



**OFFICE OF THE PRINCIPAL**  
**UDAYANATH AUTONOMOUS COLLEGE OF SCIENCE & TECHNOLOGY**  
**PRACHI JNANAPITHA,**  
**AT/PO : ADASPUR, DIST : CUTTACK**

**Ph. 0671 - 2805409, E-mail : [adaspurcollege@gmail.com](mailto:adaspurcollege@gmail.com), Website : [www.udyanathcollege.org.in](http://www.udyanathcollege.org.in)**

## **Zero Tolerance Policy**

### **Overview:**

A Zero Tolerance Policy is an ideal companion policy to Code of Conduct of the college. A Zero Tolerance Policy allows the college to proactively prevent and manage employee and students behaviour that is illegal, inappropriate, or against the college's Code of Conduct. The policy provides clear direction for employees and students and makes it easy to understand when an employee/student has veered off course. The policy encourages positive workplace interactions and empowers employees and students/students to speak up when they face behaviour that violates the policy. In addition, it decreases unwanted workplace behaviours.

### **Zero Tolerance Policy also:**

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

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

Any employee or 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 and rusticate.

### **Subject to Our Policy:**

All staff and students are expected to comply with the Zero Tolerance Policy. An inclusive culture is only made possible by buy-in and cooperation from every staff and students, regardless of their role or position.

### **Prohibited Conduct:**

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

**Harassment:** The Occupational Health and Safety Act define workplace harassment as “engaging in a course of vexatious comment or conduct against a staff 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:

- Making threatening remarks
- Sexual assault
- Gender-based insults or jokes causing embarrassment or humiliation
- Repeated unwanted social or sexual invitations
- Inappropriate or unwelcome comments on a person’s physical attributes or appearance

**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:

- Physical threats
- Psychological threats
- Overbearing or intimidating levels of supervision
- Shouting at colleagues in public or private
- Spreading malicious rumors

**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, color, 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:

- Making insensitive jokes
- Factoring an individual’s identity into a hiring decision
- Purposefully excluding a colleague on the basis of their gender
- Using a racial slur

**Micro-aggressions:**

Micro-aggressions refer to obvious or subtle, direct or indirect behaviour 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:

- Calling a woman “bossy”

- Repeatedly calling a racialized employee by the name of a different person of the
- same race asking a racialized employee where they are “really” from
- Commenting on a person’s physical appearance in reference to racial characteristics such as skin tone
- Scheduling meetings or important deadlines on religious or cultural holidays

**Disciplinary Action:**

Staff and students 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 and rustication. Disciplinary action may be recommended and will be determined by authority. The severity of the disciplinary action depends on the type of misconduct.



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