

**POLICY ON ANTI-DISCRIMINATION FOR ACADEMIC AND
ADMINISTRATIVE STAFF**

Prishtinë, 2023

The issue of gender equality, including, but not limited to the rights of LGBTQIA community, equality in general, and the fight against discrimination on all grounds is a struggle that has ennobled humanity. In this regard, educational institutions, including those of higher education, have an obligation to be leaders in this battle. Consequently, UNI-Universum International College addresses the issue of discrimination in its Statute 612/1, Gender Equality Plan 2022-2027 1721/1, Handbook for Academic Personnel 2942/1 and Guide for Academic and Administrative Staff 1722/1, as well as Policy on Procedure and Disciplinary Measures 2949/1. Academic Council of the UNI-Universum International College reviewing aforementioned policy documents has approved this Policy on Anti-Discrimination for Academic and Administrative Staff as an addendum to previous policies. Furthermore, in the implementation of the principle of non-discrimination in all grounds the college applies the highest standards guaranteed by the Constitution of Kosovo, Law on Protection from Discrimination No.05/L-021, Law on Gender Equality No. 05/L -020, Law on Labor No. 03/L-212, Law on Child Protection No. NR. 06/L-084 as well as relevant international instruments in the field of human rights, workers' rights, gender equality, rights of LGBTQIA community, the prohibition of any forced labor for children, and non-discrimination.

I

Prohibition of discrimination on all grounds for academic and administrative staff

Article 1

In the daily functioning of our college, including, but not limited to admission and recruitment of students, academic and administrative staff, academic and administrative activity, staff payment, maternity and paternity leaves, curricular and extracurricular activities inside and outside our campus, lifelong learning for all citizens of Kosovo and those outside of it and in cases when we receive services from outside from a third party, discrimination is prohibited in all grounds.

Article 2

The prohibition of discrimination for academic and administrative staff at UNI-Universum International College is understood and applied under Article 1 of the Law on Protection from Discrimination of the Republic of Kosovo which prohibits discrimination "on the basis of nationality, or in relation to any community, social origin, race, ethnicity, color, birth, origin, sex, gender, gender identity, sexual orientation, language, citizenship, religion and religious belief, political affiliation, political or other opinion, social or personal status, age, family or marital status, pregnancy, maternity, wealth, health status, disability, genetic inheritance or any other grounds, in order to implement the principle of equal treatment".

II

Gender equality principles, equal rights for LGBTQIA community and end to discrimination in the workplace

Article 3

Based on the highest local and international standards, but also based on the policies of the college itself, set out in its Statute 612/1, Gender Equality Plan 2022-2027 1721/1, Handbook for Academic Personnel 2942/1 and Guide for Academic and Administrative Staff 1722/1, as well as Policy on Procedure and Disciplinary Measures 2949/1, any discrimination based on gender, or of LGBTQIA community, including, but not limited to discrimination in the workplace, in the teaching process, in relation to students or third parties, is prohibited. Respect, protection and promotion of gender equality and equality in general, whether in the process of recruitment of administrative and academic staff, as well as in the academic and research process itself remain a priority of the college and will be realized through the implementation of this Policy and the implementing and controlling mechanism that it will create.

Article 4

In order to respect, protect and promote gender rights and rights of the LGBTQIA community, based on standards of equality and antidiscrimination set in the articles 3, 7 and 24 of the Constitution of Kosovo and the Law on Protection from the Discrimination, academic, managerial and administrative staff from academic year 2023-2024, when employed or in their personal database prepared by Human Resource Department, apart from male and female gender will have the opportunity to define their gender identity in writing in the section "others".

III

Parents' rights to maternity leave, same pay for same work and guarantee for the minimum wage

Article 5

The UNI's Human Resources Department regarding the issue of maternity leave for the mother and father of the child applies in full the provisions of the Law on Labor of the Republic of Kosovo.

Article 6

In the UNI, regardless of gender, gender identity and other differences, equal pay is realized for equal work based on the principles of non-discrimination under this Policy and the highest domestic and international standards in this field.

Article 7

Employees in UNI, whether academic or administrative staff without discrimination and under no circumstance receive a salary less than the minimum wage that is defined by the policies of the institutions of the Republic of Kosovo, namely the Law on Minimum Wage of the Republic of Kosovo at the moment it enters into force.

IV

Prohibition of child labor, prohibition of slavery and human trafficking, as well as workers' rights

Article 8

UNI promotes student volunteer work within the college spaces and to its partners outside the campus. Any other work performed in the UNI is paid according to the applicable laws of the Republic of Kosovo. According to the Law on Labor of the Republic of Kosovo work for children under the age of 15 is not permitted under any circumstances, while from 15 to 18 years of age is restricted and regulated by applicable laws and international norms. Consequently, the UNI is committed to combating the phenomenon of child labor, but also in general forced labor, human trafficking and slavery as is specified also in the Law No. 06/L-084 on Child Protection. In this regard, the UNI implements the highest norms and standards guaranteed by international conventions and the Constitution of Kosovo and its laws concerning the rights of children, the prohibition of their work, the prohibition of forced labor and slavery, and the prohibition of trafficking in persons.

Article 9

UNI implements all workers' rights, regardless of gender, gender identity and statehood, guaranteed by international and local standards, including the Law on Labor of the Republic of Kosovo and the Law on Trade Union Organization. Based on the latter, 10 workers can create a trade union association through which they protect their rights.

V

Right to appeal and anonymity of the complainant

Article 10

Academic and administrative staff, if they consider being discriminated against on gender grounds, gender identity, sexual orientation, pay, maternity leave or any grounds of discrimination under this Policy, Statute of UNI-Universum International College, or the laws of Kosovo and international instruments will have the opportunity to complain in the first instance to the Disciplinary Commission and in second instance to Complaints Commission as it is foreseen in the Policy on Procedure and Disciplinary Measures.

Article 11

Reporting discrimination in the field of education and employment as well as in the field of other activities of our college is a legal and professional obligation. Anyone who reports an offense suspected of discrimination based on the grounds of discrimination under Kosovo's laws, international standards and standards applied by this Policy shall have full protection of the College and the possibility of preserving anonymity. In this regard anyone from administrative, academic or management staff who is directly or indirectly involved in the complaint brought by complainant/s should not interfere in the case and should refrain from any step that may impede the case. The complainant/s may ask their anonymity to be protected. In this regard the identity of the complainant/s should be known only by members of aforementioned commissions.

Article 12

This policy will be reviewed on regular basis by Academic Council within the period of three years. This policy might be reviewed earlier than three years if it is requested by 2/3 of the Academic Council, by the President of the UNI and Board of Directors of the UNI.

This policy was approved by the Academic Council of UNI – Universum International College.


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Chair of the Academic Council