

Policies Protecting Those Reporting Discrimination.

All complaints made by employees are treated with strict confidentiality. Grievance policy is in place to ensure this.

2. Employees Grievances

This policy sets out the basic requirements of fairness that will be applicable in handling employee grievances. Employees are free to report grievances to the Grievance Committee in all issues including disciplinary action, injustice, supervisor and coworker bullying, harassment and any other related issue. A grievance must be based upon a difference arising between the staff member and the University as to the interpretation or application of the written University policy, rules or procedures relating to the terms and conditions of the employment.

The general guiding principles for the grievance handling are;

- i. The faculty/ staff are entitled to appeal against any formal decision made. If the faculty/staff feels that any action taken against them is unjust, they should appeal against the decision.
- ii. Appeals will be submitted within 30 days of the decision.
- iii. Appeals will be heard without unreasonable delay.
- iv. Fairness and transparency will be promoted by following rules and procedures.
 - a. The University will carry out any necessary investigations, to establish the facts of the case.
 - b. The faculty/ staff will be allowed to appear in person before any investigating committee to present his/her point of view. They will be given a reasonable opportunity to ask questions, present evidence and call relevant witnesses.
 - c. The faculty/ staff will be given an opportunity to call relevant witnesses.
 - d. Appeals will be settled within 30 days of submission date.
 - e. The outcome of the appeal will be communicated to the faculty/staff in writing without unreasonable delay.

III. Commitment to colleagues

A harmonious professional environment is advantageous for all stake-holders. To create an ideal work culture faculty members need to maintain a relationship of mutual respect

and trust with other members of the community. Building this environment entails fulfilling some key obligations. The faculty member shall:

- a. treat colleagues with respect and represent accurately and fairly the qualifications, views, and obligations of colleagues
- b. avoid unwarranted negative criticism of colleagues in communications with clients or with other professionals (unwarranted negative criticism may include demeaning comments regarding colleagues' level of competence or attributes such as race, ethnicity, national origin, color, gender, age, marital status, political beliefs, religion, immigration status, and mental or physical disability)
- c. cooperate with colleagues within and outside the department to promote the interest of the organization
- d. respect confidential information shared by colleagues during their professional relationships and transactions, unless any disclosure is inevitable under exceptional circumstances
- e. when engaged in interdisciplinary activities, participate in and contribute to such activities by drawing on the perspectives, values, and experiences of their profession

6. when the decisions of an interdisciplinary team raise ethical concerns, attempt to
