



Document Name:	DUHS Policy for Equality, Diversity and Inclusion in the Workplace
Document Number:	DUHS / QEC / SOP / 05

DOW UNIVERSITY OF HEALTH SCIENCES



STANDARD OPERATING PROCEDURE

DUHS Policy for Equality, Diversity and Inclusion in the Workplace

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TERMS AND DEFINITION

TERMS	DEFINITION
Equity	Taking the range of human attributes and qualities into account and providing each individual with what they need to be successful.
Equality	Developing any skills and knowledge or fitness that relate to specific useful competencies. Training has specific goals of improving one's capability, capacity, productivity and performance
Diversity	The range of human differences, including diverse talents, perspectives, backgrounds, worldviews, ways of knowing, skills, and abilities
Inclusion	Ongoing practice of embracing equity, diversity, and taking action to create a supportive and welcoming environment.
Belonging	When each individual is supported, respected, and valued for their identity and unique traits that make them different from each other. Belonging is feeling part of a collective that is co-created by diverse individuals in the university community.
Human Dignity	Right to be safe, valued, respected, and treated ethically.

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LIST OF ABBREVIATIONS

DOC	Document
DUHS	Dow University of Health Sciences
FM	Form
QEC	Quality Enhancement Cell

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1. **PURPOSE:** DUHS is committed to ensuring that all individuals feel included in the workplace. That means people of all ages and abilities, regardless of disabilities, sex or gender, race, ethnicity, religion or beliefs, cultures, orientations, and family status.

It takes all staff to ensure that diversity or differences are not a barrier to success or incur less favorable treatment of any one individual in the workplace environment of DUHS. Therefore, this policy is formulated with the purpose to make it clear on the expected standards of behavior in line with the DUHS values and in compliance with local and national equality legislation, including what to do if we witness an exclusion or discrimination within the workplace.

2. **SCOPE:**

- 2.1. Applicable to all individual of constituent institutes / colleges & institutes/schools of DUHS. This includes all the service centers, and clinical entities of the attached hospitals, where students and postgraduate trainees are posted and trained.

3. **RESPONSIBILITIES:** The Registrar Secretariat has overall formal responsibility for this Policy. The day to day operational responsibility for this policy and its implementation has been delegated to the Equality, Diversity and Inclusion Team, once formed by the Registrar, DUHS.

- 3.1. **Staff and students have a responsibility to:**


- 3.1.1. Observe and report unacceptable behavior in a safe manner and in accordance with the **Dignity at Work and Study policy and procedure of an inclusive workplace**. This includes a workplace free of workplace harassment, discrimination of any kind, and bullying.

- 3.2. **Directors /Principals, Heads of Departments and Managers have a responsibility to:**

- 3.2.1. Set a good example by treating all members of the staff and faculty with dignity and respect and challenging unacceptable behavior, wherever witnessed.

- 3.2.2. Ensure all staff and students are aware of this policy and know how to report cases discrimination, harassment or bullying, and that reporting incidents does not result in victimization.

- 3.2.3. Present their staff with information, such as employee rights, as defined within

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the scope of the University's HR policies', including maternity and other rights etc.

4. PROCEDURE:

4.1. HR Recruitment and Admissions Process:


- 4.1.1.** Human Resources department is to develop inclusive recruitment strategies to attract a diverse pool of applicants, including underrepresented groups and minorities, including disabled persons, by actively engaging with diverse communities and organizations and advertising for positions in those communities.
- 4.1.2.** Admissions Cell may review and revise admissions annually, as part of their admission process to ensure eligibility criteria is fair, unbiased, and takes into account the diverse backgrounds and experiences of applicants, when interviewed.
- 4.1.3.** The FAO & marketing department to implement targeted outreach programs and scholarships to encourage applications from underrepresented groups and provide support throughout the admissions process

4.2. Curriculum Development and Education/Teaching:

- 4.2.1.** The Chairman of Board of Studies to integrate diversity and inclusion principles into the DUHS's curriculum, ensuring that all students receive education on cultural competence, health disparities, and the unique healthcare needs of diverse populations.
- 4.2.2.** The teaching staff to include diverse perspectives and case studies that reflect the experiences of different racial, ethnic, socioeconomic, and communities in education.
- 4.2.3.** The HR, Professional Development Center and the Registrar office to provide faculty development programs and resources to support the incorporation of diversity and inclusion content into teaching and assessment methodologies.

4.3. Support Systems and Inclusive Environment

- 4.3.1.** The Heads of departments, Principals or Directors to establish support systems and resources to promote a positive and inclusive environment for all members of the DUHS community, including students, faculty, and staff.
- 4.3.2.** The alumni department to implement mentorship and networking programs that connect students from diverse backgrounds with faculty and professionals who can

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provide guidance and support.

4.3.3. The Registrar office & HR to develop policies and procedures to address discrimination, harassment, and bias incidents promptly and effectively, including clear reporting mechanisms and investigation procedures.

5. COMPLAINTS:

5.1.1. Any cases of discrimination, harassment, bullying or victimization after whistleblowing will be taken very seriously by the University.

5.1.1.1. Any member of staff or student found guilty of unlawful discrimination or harassment will be subject to disciplinary action.

5.1.1.2. Appropriate action may be taken where possible, if any member of the public, visitor or service provider is found to be involved in discrimination or harassment.

5.1.2. Staff, students or other parties who make a complaint of discrimination have the right to do so without fear of victimization, and the University will make every effort to ensure that any complaints are dealt with confidentially, promptly and fairly.

5.1.3. Confidential support and information services are available from the University's network of Harassment committee and focal persons are assigned in this regard from the Registrar's office.

5.1.4. Any members of the public should address their complaint to the University service in question in the first instance to registrar@duhs.edu.pk.

5.1.5. The Equality, Diversity and Inclusion Team and focal persons are available to help with enquiries relating to discrimination, harassment, bullying or victimizations.

6. Review

This policy will be reviewed annually by policy review committee, DUHS or as otherwise needed.



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7. RELATED DOCUMENTS:

None

8. RELATED RECORDS

8.1. Policy On Protection Against Sexual Harassment In Higher Education Institutions

(<https://www.hec.gov.pk/english/policies/Pages/SEXUALHARASSMENT-POLICY.aspx>)