


	PROCEDURE CONTROL MANUAL	Document No.: PCM-HR-06-00
		Effective Date: November 1, 2023
	Gender Equality, Diversity and Inclusion	Supersedes: RG-HR-52-00
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I. PURPOSE

The Gender Equality policy of Mapua University aims to build a gender-sensitive friendly environment. The University initiatives for the academic and nonacademic community include awareness of the different needs, roles, responsibilities of women, men and transgender.

II. SCOPE

Statutory obligations include the duty to eliminate sexual discrimination and sexual harassment, and the appropriate reporting of such in the school and work environment and to promote gender equality & opportunity between women, men and transgender.

These Reference Guidelines shall apply to all Mapua employees of Intramuros and Makati campuses

III. DEFINITIONS

Gender Equality

All genders are free to pursue whatever career, lifestyle, choice, abilities they want without discrimination. Gender equality does not necessarily mean that everyone is treated exactly the same rather, their different needs and dreams are valued equally.


Diversity

A workplace encompasses race, gender, ethnic groups, age, education, religion, sexual orientation, political beliefs, mental and physical conditions, as well as other distinct attributes and qualities among people.

Inclusion

A workspace that provides equal access to opportunities and resources for people who might otherwise be excluded or marginalized such as those who have physical or intellectual disabilities and members of other minority groups.



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IV. RESPONSIBILITY AND AUTHORITY


University	Responsible for ensuring safe and inclusive learning environments, free from school-related gender-bias, violence and unfair student treatment or exclusion.
Faculty	Responsible for inclusive instructional practices and fair disciplinary approaches as well as promoting active discussions on gender issues, as long as the curriculum, textbooks and their preparation allow them to do so.
Parents	Responsible for ensuring that their children have equal opportunity to attend school, and for providing equal support and encouragement regardless of their child's gender preferences.

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A. Commitment of Mapua University to Gender Equality, Diversity & Inclusion

The University shall fulfill its commitment by:

1. Promoting an atmosphere of mutual trust and respect among all members of the school community, regardless of gender;
2. Providing equality of opportunity for personnel and all those receiving services from the school, irrespective of gender, race, ethnicity, religion or physical disability.
3. Ensuring that all personnel, parents/guardians and students are treated with dignity and respect;
4. Challenging gender stereotypes in all aspects of school life;
5. Encouraging classroom and office discussion of gender, race, ethnicity, religion or physical disability issues and the impact on learning;
6. Striving to eliminate sexual and sexist bullying on gender, race, ethnicity, religion or physical disability issues and violence;
7. Taking active measures to investigate report and act on incidents of discrimination.
8. Monitoring behavior, discipline and exclusions to remove practices procedures and customs which are discriminatory;
9. Monitoring aspects of teaching and learning and the wider curriculum to assess the ways in which they might impact on gender equality, diversity and inclusion.
10. Staff recruitment/hiring and professional development promote acceptance and respect for diversity, gender equality and inclusion.

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B. Curriculum/Learning and Teaching

1. Reviewing and monitoring curriculum policies and schemes of work to ensure that gender equality, diversity and inclusion is promoted;
2. Ensuring equality of access for both men, women, trans and people with disability to all areas of the curriculum;
3. Ensuring that the curriculum is balanced and broadly based ;
4. Ensuring that teachers' planning and teaching takes account of gender issues and need to challenge stereotypes;
5. Ensuring that any particular learning needs of men and women are met.

C. Behavior

1. Monitoring student behavior and exclusions by gender, diversity and physical disability.
2. Using the information collected to ensure that procedures are applied fairly and equitably to all students, ensuring their safety and security in the school;
3. Developing and implementing strategies to address any or specific examples of inappropriate behavior.

4. Staff Recruitment and Career Development


1. Ensuring that the selection & hiring process as well as development of all personnel in the University are free from discrimination and/or gender bias or harassment.
2. Administrators are responsible for appointing staff and reviewing staff performance and pay and should not discriminate against women or men, trans and gender or diverse people;
3. Taking account of the requirement to eliminate unlawful pay discrimination;
4. Ensuring that opportunities for career progression and promotion are free from unlawful sex discrimination and harassment of race, religion, ethnicity or disability.

5. Community/Parental Consultation

Working in partnership with parents/guardians and the wider community to develop positive attitudes to gender issues.

6. Taking Active Measures to Investigate, Report and Act on Incidents of Gender Discrimination

All academic and non-academic personnel have the responsibility to promote gender equality and to report incidences of discrimination, harassment, violence which may arise in the University.

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Breaches of the policy with regard to gender orientation, diversity and inclusivity and harassment shall be dealt with in a manner appropriate to the level of the breach, and with the intention of bringing about the relevant changes. More serious breaches of this policy shall be dealt with in accordance with the University's anti-bullying and harassment procedures, and the disciplinary procedures for personnel.

In cases where issues concerning gender & gender orientation/diversity and inclusion comes to the attention of the University, these will be dealt with according to our policies.

7. Creation of Diversity & Inclusion Committee


To safely promote these principles and policies, the University creates a Diversity & Inclusion Committee to ensure awareness of policies, and champion programs on gender equality, diversity and inclusion among employees.

VI. REPORTORIAL REQUIREMENTS


Report Title	Frequency of Update	Responsible Personnel

VII. REFERENCE DOCUMENTS


Document Code	Title
1.	

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Section / Page	Rev. No.	Reason for Revision	Effective Date	By
All	00	Original issue.	November 1, 2023	ACM

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