personnel are required to report (*Appendix II*) suspect behaviors related to the red flags described and or any non-conformance to this policy to the immediate reporting manager and the Director Human Resource (Director HR) in a confidential manner.
- 5.1.3 Stage 3:** The Director of Human Resource acknowledges the report, conducts a preliminary review, and determines whether a formal investigation is required.
- 5.1.4 Stage 4:** If a formal investigation is needed, a discrimination Investigation Committee shall be formed to investigate the allegation.
- 5.1.5 Stage 5:** The discrimination Investigation Committee shall gather evidence, which will include interviews with parties involved and submitting findings to Senior Management for review and further action.
- 5.1.6 Stage 6:** Based on the investigation, disciplinary measures shall be taken which may include termination of employment contract and may also include reporting the non-conformance to the relevant authorities.
- 5.1.7 Stage 7:** MCBS shall undertake periodic and regular due diligence of its operations to estimate and mitigate any potential or perceived discrimination
- 5.1.8 Stage 8:** A review of this policy is conducted after every 3 years through survey in *Appendix III* to measure the quality, appropriateness, and effectiveness of the policy and fill in the Policy Review Report in *Appendix IV* before submitting it to QA.

### 5.2 Compliance Training

- 5.2.1** MCBS HR Department shall conduct periodic and regular training on this policy and relevant and current anti-discrimination laws.
- 5.2.2** Approved Anit-discrimination policy shall be made available on i-DAP.

## 6. Roles and Responsibilities

### 6.1 Director of Human Resource

- Ensure compliance with the anti- discrimination policy.
- Handle reports of policy violations and take appropriate actions.
- Form the discrimination Investigation Committee.
- Approved Anit-Discriminatory policy shall be made available on i-DAP.

### 6.2 Discrimination Investigation Committee

- Conduct investigation through objective evidence gathering.
- Analyze and present its findings to the senior management.

## 7. Reference

1. The role of women in Oman's Social and Economic Progress:  
<https://arabcenterdc.org/resource/the-role-of-women-in-omans-social-and-economic-progress/>
2. Source: UN Website: <https://www.ohchr.org/en/search?query=discrimination>
3. Gender Equality: SDG 5