

## **Gulrang Institute Harassment or Discrimination Policy**

### **Purpose:**

The purpose of this harassment or discrimination policy is to provide a safe and respectful work environment for all employees of Gulrang Institute, free from harassment or discrimination.

### **Scope:**

This policy applies to all employees of the Gulrang institute, including full-time, part-time, temporary, and contract employees.

### **Prohibited Conduct:**

Harassment or discrimination of any kind is strictly prohibited in Gulrang Institute. This includes but is not limited to:

- Verbal or physical harassment or abuse
- Threats or intimidation
- Offensive or derogatory comments or jokes
- Unwanted physical contact
- Discrimination based on race, color, national origin, sex, gender identity, sexual orientation, religion, age, or disability
- Retaliation against an individual who has made a complaint or report of harassment or discrimination

### **Reporting Procedure:**

Any employee who experiences or witnesses harassment or discrimination should report the behavior immediately to their supervisor. If the supervisor or manager is the subject of the complaint, the employee should report the behavior to the next level of management or the institute's Human Resources department.

Reports of harassment or discrimination may be made in writing or verbally. The report should include a detailed description of the behavior, the date and time of the behavior, the identity of the person or persons involved, and the names of any witnesses.

### **Investigation:**

The institute will investigate all reports of harassment or discrimination in a fair, impartial, and confidential manner. The investigation may involve interviews with the employee, witnesses, and other relevant parties, as well as a review of relevant documents or other evidence.

**Resolution:**

Once the investigation is complete, the Gulrang institute will take appropriate action to address the issue and resolve the complaint. The employee who filed the complaint will be informed of the outcome of the investigation and any action taken.

**Retaliation:**

Retaliation against an employee who makes a complaint or report of harassment or discrimination is strictly prohibited. Any employee who engages in retaliation will be subject to disciplinary action, up to and including termination.

**Training:**

All employees will receive training on this harassment or discrimination policy, including what constitutes prohibited conduct, how to report incidents, and how the institute will respond to reports of harassment or discrimination.

**Retaliation Policy of Gulrang Institute****Purpose:**

The purpose of this retaliation policy is to protect employees of Gulrang Institute from any retaliation that may occur as a result of their participation in protected activities or making good faith complaints.

**Scope:**

This policy applies to all employees of the Gulrang Institute, including full-time, part-time, temporary, and contract employees.

**Definition of Retaliation:**

Retaliation is any adverse action taken against an employee who has engaged in protected activity or made a good faith complaint. Protected activity includes reporting discrimination or harassment, cooperating with an investigation, or opposing any practice that is in violation of the law or the institute's policies.

**Prohibited Conduct:**

Prohibited conduct includes, but is not limited to:

- Terminating, demoting, or suspending an employee
- Reducing an employee's pay
- Denying an employee a promotion

**Reporting Retaliation:**

Employees who believe they have experienced retaliation should report the incident to Gulrang Institute Human Resources Department. The report should include a detailed description of the incident, the names of any witnesses, and any supporting documentation.

**Investigation:**

The HR of Gulrang Institute will investigate all reports of retaliation in a fair, impartial, and confidential manner. The investigation may involve interviews with the employee who filed the report, witnesses, and other relevant parties, as well as a review of relevant documents or other evidence.

**Disciplinary Action:**

Employees who engage in retaliation will be subject to disciplinary action, up to and including termination. The disciplinary action will be commensurate with the severity of the offense.

**Training:**

All employees will receive training on this retaliation policy and on the prevention of retaliation in the workplace.