



## Zero Tolerance Policy

### Overview

This Zero Tolerance Policy (ZTP) allows the college to proactively prevent and manage employee behaviour that is illegal, inappropriate, or against your organization's Code of Conduct. The Policy provides clear direction for staff and students and makes it easy to understand when staff and students have veered off course. ZTPs encourage positive workplace interactions and empower staff and students to speak up when they face behaviour that violates the Policy. In addition to decreasing unwanted workplace behaviours, your Zero Tolerance Policy also:

1. Provides clarity to staff and students on topics such as workplace behaviour and disciplinary processes
2. Improves workplace culture and staff and students' performance by making employees feel more psychologically and physically safe at work
3. Minimizes organizational risk by reducing unwanted workplace behaviour and providing leaders with a method to quickly and effectively resolve conflict.

This Policy is part of our commitment to providing a safe and dignified work environment for all staff and students, regardless of gender, race, ethnicity, sexual orientation, disability, religion, or any other aspect of their identity. All employees are responsible for conducting themselves in a professional and inclusive manner, and disciplinary action will be taken in situations where an employee's behaviour violates this expectation. The Policy covers harassment, bullying, and discrimination both in and out of the College and provides a standard for addressing allegations of inappropriate behaviour, ensuring fairness and equal treatment.

### I. Policy

Any staff and student who is found to have been involved in harassment, bullying, or discriminatory behaviour will be subject to immediate disciplinary action, up to and including termination. If college becomes aware of staff and students engaged in inappropriate behaviour, the relationship will enter a probationary period or be terminated, depending on the severity of the incident.

When college becomes aware of an incident involving harassment, bullying, or discriminatory behaviour an [internal or external] independent third party will investigate the matter. During the investigation, the accused staff and students may be



removed from the college and, in extreme cases, may be suspended on full pay. All staff and students are asked to report instances in which they experienced or witnessed harassment, bullying, or discrimination (as defined below). To notify the Principal of the incident, please reach out to **Dr A M Shinde Cell no.9764946890** with the following information:

1. Name(s) of the individual(s) engaged in inappropriate behaviour
2. Your name (you are encouraged to submit this information but it is not mandatory. You can make an anonymous report if you wish).
3. Name(s) of the individual(s) targeted by the inappropriate behaviour (if you are a witness). If you have discussed the situation with the victim(s) and they requested to remain anonymous, please respect their wishes.
4. A description of the inappropriate behaviour and scenario under which it occurred
5. Date(s) and time(s) of the event(s)
6. Any additional supporting evidence

### **Fairness**

All staff and students are guaranteed a fair and impartial investigations process.

### **Transparency**

The college commits to a discrete but transparent investigation process.

### ***Prohibited Conduct***

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

1. **Harassment** -harassment is “engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.” More simply put, harassment is any one-time or repeated unwanted physical, verbal, or non-verbal conduct that violates a person’s dignity or creates an intimidating, hostile, degrading, uncomfortable, or toxic environment.

Examples of harassment include, but are not limited to:

- i. Making threatening remarks
- ii. Sexual assault
- iii. Gender-based insults or jokes causing embarrassment or humiliation
- iv. Repeated unwanted social or sexual invitations

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v. Inappropriate or unwelcome comments on a person's physical attributes or appearance.

2. **Bullying** – Bullying is any physical, verbal, and non-verbal conduct that is malicious or insulting. Bullying can make a person feel vulnerable, excluded, humiliated, undermined, fearful, or threatened. Bullying can take the form of physical, verbal, and non-verbal conduct. Examples of bullying include, but are not limited to:

- i. Physical threats
- ii. Psychological threats
- iii. Overbearing or intimidating levels of supervision
- iv. Shouting at colleagues in public or private
- v. Spreading malicious rumours

3. **Discriminatory Behaviour** – Discrimination refers to behaviour that treats people differently or adversely because of one or more of the facets of their identity, including race, colour, ethnic origin, gender expression, religion, age, sex, sexual orientation, marital status, family status, physical or mental disability, or genetic characteristics. Examples of discrimination include, but are not limited to:

- i. Making insensitive jokes
- ii. Factoring an individual's identity into a hiring decision
- iii. Purposefully excluding a colleague on the basis of their gender
- iv. Using a racial slur

4. **Micro-aggressions** – Micro-aggressions refers to obvious or subtle, direct or indirect behaviours and comments which reference an individual's personal identity, such as their race, gender, ethnic origin, religion, or age. Over time, micro-aggressions can have lasting emotional and mental effects on the individual or individuals targeted and can contribute to a toxic and non-inclusive workplace. Examples of micro-aggressions in the workplace can include, but are not limited to:

- i. Calling a woman "bossy"
- ii. Repeatedly calling a racialized employee by the name of a different person of the same race
- iii. Asking a racialized employee where they are "really" from
- iv. Commenting on a person's physical appearance in reference to racial characteristics such as skin tone

v. Scheduling meetings or important deadlines on religious or cultural holidays. Persons who are found to be in violation of the Zero Tolerance Policy may face a variety of disciplinary actions, up to and including immediate termination. Disciplinary action may be recommended by an independent investigator and will be determined by senior

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leadership. The severity of the disciplinary action depends on the type of misconduct, which is based on the following framework:

1. **Minor Infraction** – Unintentional and minor forms of bullying, micro-aggressions and discriminatory behaviour. Minor infractions may include unintentionally making an offensive comment about a colleague's appearance.
2. **Major Infraction** – Intentional, but stand-alone and minor instances of harassment, bullying, or discrimination, such as making sexist, racist or homophobic jokes or propositioning a colleague. Minor infractions may become considered major infractions if the offending employee develops a concerning pattern of behaviour or has been unable to learn from their previous reprimands. Discipline for a major infraction includes, but is not limited to: temporary leave with pay, temporary leave without pay, probationary period placement, and permanent dismissal.
3. **Gross Misconduct** – Intentional and major forms of harassment, bullying, or discrimination, such as making threatening remarks, engaging in unwanted physical contact, or using racial slurs. Discipline for gross misconduct includes, but is not limited to: immediate dismissal and legal recourse.
4. **No Retaliation**  
Any staff/ student who files a valid complaint will not be subject to any form of retaliation, either direct (i.e., dismissal or demotion) or indirect (i.e., being passed over for a promotion). Persons who do participate in retaliatory measures will be investigated and subject to disciplinary action.