



Policy on Equal Employment Opportunity, Non-Discrimination, and Affirmative Action

This policy is essential to the employment practices of Caleb University. It covers all faculty, staff, and other personnel involved in Caleb's programmes and activities, including affiliates providing mentoring and volunteer services, as well as third-party contractors and vendors. It applies to both on-campus and off-campus activities, including overseas programmes.

1.0 Equal Employment Opportunity

At Caleb University, our policy is to ensure that all applicants and employees have equal employment opportunities, abiding by all relevant laws. This policy applies to all aspects of the employment relationship, encompassing recruiting, selection, placement, supervision, working conditions, compensation, training, promotion, demotion, transfer, layoff, and termination, among others. This policy requires that all university personnel policies, procedures, and practices are implemented in a manner that aligns with its overarching objective.

2.0 Discrimination Prevention

- (a) Caleb University upholds a policy of non-discrimination, ensuring that all individuals are treated equally and without bias. Our institution does not engage in any form of discrimination on the grounds of race, religious creed, colour, national origin, ancestry, physical or mental disability, reproductive health decision-making, medical condition, genetic information, marital status, age, sex, gender, military status, veteran status, or any other characteristic protected by law and the Christian Faith when it comes to employment opportunities at Caleb.
- (b) The university policy strictly prohibits any form of discrimination which includes harassment based on any legally protected characteristic. Prohibited harassment arises when an environment of hostility emerges, which is significant, widespread, or continual enough to unreasonably disrupt an individual's progress at work or involvement in university affairs.

Harassment that is forbidden includes offensive slurs, jokes, and any other form of offensive which may be oral, written, computer-generated, visual, or physical behaviour that targets an individual or group based on their protected status.

3.0 Affirmative Action

Caleb University firmly upholds a set of institutional principles aimed at fostering diversity and adheres to its duty as a federal government contractor. In line with this commitment, Caleb University will diligently abide by all statutory affirmative action obligations.

4.0 Internal Reporting and Resources

The university states that it shall be the obligation of individuals who feel they have experienced discrimination or harassment in violation of this policy, or who witness or are aware of such incidents of discrimination or harassment to promptly report them.

Employees have the freedom to choose from multiple avenues to report instances of discrimination and harassment, and they don't need to file a complaint directly with their supervisor. On the other hand, it is necessary for a supervisor or manager who becomes aware of discrimination or harassment or who has received a complaint on discrimination or harassment or is informed about an occurrence of discrimination or harassment, to notify the relevant university office, as outlined in the following paragraphs.

Making a wrong report or giving untrue data may be grounds for stringent disciplinary action.

(a) Staff or Applicants (including complaints against staff)

All complaints regarding discrimination, harassment, or retaliation in contravention of this policy should be brought to the attention of the University through:

Human Resources,
Establishment Office
calebelr@calebuniversity.edu.ng
+234 802 940 0137, +234 815 073 0293.

provided always that complaints may also be made to:

- A Supervisor/Manager/Departmental Head/Dean
- Anonymously through the Staff Disciplinary Helpline

(b) Faculty

All incidences of discrimination, harassment, or retaliation from faculty members contrary to this policy should be addressed to the office of the respective Dean of the College.

Complaints may also be addressed to:

Human Resources,
Establishment Office
calebelr@calebuniversity.edu.ng
+234 802 940 0137, +234 815 073 0293.

5.0 Investigation Process

The University is dedicated to thoroughly and justly investigating, examining and addressing reports of incidences of discrimination, harassment, and retaliation in a prompt manner. Impartial and qualified personnel shall conduct investigations as each particular case may require, reaching conclusions solely based on the evidence available to them. All investigations shall be concluded within 90 days unless otherwise required for the justice of the case, taking into consideration the complexities of the case or unexpected circumstances and exigencies. Personnel responsible for conducting investigations will ensure comprehensive documentation

and meticulous tracking of the progress, leading to timely and satisfactory closures of all cases. In the event of discovering any inappropriate behaviour or misconduct, the necessary corrective and/or disciplinary measures will be implemented. It is mandatory for every person included in this policy to wholeheartedly and honestly collaborate in the inquiry of any accusation relating to discrimination, harassment, or retribution. Disciplinary or managerial action may be taken against any person who fails to cooperate and/or provide truthful information during an investigation when requested.

Anyone who falls into a specific employment category (such as faculty, academic staff, regular staff, or postdoctoral scholar) and has a complaint, may use the relevant grievance or other procedures to report it or appeal the results of an investigation.

6.0 Maintaining Privacy

Confidentiality is of great importance, as acknowledged by the University. The individuals in charge of carrying out this policy will uphold the highest value of confidentiality and privacy when dealing with individuals who report or are accused of discrimination, harassment, and retaliation, to the best of their abilities except when the law mandates the divulgence of information or where the University needs to disclose information to safeguard the well-being of others or where such information is already in the public space by no act or omission of the personnel, or with the consent of the person whose information is to be disclosed.

7.0 Safeguarding Against Reprisals

Retaliation encompasses any form of negative action that would deter a rational individual from filing or endorsing a complaint of harassment or discrimination. The act of retaliation is in direct violation of both the law and Caleb's policy. Retaliation takes different forms; it can be overtly manifested by altering an employee's workplace, tasks, income, or schedule. Equally, it can be subtler, adopting tactics like intimidation, threats, or harassment towards an employee who has reported an issue or provided testimony during an inquiry. No one involved in a case is allowed to intimidate others, either directly or indirectly through third parties.

8.0 Reporting to External Authorities

State and federal laws categorically forbid discrimination, harassment, and retaliation. Moreover, individuals have the option to directly approach government agencies that specialize in handling complaints related to unlawful discrimination, harassment, and retaliation. There may be a violation of this policy even if the conduct in question does not break any laws.