



PHOENICIA UNIVERSITY

Equal Employment Opportunities Policy

Equal Opportunities Policy

Overview

Phoenicia University (PU) aims at providing equal employment opportunities for all applicants and employees while complying with all applicable laws. This policy applies to all aspects of the employment relationship which includes and is not limited to employees' recruitment, selection, placement, supervision, working conditions, compensation, training, promotion, demotion, transfer, layoff, and termination.

All University personnel policies, procedures, and practices must be delivered in a manner consistent with the intent of this policy.

Purpose/Objectives

This policy expresses PU's commitment as a higher education institution that values equality, equity, fairness, and transparency to all employees:

- Encourage all staff and faculty members to work in a peaceful, highly-ethical, diverse, and inclusive environment;
- Ensure that all applicants for employment are recruited, hired, and assigned based on merit with lack of discrimination due to race, religion, color, gender, age, national origin, or disability.
- Ensure that the employment policies and practices have been and will continue to be such in order to guarantee that all employees are treated equally and that no differences are made in compensation or opportunities for advancement including improvement, promotion and transfer because of color, religious belief, race, gender, age, national origin, or disability.

Scope/Application

This policy applies to all applicants for employment, faculty members, staff, and others who participate in PU's programs and activities, including PU's affiliates providing services to PU such as mentors, volunteers, and other third parties such as contractors and vendors. Its application also includes all programs and activities both conducted on and off-campus.

Accountability

The Human Resources Department is responsible for ensuring that this policy is fully implemented and that everyone complies. Any accusations that anyone subject to this policy has engaged in prohibited conduct will be investigated immediately.

Accountable/Responsible Officer	Accountable Officer
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Accountable Officers	Quality Assurance and Accreditation Office
Responsible Officer	Human Resources Director

Definitions

For the purposes of this Policy, the following definitions apply:

- Discrimination: any distinction, exclusion, restriction, or preference based on a protected characteristic that has the purpose or effect of impairing an individual's equal access to, or enjoyment of, employment opportunities at PU.
- Harassment: unwelcome conduct based on a protected characteristic that is severe, pervasive, or persistent enough to create an intimidating, hostile, or offensive work environment.
- Retaliation: any adverse action, threat, or intimidation directed at an individual because they reported discrimination, filed a complaint, participated in an investigation, or otherwise exercised rights protected by this Policy.
- Protected Characteristic: race, color, religion, sex, national origin, disability status, pregnancy and pregnancy-related conditions, age, or any other characteristic protected under applicable law.

Policy Statement

PU implements an equal opportunity policy for all qualified applicants to receive equal consideration for employment without regard to race, color, religion, sex, national origin, disability status, pregnancy and pregnancy-related conditions, or any other characteristic protected by applicable law.

Thus, PU takes affirmative steps to communicate that equal employment opportunities are available on the basis of individual merit, and encourages everyone who seeks opportunities at PU to strive for advancement on this basis.

Reporting & Investigation

If an investigation determines that a member of University personnel has engaged in discriminatory practices or unethical behavior toward any employee, the individual will be disciplined accordingly. It is expected that any manager or department director that is aware of any PU employee engaging in prohibited conduct, and fails to take immediate and appropriate corrective action, will also be disciplined according to the Staff Grievance Policy.

Thus, any victim of discrimination should first attempt to resolve the matter informally by contacting their direct supervisor or a member of the Human Resources Department. If the informal procedure does not yield satisfactory results, or in urgent cases, the staff member may submit a formal grievance to the Human Resources Department as per the Staff Grievance Policy.

Retaliation

Any type of retaliatory behavior, or threats of retaliation made against a victim of discrimination who has reported it, or against someone who was aware of the discrimination and reported, will result in disciplinary

action.

Employees and applicants shall not be subjected to harassment, retaliation, or intimidation because they have:

- Filed a complaint;
- Assisted in an investigation, compliance review, hearing, or any other activity related to the administration of applicable law requiring equal employment opportunity;
- Opposed any act or practice made unlawful by applicable law requiring equal opportunity;
- Exercised any other legal right protected by applicable law requiring equal opportunity.

Conclusion

PU is committed to fostering a fair, inclusive, and respectful workplace where employment decisions are based solely on merit, qualifications, and performance. Through the consistent implementation of this Policy, PU seeks to ensure equal employment opportunities for all, promote a culture of mutual respect and accountability, and maintain a working environment free from discrimination, harassment, and retaliation.



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