Anti-Harassment and Protection from Retaliation Policy

Item	Details
Document Code	IMC-THE-POL-05
Version	.11
Policy Owner	Human Resources Department in coordination with Student Affairs
Approving Authority	College Board of Directors
Issue Date	December 2025 15
Review Cycle	Every three years or when legislation or regulations are amended
Indicator	THE 10.6.11 | THE 5.6.8

Revision History

Date and Status	Revision	Rationale
December 2024 16 Version 1.0	Prepared the policy and defined prohibited conduct and its scope .across all College operations	Established institutional anti-harassment .rules relevant to THE 10.6.11
December 2025 15 Version 1.1	,Defined reporting channels protective measures and complaints .and grievance routes	Protected people who report discrimination from loss of educational or employment .opportunities under THE 5.6.8
	Assigned responsibility for implementation, internal and public .publication, and monitoring evidence	Facilitated access to the policy and .documented implementation and review

Purpose and Scope .1

Imam Malik College for Sharia and Law prohibits all forms of harassment and protects anyone who reports discrimination or harassment in good faith, is affected, witnesses it or participates in the handling of a report. The College ensures that those protected retain access to educational and .employment opportunities

This policy applies to students, employees, faculty, trainees, volunteers, visitors, contractors and service providers. It covers all College operations and facilities, related activities on and off campus, trips, field .training, meetings, communications and College-related digital platforms

Legal Framework .2

The policy is applied under Law No. (10) of 2011 Establishing the College, Dubai Law No. (8) of 2018 Concerning Management of the Government of Dubai Human Resources, Executive Council Resolution No. (4) of 2019 approving the Disciplinary, Grievances and Complaints Code, and Decree No. (12) of on the Central Grievance Committee for Government of Dubai employees. Due regard is given to 2021 ,Federal Decree-Law No. (31) of 2021 Promulgating the Crimes and Penalties Law, as amended .particularly Article (413) where applicable

.Student matters are governed by the College's Internal Regulations and programme regulations Records are governed by the approved information governance framework and retention schedule. This .policy aligns with related College policies on equal opportunities and non-discrimination

Prohibited Conduct and Protection from Retaliation .3

Harassment includes unwanted verbal, physical, psychological, sexual or online conduct liable to .undermine dignity or create an intimidating, hostile or degrading learning or working environment Examples include bullying, stalking, threats and insults, sexual messages and images, unwanted comments, gestures or touching, and making a grade, admission or job opportunity conditional on compliance with a personal or sexual request. The College assesses conduct under this policy. The .appropriate legal classification applies on referral to the competent authority

Adverse action for reporting in good faith, participating in an investigation or supporting a party is prohibited. This includes denying admission, enrolment, fair assessment, scholarships or opportunities .for education, training, employment or promotion, as well as threats, defamation and isolation Protection continues if an incident cannot be substantiated. Any allegation of a malicious report is .considered separately under the regulations

Reporting and Protective Measures .4

Human Resources receives reports from employees and faculty, and Student Affairs receives student reports. Visitors and contractors may use the approved institutional contact channel for referral to the competent unit. If a report concerns the receiving unit or a conflict of interest arises, it is escalated to the Executive President or authorised body within delegated authority. The College makes approved .institutional contact details and instructions available

Reports may be submitted without confronting the person complained about. Anonymous reports are screened when they contain verifiable information. Reports are recorded securely, and information is .shared only on a need-to-know basis or as legally required

Risks are assessed as soon as they arise, and proportionate interim measures are taken where necessary, such as managing contact or adjusting study or work arrangements. The affected person's preferences and continued access to opportunities are considered. Appropriate support is provided to .the parties while protecting their rights. Alleged retaliation is logged and examined separately

Investigation, Decision and Grievance .5

'The receiving unit refers the report to the competent body or committee according to the parties .status and the nature of the incident, excluding anyone with a conflict of interest. Evidence is preserved The person complained about is informed of the allegation and given a reasonable opportunity to respond and present evidence. The competent body issues a reasoned decision within its authority and under the regulations. The parties are informed of matters affecting them and of the grievance route .and deadlines

Employment complaints and grievances are handled under applicable legislation. The Central Grievance Committee may be approached when its jurisdictional conditions are met. Student complaints and grievances are considered under approved academic and disciplinary regulations. Cases are referred to .competent authorities where appropriate, while preserving individuals' right to approach them

Urgent reports are prioritised at screening. Procedures are followed within the deadlines established by relevant legislation and regulations. The receiving unit reviews protective measures and the risk of .retaliation after closure where necessary

Implementation, Monitoring and Publication .6

The College informs students and employees about prohibited conduct, reporting channels and protection. In coordination with relevant units, the Office of Institutional Effectiveness and Strategic Planning monitors report counts, processing times, protective measures and awareness indicators in aggregate to protect identities. Records are retained under the approved retention schedule. Disposal is .suspended while they relate to an ongoing investigation or grievance

The approved version is published in the Knowledge Management System (KMS) archive accessible to all employees and on the College website through a direct public link. The approval decision, revision .history, publication link and implementation evidence are retained with identifying information removed .The policy is reviewed every three years or when relevant legislation or regulations are amended

Responsibilities .7

Responsible Unit	Responsibility
Human Resources	Receive, screen and refer employment reports, monitor protection .and retain records
Student Affairs and Academic Units	Receive student reports, coordinate support and academic .accommodations, and implement approved measures
Competent Body or Committee	Consider reports, investigate or decide within its remit, and apply .recusal and conflict-of-interest rules
Publishing Unit	Publish the approved policy and make institutional contact details .available
Office of Institutional Effectiveness and Strategic Planning	Monitor implementation evidence, aggregate data, corrective actions .and policy review