AA-POL-06

BMC
Batterjee Medical College

Comprehensive Non-Discrimination, Equal Opportunity for Women, with Whistleblower and Anti-Retaliation Protections

POLICY AND PROCEDURES

Batterjee Medical College	Policies & Procedures
Division: Academic Affairs	**Policy Code:** AA-POL-14
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Comprehensive Policy on Non-Discrimination, Equal Opportunity for Women, with Whistleblower and Anti-Retaliation Protections

1. Introduction, Purpose, Scope, and Definitions

1.1 Overview & Purpose

Batterjee Medical College (BMC) is dedicated to maintaining an academic and professional community that respects human dignity, promotes tolerance and mutual respect, and empowers every individual (with a foundational institutional focus on women) to reach their full potential. BMC recognizes diversity and gender equality as vital catalysts that strengthen the college, stimulate creativity, and enrich academic life. The purpose of this policy is to:

1) Establish a binding, zero-tolerance institutional mandate prohibiting all forms of direct and indirect discrimination, bias, harassment, sexual harassment, and exploitation against women and all members of the BMC community.
2) Guarantee meritocratic, gender-equal access and treatment for women across student admissions, scholarships, academic instruction, clinical training, research, recruitment, employment, performance management, professional development, compensation, and promotion to senior leadership.
3) Regulate power and authority dynamics in academic, clinical, and supervisory relationships to prevent coercion, unfair evaluation, or gender-based disadvantage.

4) Provide accessible, confidential reporting channels, immediate protective measures, impartial investigation committees, appeal mechanisms, and ironclad protection against retaliation for any individual who reports or witnesses' discrimination or harassment.

1.2 Scope

This policy applies universally across all BMC campuses, facilities, clinical training sites, and virtual platforms. It governs all students, faculty members, administrative staff, technical staff, contractors, guests, and visitors.

1.3 Definitions

- **College:** Batterjee Medical College (BMC) across all its branches and affiliated entities.
- **Discrimination:** Any unjust, prejudicial, or unequal treatment, exclusion, or restriction of individuals (particularly women) based on a protected characteristic rather than individual merit and qualifications.
- **Harassment & Sexual Harassment:** Any illegal, unwelcome verbal, non-verbal, digital, or physical behavior causing mental or emotional suffering, or involving unwelcome sexual advances, pressure for dates or sexual favors, offensive jokes, racial/ethnic slurs, or unwelcome comments regarding a person's religion.
- **Protected Characteristics:** Characteristics explicitly protected, including gender, pregnancy, maternity, marital status, parental status, race, color, religion, national origin, ethnic origin, ancestry, socioeconomic background, medical condition and medical history.
- **Retaliation:** Any adverse academic, evaluative, or employment action taken against a student, faculty member, or staff member for reporting discrimination/harassment or participating in an investigation.

2. Policy of Non-Discrimination Against Women

2.1 Core Principle of Non-Discrimination Against Women

i. BMC views, evaluates, and treats all persons strictly as individuals based on personal capacities, academic/professional qualifications, and merit.

ii. BMC strictly prohibits discrimination against women in student admissions, scholarships, recruitment, compensation, performance evaluation, training, and promotion to senior leadership.

iii. BMC enforces equal educational and employment opportunities for women, minorities, and persons with disabilities in compliance with Saudi laws.

2.2 Workforce Planning, Recruitment, and Selection

i. **Workforce Planning:** Conducted annually by March 1st, defining projected headcounts, male-to-female ratios, and salaries based on objective salary scales without gender disparity.

ii. **Job Postings:** Vacancy advertisements must focus strictly on job duties, professional qualifications, research output, and licensing requirements, explicitly omitting personal, non-job-specific requirements like gender, age, or physical attributes.

iii. **Internal Mobility & Hiring Governance:** Priority is given to internal candidates via internal postings. Candidate selection is executed through four predefined multi-stakeholder committees to eliminate personal biases, supported by mandatory annual recruitment training for committee members.

2.3 Performance Management, Promotions, and Appeals

i. **Objective Evaluation Criteria:** Annual reviews are conducted between April 1st and May 15th via HRIS-PMS using standardized, pre-communicated metrics approved by executive leadership.

ii. **Appraiser Objectivity & Conflict Disclosure:** Appraisers must maintain objectivity, avoid bias, and immediately disclose any conflicts of interest to HR. HR co-appraises evaluations where supervision is under 6 months and performs a mandatory final review to validate fairness.

iii. **Right to Appeal:** Employees may appeal an evaluation in writing to the Appeal Committee or HR Manager within 10 working days. A final binding decision is issued within 30 days without risk of retaliation.

2.4 Medical Insurance Equity

Comprehensive CCHI-compliant medical insurance is provided to full-time employees and families, including coverage for married female employees' spouses and children, maternity benefits, and children's vaccinations up to age 6.

2.5 2.5 Academic Freedom & Authority

Faculty and students enjoy academic freedom and shared governance rights. Using academic authority to coerce students or cause arbitrary harm is strictly prohibited.

3. Non-Discrimination Policies for Transgender and All Medical/Genetic Identities

i. **Inclusive Community Protection:** BMC enforces a non-discrimination policy protecting all genders and identities. Harassment or discrimination based on gender identity, medical conditions, or genetic information is strictly banned.

ii. **Medical & Personal Privacy:** Clinical and student welfare services maintain strict medical confidentiality, ensuring records are protected in compliance with Saudi regulations.

4. Policies Protecting Those Reporting Discrimination

i. **Reporting Channels:** Any student, employee, or visitor who witnesses or experiences discrimination/harassment is encouraged to report it immediately through internal channels or law enforcement.

ii. **Immediate Interim Protection:** BMC enacts immediate interim protective measures (e.g., no-contact directives, reassignments) to safeguard complainants before formal investigations conclude.

iii. **Absolute Non-Retaliation Guarantee:** BMC strictly protects individuals reporting discrimination or harassment from educational, evaluative, or employment disadvantage or retaliation.

iv. **Disciplinary Enforcement:** Confirmed violations result in disciplinary actions ranging from written warnings and fines to immediate termination of service without end-of-service benefits for harassment or sexual harassment.

5. Review and Revision

This policy will be reviewed every two years by Academic Affairs and Human Resource Departments to ensure ongoing compliance with institutional capacity, and alignment with Saudi regulations and global sustainability standards.

Synopsis

- Document Title: Comprehensive Policy on Non-Discrimination, Equal Opportunity for Women, with Whistleblower and Anti-Retaliation Protections
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Approval Authority:

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