



Zero Tolerance Policy

Overview:

The Institute's Code of Conduct is ideally complemented by a Zero Tolerance Policy. The Institute can proactively prevent and control employee and student behavior that is unlawful, improper, or contrary to our Institute's Code of Conduct by enforcing a "Zero Tolerance" policy. The Policy gives employees and students clear instructions and makes it simple to understand when an employee or student needs it. The policy promotes respectful relationships at work and gives employees and students the voice to speak up when they see behavior that violates the policy. Additionally, it lessens undesirable workplace behaviors.

Zero Tolerance Policy

1. Clarifies issues including workplace behaviour and disciplinary procedures for both staff and students.
2. Enhances workplace culture and employee engagement by increasing the sense of psychological and physical security among employees and students at the Institute.
3. Reduces risk to the Institute by minimising unpleasant workplace behaviour and giving leaders a way to address disputes promptly and amicably.

Regardless of gender, colour, ethnicity, sexual orientation, handicap, religion, or any other facet of their identity, the Institute is committed to providing a safe and respectable working environment for all of its workers and students. Discipline will be applied when an employee's or student's conduct fails to meet this requirement. All employees and students are expected to conduct themselves in a professional and inclusive manner. The Policy addresses claims of inappropriate behaviour, ensures fairness and equal treatment, and addresses harassment, bullying, and discrimination both within and outside of workplace. Anyone who is discovered to

have engaged in harassing, bullying, or discriminatory behaviour shall face prompt disciplinary action, which may include termination and rustication.

Subject to Our Policy:

The Zero Tolerance Policy is expected to be followed by all employees and students. All staff members and students, regardless of their position or role, must buy into and cooperate for an inclusive culture to exist.

Prohibited Conduct:

The Policy applies to any individual who engages in the following behavior(s):

- ❖ **Harassment:** • Workplace harassment is defined as "engaging in a course of vexatious comment or action towards a staff at a workplace that is known or ought reasonably to be known to be unwelcome" by the Occupational Health and Safety Act. Simply described, harassment is any unwanted physical, verbal, or nonverbal behaviour that is used once or repeatedly and violates someone's dignity or contributes to the creation of a hostile, uncomfortable, or poisonous atmosphere.

Examples of harassment include, but are not limited to:

- making threatening remarks; assaulting someone sexually;
 - making jokes or insults that are derogatory to a person's gender and cause embarrassment or humiliation;
 - Repeatedly making inappropriate or unwanted social or sexual invitations;
 - making remarks about a person's physical features or appearance.
- ❖ **Bullying:** Any nasty or insulting behaviour, whether it be physical, verbal, or nonverbal, is considered bullying. A victim of bullying could experience feelings of vulnerability, exclusion, humiliation, undermining, fear, or threat. Bullying can manifest as physical, verbal, or nonverbal behaviour. Bullying examples include, but are not restricted to:
 - Threats that are psychological or physical
 - Excessive or threatening levels of monitoring
 - Yelling at coworkers in front of others or in private
 - Spreading false rumours
- ❖ **Discriminatory Behaviour:** When someone is treated unfairly or differently because of one or more aspects of their identity, such as race, colour, ethnicity, gender expression, religion, age, sex, sexual orientation, marital status, family situation, physical or mental

disability, or genetic traits, this is known as discrimination. Discrimination can take many forms, including but not limited to:

- Making offensive remarks, taking into account someone's identification while making a recruiting choice,
- rejecting a coworker on the basis of their gender,
- Using a racial slur

❖ **Micro-aggressions:** Micro-aggressions are overt or covert, direct or indirect actions or remarks that make reference to a person's private information, such as their race, gender, ethnicity, religion, or age. Micro-aggressions can eventually have long-lasting emotional and psychological repercussions on the targeted person or people and can help create a toxic and exclusive work environment. Micro-aggressions in the workplace can take many forms, including but not limited to:

- A racialized employee should not be addressed by the name of another person of the same race more than once, be called "bossy," or be asked where they are "truly" from.
- Making racial remarks about someone's looks through their skin tone.
- Scheduling meetings or crucial deadlines around religious or cultural holidays.

Disciplinary Action:

If the Zero Tolerance Policy is broken, staff and students may be subject to a range of disciplinary penalties, including rustication and instant firing. Disciplinary action may be suggested and chosen by the appropriate authority. The type of wrongdoing determines the severity of the disciplinary penalty.




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