

ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY OF UZBEKISTAN STATE WORLD LANGUAGES UNIVERSITY

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1. General rules

1.1. In accordance with the principles of the Constitution of the Republic of Uzbekistan, no one may be discriminated against on the grounds of origin, social, official or property status, sex, race, nationality, language, religion, beliefs, place of residence or any other circumstances. No one may be subjected to violence, cruel or degrading treatment or punishment.

1.2. Any form of discrimination or harassment is unacceptable and must be prevented.

1.3. Uzbekistan State World Languages University has a zero-tolerance policy towards discrimination and harassment. Every violation of this prohibition will be dealt with in accordance with the legislation of the Republic of Uzbekistan and this document.

1.4. All University students, as well as University employees and officials, must maintain high moral and ethical standards of personal and professional conduct.

1.5. Discrimination and harassment are unacceptable and prohibited behaviours for all students, employees and officials of the University.

2. Basic concepts

2.1. The following terms and definitions are used in this Policy:

1. **University** — Uzbekistan State World Languages University.
2. **Discrimination** — unequal treatment based on race, sex, gender identity, colour, religion, age, origin, ethnicity, disability, nationality, veteran status, sexual orientation, pregnancy, military service status, genetic information, family status or any other status protected by law. Discrimination often takes the form of harassment.
3. **Harassment** — one type of discrimination, including sexual and gender-based harassment at work or in study. It includes treating a person with “less respect” than others because of their sex, sexual orientation, gender expression or transgender status. Sexual harassment is unwanted physical or verbal conduct of a sexual nature, such as touching, offensive gestures or comments, requests concerning a person's sexual life, or jokes of a sexual nature. At the place of work or study, harassment may take the form of open sexual remarks or discriminatory warnings that cause the recipient discomfort or offence, or that have a negative effect on their work or study performance.
4. **Disciplinary Commission** — a standing collegial body of the University, composed of University employees with voting rights. It examines cases of disciplinary misconduct identified through

official inspections, makes a comprehensive, complete and objective assessment, and submits recommendations on disciplinary measures to the University management.

5. **Incident** — any situation or event involving discrimination or harassment.
6. **Anti-discrimination and anti-harassment policy** — the policy applied by the University to prevent discrimination and harassment by or against students, employees and officials of the University.
7. **Applicant** — a person who reports any form of harassment or discrimination to the University.
8. **Victim** — a person who has been subjected to discrimination or harassment.
9. **Whistleblower** — an employee or official of the University who reports an instance of discrimination or harassment of any kind.
10. **False report** — a false statement, made carelessly or knowingly, in order to obtain a privilege or benefit for oneself or others, or to mislead, which can cause legal damage to a person or organisation.
11. **Students** (education recipients) — bachelor's, master's and doctoral students of the University.
12. **Employee** — a person who works at the University under an employment contract.
13. **Officials** — the Rector, and members of the University Council and of the Management Board.
14. **Violator** — a person found guilty on the basis of the conclusion of an official inspection and the decision of the Disciplinary Commission.

3. Policy goals and objectives

3.1. The goal of this Policy is to foster intolerance of discrimination and harassment among students, employees and officials of the University; to receive and respond to reports of discrimination and harassment; to take preventive measures; and to provide support.

3.2. The objectives of this Policy are to ensure awareness among students, employees and University officials about the prevention of discrimination and harassment and its consequences; to create conditions for the safe and confidential provision of protection against discrimination and harassment; and to ensure the observance of due process when investigating allegations of discrimination and harassment. The Policy also establishes a standard procedure to ensure that all parties involved in such cases, including victims, witnesses and alleged violators, are aware of their rights and responsibilities.

4. Scope of application

4.1. This Policy applies to students in respect of the prohibited actions they commit while on University premises.

4.2. This Policy applies to University employees and officials in respect of the prohibited actions they commit in the course of their work.

4.3. Discrimination and harassment by or against students, employees and officials of the University, as well as third parties, are prohibited, including in matters of payment, employment, admission and the provision of other services, as are any consequences of such discrimination and harassment. Prohibited actions include:

4.3.1. Unwanted or objectionable actions and suggestions involving touching any part of the body, or any physical contact.

4.3.2. Verbal requests and demands, explicit or implicit, which may involve the promise of benefits or the threat of negative consequences. Verbal insults or offensive jokes; offensive remarks about nationality, sex, race, body shape or appearance; obscene anecdotes; rude words; and hints or actions, including letters, e-mails, messages, emojis, memes, pictures, text messages, conversations and social-media posts, are all considered unwanted conduct.

4.3.3. Non-verbal conduct: hostile looks, offensive or obscene sounds, whistling, obscene gestures.

4.3.4. Psychological abuse: creating an intimidating, hostile, intolerable or abusive working environment for employees through unpleasant conversations, suggestions, requests, demands, physical contact or attention, insults or other inappropriate content.

4.3.5. Displaying or discussing any written or graphic materials, including calendars and posters, that contain offensive undertones or are hostile to an individual or group of people on the basis of sex, as well as the unwanted or public display of offensive images, audio and video materials, is prohibited.

4.3.6. Cyber-harassment: sending unsolicited, offensive e-mails or text messages containing explicit content.

5. Basic principles

5.1. The main principles of the anti-discrimination and anti-harassment policy are:

5.1.1. Students, employees and officials are obliged to inform the University management of their concerns or suspicions regarding the actions prohibited by this document.

5.1.2. Students, employees and officials of the University are obliged to create and maintain an environment of zero tolerance for discrimination and harassment, and to promote compliance with this Policy.

5.1.3. In order to improve the safety of students, the staff of the Department of Youth Affairs conduct an anonymous survey of students on a voluntary basis at least twice a year.

5.1.4. In order to improve the safety of University employees and officials, the Human Resources Development Department conducts an anonymous survey of employees on a voluntary basis at least once a year. The data set and the results of the analysis of the questionnaires are presented to the Member of the Board – First Vice-Rector for Youth Affairs and Spiritual and Educational Affairs of the University.

5.2. Measures to prevent discrimination and harassment include mandatory anti-discrimination and anti-harassment training for students, staff and University officials, conducted by the relevant University departments.

5.3. Response measures include:

5.3.1. Accessibility, achieved through safe, confidential and accessible mechanisms and procedures that allow students, staff and officials to report incidents freely.

5.3.2. An official inspection of allegations of discrimination and/or harassment, carried out in accordance with the internal regulations of the University. The inspection is conducted properly and in a timely manner by the relevant structural units of the University.

5.3.3. Notification of University officials, in writing or orally, about an incident of discrimination or harassment.

6. Application procedure

6.1. Any student, employee or official may submit an official application to the University, addressed to the Member of the Board – First Vice-Rector for Youth Affairs and Spiritual and Educational Affairs of the University, by any available means. The application should state:

6.1.1. the name, organisational unit and position of the person(s) who committed the actions prohibited by this document;

6.1.2. a description of the incident, including the date, location and names of witnesses (if any);

6.1.3. the names of other people who may be subject to the same or similar harassment;

6.1.4. information on measures taken, if any, to stop the discrimination and/or harassment;

6.1.5. actions taken, if any, by the applicant/informant to try to stop the discrimination and/or harassment.

6.2. It is recommended that a student, employee or official who has suffered from the actions prohibited by this document submit the application through the Documentary Support Department of the University no later than three calendar days from the moment of the incident.

7. Procedure for considering applications and conducting investigations

7.1. Applications regarding discrimination and/or harassment are considered by the relevant structural unit on the instructions of the Member of the Board – First Vice-Rector for Youth Affairs and Spiritual and Educational Affairs of the University.

7.2. The University official who considers the application shall:

7.2.1. explain this Policy and the investigation procedure to all parties involved;

7.2.2. consider the possibility of informal ways of handling complaints of low-level discrimination and harassment, such as interviews and consultations;

7.2.3. decide whether an internal inspection will be conducted and whether a third party should be engaged to complete it;

7.2.4. take measures to prevent humiliation of the applicant during the official inspection;

7.2.5. if there is a suspicion that the act is of a criminal or administrative nature, advise the victim to apply to the law enforcement or judicial authorities.

7.3. The Disciplinary Commission (hereinafter – the Commission) reviews the results of official inspections and investigates facts related to disciplinary misconduct based on discrimination and harassment, in accordance with current legislation.

7.4. The Commission makes the following decisions in accordance with the legislation of the Republic of Uzbekistan:

7.4.1. recommends imposing a disciplinary penalty on the violator;

7.4.2. advises the violator to apologise to the victim/applicant in person;

7.4.3. recommends measures to the relevant department of the University on the prevention and mitigation of discrimination and harassment;

7.4.4. makes other decisions, depending on the circumstances of the discrimination or harassment and the results of the official inspection.

7.5. When making decisions on applications, the Commission must take into account:

- the extent of the actions confirmed during the review;
- the moral and material damage caused to the victim;
- the presence of other similar applications, including anonymous ones, concerning the violator;
- the evidence (for example, reliable witness testimony, audio, video or photo materials, correspondence, etc.).

7.6. After the meeting, the Commission presents its decision to the University management.

7.7. If one of the parties does not agree with the decision of the Commission, they have the right to appeal to a court in the established manner.

7.8. If there is a suspicion of a criminal or administrative offence, the Commission should recommend that the victim submit an application to the law enforcement agencies or file a lawsuit in court.

7.9. The Commission must respond to incidents promptly.

7.10. If an application is confirmed to be false by the results of the official inspection and the decision of the Commission, the informant/applicant shall be liable in accordance with the legislation of the Republic of Uzbekistan.

8. Confidentiality

8.1. Applications, messages and official inspections are considered and conducted in complete confidentiality. Information is disclosed strictly on a need-to-know basis, in accordance with the requirements of the internal regulations of the University.