INSTITUTE OF BUSINESS MANAGEMENT

POLICY ON NON-DISCRIMINATION AGAINST TRANSGENDER INDIVIDUALS

PREPARED BY
Human Resource Department

1. Policy Statement

The Institute of Business Management (IoBM) is committed to fostering an inclusive, equitable, respectful, and discrimination-free environment in which every member of its academic and professional community is treated with dignity. The Institute recognizes the importance of equal opportunity, mutual respect, and protection from discrimination, harassment, and unfair treatment, including on the basis of transgender status or gender identity.

IoBM is committed to ensuring that transgender individuals have equitable access to educational opportunities, employment, institutional facilities, support services, and participation in academic and extracurricular activities, in accordance with applicable laws, institutional regulations, and relevant policies.

Through this policy, IoBM seeks to promote an institutional culture that values diversity, protects individual dignity, discourages discriminatory conduct, and supports a safe and welcoming environment for all members of its community including transgenders.

2. Objectives

The objectives of this policy are to:

a. Prohibit discrimination, harassment, victimization, and exclusion based on transgender status or gender identity.
b. Promote equal opportunity and fair treatment in admission, recruitment, employment, professional development, academic participation, and access to institutional services.
c. Establish clear procedures for reporting, reviewing, and addressing complaints relating to discrimination or harassment.
d. Protect the privacy, confidentiality, and dignity of individuals raising concerns or seeking institutional support.
e. Promote awareness, understanding, and respectful conduct among students, faculty, staff, administrators, and other members of the IoBM community.
f. Establish institutional accountability for the implementation, and monitoring of this policy.

3. Scope and Applicability

This policy applies to all individuals associated with IoBM, including:

- Students, Faculty members, and academic administrators, management, administrative, and support staff.
- Also, this policy applies to conduct occurring on campus, in classrooms, offices, labs, libraries, and other institutional premises

4. Definitions

For the purposes of this policy:

4.1 Transgender Individual: A person whose gender identity differs from the sex assigned to them at birth, as understood in the context of applicable law.

4.2 Gender Identity: An individual's personal understanding and experience of their own gender which may or may not correspond with the sex assigned to them at birth.

4.3 Discrimination: Unfair or unequal treatment of an individual in admission, employment, academic participation, access to facilities, services, or other institutional opportunities on a prohibited or otherwise unlawful basis.

4.4 Harassment: Unwelcome conduct, whether verbal, physical, written, digital, or otherwise expressed, that demeans, intimidates, humiliates, threatens, or creates a hostile or exclusionary environment for an individual because of their transgender status or gender identity.

4.5 Victimization or Retaliation: Adverse treatment of an individual because they have made a complaint in good faith, participated in an investigation, provided information, or supported another person in raising a concern.

5. Core Policy Principles

IoBM shall implement this policy in accordance with the following principles:

5.1 Equal Opportunity and Fair Treatment

Transgender individuals shall be afforded fair and equitable consideration in admission, recruitment, selection, employment, promotion, training, performance evaluation, access to educational resources, and participation in institutional activities.

5.2 Respect and Dignity

All members of the IoBM community are expected to treat transgender individuals with professionalism, courtesy, and respect. Mockery, derogatory remarks, deliberate humiliation, intimidation, threats, and other discriminatory conduct are inconsistent with this policy.

5.3 Non-Discrimination and Non-Exclusion

No individual shall be subjected to discriminatory treatment, denied an institutional opportunity, or excluded from participation solely because of their transgender status or gender identity, subject to applicable law and legitimate institutional requirements.

5.4 Confidentiality and Privacy

IoBM shall respect the privacy of individuals and handle personal information relating to gender identity sensitively. Such information shall be accessed, used, or disclosed only where necessary for a legitimate institutional purpose, with appropriate authorization or as otherwise required by law.

5.5 Fairness and Accountability

Complaints shall be handled impartially, promptly, and fairly. All parties shall be treated with dignity, and individuals involved in a complaint shall be provided a reasonable opportunity to present relevant information.

6. Policy Guidelines and Institutional Commitments

6.1 Admission, Recruitment, and Employment

IoBM shall seek to ensure that admission, recruitment, hiring, placement, promotion, professional development, performance assessment, and other institutional decisions are free from discrimination based on transgender status or gender identity.

Selection and evaluation decisions shall be guided by relevant qualifications, merit, performance, eligibility requirements, and established institutional criteria. Recruitment and administrative procedures shall be reviewed, where appropriate, to identify and address unnecessary barriers or discriminatory practices.

6.2 Access to Education, Facilities, and Services

IoBM shall promote equitable access to classrooms, libraries, labs, student support services, healthcare facilities, career services, extracurricular activities, and other institutional resources.

The Institute shall seek to provide safe, accessible, and respectful arrangements for the use of gender-segregated facilities, including restrooms and changing facilities, in a manner consistent with applicable law, privacy, safety, and the dignity of the individuals concerned.

Reasonable measures may be considered to address specific access or safety concerns without subjecting individuals to unnecessary humiliation, discriminatory restrictions, or disclosure of private information.

6.3 Preferred Names and Pronouns

IoBM recognizes that individuals may have preferred names and pronouns that align with their gender identity. Students, faculty, and staff have the right to use their preferred names and pronouns in all aspects of institute life, including email addresses, and communication.

6.4 Prevention of Harassment and Bullying

Harassment, bullying, threats, intimidation, derogatory language, deliberate humiliation, discriminatory exclusion, and inappropriate disclosure of an individual's gender identity are prohibited where they violate this policy or other applicable institutional rules.

The Institute shall take appropriate measures to address substantiated violations in accordance with the applicable disciplinary framework and relevant laws.

6.5 Awareness and Education

IoBM is committed to promoting awareness and understanding of gender diversity within its community. The institute will offer educational programs, workshops, and resources that address transgender issues, promote respect, and foster a welcoming environment.

6.6 Reporting and Addressing Discrimination

Any incidents of discrimination, harassment, or exclusion based on gender identity should be reported promptly. IoBM will establish clear and confidential reporting mechanisms and will take appropriate action to address and prevent further discrimination.

7. Policy Approval and Review Record

The following record documents the policy's approval, effective date, and review schedule.

Approval Authority	President
Approval Date	September 10, 2022
Effective Date	October 14, 2022
Last Review Date	September 2025
Next Review Date	September 2028