

# RESPECTFUL WORKPLACE POLICY (Faculty and Staff)

Policy #HR423

Respectful Workplace Policy – Faculty and Staff

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## **RESPECTFUL WORKPLACE POLICY – FACULTY AND STAFF**

### **1. OVERVIEW AND OBJECTIVE**

The university strives to maintain a workplace that is free of harassment, violence, and discrimination for all members of its community and one marked by the highest standards of ethical conduct.

### **2. APPLICABILITY**

The policy applies to the following:

- a) Members representing the University in any online or offline platform including faculty, staff, academic support, and all other stakeholders.
- b) Consultants, vendors, and visitors engaged in business with the University as specified in their contracts.

Student-related matters will be managed as per the Student Code of Conduct, which is available on the University website and SNUlinks.

For all research fellows, including Junior Research Fellows, Senior Research Fellows, Research Associates, Teaching Assistants, and similar roles whose life cycle is managed by the Office of Dean of Research and Partnerships, governance rests solely with that office.

### **3. TERRITORY**

The policy applies:

- a) to the University premises and to any context where members represent the University or where their actions could affect the functioning, peace, or reputation of the University.
- b) to activities funded by the University or where conduct may have a possibility to adversely affect, disturb, or intervene with another stakeholder's participation in the University's pursuits.
- c) in the context of a relationship between the members of the University and a third party that involves the member's standing, status, or any record at the University.

### **4. RESPECTFUL ENVIRONMENT AND ITS COMPONENTS**

A respectful workplace is an environment where all members are treated with dignity and fairness, fostering a positive and productive environment characterized by open

communication, mutual respect, and the absence of harassment and discrimination. In a respectful workplace, every individual's contributions are valued, differences are appreciated, and conflicts are resolved constructively. The following are the components of a respectful workplace policy:

- 4.1 Prevention of discrimination
- 4.2 Prevention of harassment and violence
- 4.3 Academic Freedom

#### **4.1 Prevention of discrimination**

The University upholds a culture of respect and inclusivity, ensuring that all community members are treated with dignity and fairness. Discrimination based on characteristics such as gender, age, sexual orientation, religion, disability, national origin, pregnancy, or any other factor is strictly prohibited.

This policy outlines clear procedures for reporting incidents of discrimination, conducts prompt investigations, and ensures resolution. The University will strictly ensure a policy of non-retaliation against those reporting discrimination, and the University is committed to compliance with all relevant anti-discrimination laws and regulations.

#### **4.2 Prevention of harassment and violence**

Mutual respect is paramount, and the university has zero tolerance for any deviance from it. Under this policy, harassment, and violence include any action, conduct, or comment, including those of a sexual nature, that can reasonably be expected to cause offense, humiliation, or other physical or psychological injury or illness to a member. These include:

- a) Harassment is typically a series of incidents, but it can also be a single incident.
- b) For behaviours falling under sexual harassment, please refer to the Policy of Prevention and Redressal of Sexual Harassment at Workplace:  
<https://snulinks.snu.edu.in/snuPolicies/genral/PolicyForPreventionAndRedressalOfSexualHarassmentAtWorkplace/>
- c) Creating or distributing emails, texts, online posts, direct messages, or offensive content that can reasonably be expected to cause embarrassment or discomfort
- d) Mimicking or mocking a person who has a disability.
- e) Epithets, remarks, jokes, or innuendos related to a person's race, colour, national or ethnic origin, or any other ground prevented by the Constitution of India.

- f) Disparaging, isolating, shunning, or excluding a member from any normal group activity.
- g) Passing over a member with child-care responsibilities for a promotion or a specific project because of their family status.
- h) Making repeated remarks, jokes, or innuendos that demean, ridicule, intimidate or offend.
- i) Making repeated offensive or intimidating phone calls, text messages, or emails.
- j) Making a statement or engaging in behaviour that is reasonable for a member to interpret as a threat to exercise physical force against the member.
- k) Domestic or family violence situations where a person who has a personal relationship with a member – such as a spouse or former spouse, family member, or current or former intimate partners – physically harms, attempts, or threatens to harm that member at work.

#### **4.3 Academic Freedom**

The University values freedom of teaching and expression to fulfill its purpose. We strive to create an environment that fosters this freedom and promotes learning and contribution both in classrooms and on campus.

Encouraging inquiry, debate, and dissent is integral to our culture of openness, aiding in achieving our objectives and enhancing community understanding. However, disrespect towards differing views violates freedom of expression. Views must align with policy, the constitution, and applicable laws, with a commitment to protecting diverse expression in goodwill and peace.

#### **5. UNACCEPTABLE BEHAVIOUR AND WORKPLACE HARASSMENT**

- a) Unacceptable behaviours range from expressions of disrespect, such as rudeness, and gossip, to workplace harassment, which is not acceptable and will not be tolerated at the University.
- b) Workplace harassment includes demeaning comments, offensive jokes, verbal aggression, threats, ostracizing behaviour, power abuse, work sabotage, humiliating practices, derogatory name-calling, spreading rumors, and vexatious or frivolous complaints.
- c) A single incident with long-lasting harmful effects can constitute workplace harassment.
- d) Workplace harassment does not include appropriate managerial or supervisory actions, such as performance management, discipline, constructive criticism, or respectful expression of differing opinions.

- e) Determining if workplace harassment has occurred involves careful consideration of what both the alleged actions and the recipient experience and understand, as well as what a reasonable person in their situation would have perceived, given the full context.

## **6. EXECUTING AUTHORITY AND INVESTIGATION**

This policy aims to handle matters fairly and openly, with the final decisions ratified by the Vice-Chancellor (VC), supported by the Executive Director (ED), and the Head of Human Resources.

### **6.1 Authority Levels for Registering the Complaints**

- a) All the complaints have to be submitted in writing.
- b) Faculty members must first contact the Head of the Department (HoD). In case the issue remains unresolved, faculty members should contact the next level, the Associate Dean of the School or Dean, as appropriate.
- c) Staff members who fall under the schools must contact the Reporting Manager (Supervisor) first. In case the issue remains unresolved, members are to contact the HoD, followed by the Dean if it's unresolved.
- d) Staff members (other than the schools) must contact the Reporting Manager first. In case the issue remains unresolved, members are to contact the HoD, followed by the Executive Director, if it's unresolved.

### **6.2 Investigation of the Complaints**

- a) Reporting Managers must promptly investigate and address complaints received. In case the defendant is from a different department, the matter is to be discussed further with the defendant's respective reporting manager/HoD to resolve.
- b) If the issue remains unresolved, the complainant must follow the above hierarchy mentioned in clause 6.1 for the resolution.
- c) If the issue remains unresolved, it will be directed to the Grievance Cell (GC) by the complainant to carry out the necessary investigation.
- d) For behaviour falling under sexual harassment, the complaints will refer to the Policy of Prevention and Redressal of Sexual Harassment at Workplace, and the matter will be taken up for further proceedings by the Internal Complaint Committee (ICC).
- e) Please refer to the University ICC Policy:  
[https://snu.edu.in/site/assets/files/3875/snu\\_icc\\_policy\\_may2023\\_1.pdf](https://snu.edu.in/site/assets/files/3875/snu_icc_policy_may2023_1.pdf)

## **7. CONSEQUENCES OF VIOLATIONS**

The policy is breached if any of the guidelines are violated, and such a violation may result in disciplinary action and due process will be followed. Consequences of the violation will be administered as per the disciplinary measures defined in the Code of Conduct policy, Grievance Cell (GC), and Disciplinary / Ethics Committee (DC), ensuring fairness and consistency.

The judgment on each violation would be decided as per the case, and it can lead to action that may range from warning and recommendation of corrective measures to termination of association with the university. If applicable, the university may recommend coaching/training as appropriate.

## **8. SUPPORT AND RESOURCES**

The University provides resources and support for members who experience or witness disrespectful behavior. This includes access to counseling services, mediation, and additional training on respectful workplace practices.

Education, awareness, and prompt action are essential for respectful working, learning, and living environments. The University provides training to raise awareness about these principles and to address concerns positively and effectively. This includes:

- a) Awareness sessions for all faculty and staff members at the onboarding stage when joining.
- b) Awareness session during the Faculty Professional Development Program (FPDP) for the faculty members.
- c) School Deans and Departments HoDs to introduce and make the members aware of the policy and if required, request the support of the Head of Human Resources.
- d) The HR disseminates policy updates at regular intervals.
- e) Making resources available on SNULinks and updating at regular intervals.

## **9. AMENDMENT**

The Department of Human Resources may modify, change, amend, exclude, or include any clause from time to time, with the approval of the management.