



KFUPM Equality, Diversity, and Inclusion Policy (EDI Policy)

Revision Record Date	Version	Reason for change
February 28, 2023	0.0	Initial creation of policy document
January 30, 2024	0.1	Reformatting of document, move references to decision making process and training under commitment section, added prohibited discrimination on grounds of pregnancy or maternity, added reference to Labor Relations & Workers' Rights Policy

Version Control

The EDI Policy will be reviewed at least annually and is subject to modification. The custodian keeps one set of the originally approved and signed version. Any revisions are to be made to that existing version and no other and are propagated from there. The most up-to-date version of this document will be published on KFUPM's intranet, or otherwise distributed by the University through other means as appropriate.

Overview

This Policy (the "EDI Policy") is issued by the King Fahd University of Petroleum and Minerals (KFUPM, "the University") for guidance and to set a minimum level of expectations concerning ethical behaviors in the University. It has been created tantamount to the KFUPM Code of Conduct (IS FAIR) to assist in promoting positive attitudes and behavior and to conducting business and affairs per applicable laws, rules and regulations, maintaining the highest standards of ethical conduct, fair dealing and honesty.

Policy statement

KFUPM is committed to encouraging equality, diversity, and inclusion among the whole workforce. It is within the KFUPM's best interest to eliminate unlawful discrimination and the institution is therefore dedicated to creating an inclusive and supportive environment where everyone can thrive and contribute to their fullest potential. We ensure that all employees, job applicants, contractors, volunteers, and stakeholders of the institution will be respected, valued, and given equal opportunity which will attract and retain a diverse workforce that reflects the communities that KFUPM serves. This policy reinforces our commitment to providing equality and fairness to all in our employment and not providing less favorable facilities or treatment on the grounds of gender, race, age, disability, ethnicity, creed, marital/civil status, forced migration issues or any other type of discrimination as stated in the [KFUPM Code of Conduct](#) and [Labor Law - وزارة الموارد البشرية](#)

KFUPM commitments:

- To create an environment in which individual differences and the contributions of all employees and team members are recognized, valued, and appreciated.
- To create a working environment that promotes both dignity and respect for every employee and encourages employees to treat everyone with dignity and respect.
- To maintain a zero-tolerance policy on harassment, victimization, and unlawful discrimination by fellow employees, students, suppliers, visitors, and any others during the organization's work activities and to discipline those who breach this policy.
 - To make decisions with regard to selecting candidates for hiring, evaluation, promotion, training, discipline, development, compensation, or termination of employment, solely based on merit and education or business considerations.
 - To provide training and support to all employees to enable them to work effectively in a diverse and inclusive environment.
 - To provide training on unconscious bias, cultural awareness, and effective communication as well as development and progression opportunities available to all staff.
 - To create an academic work-friendly environment in which affiliates should not take advantage of subordinates. For example, this may include any pressure to assist in publications or other academic endeavors to further one's career, especially without fair credit and/or compensation.

This policy encourages all employees and team members who feel they have been subjected to discrimination or unfairness to raise their concerns so that corrective measures can be applied. In accordance with the IS FAIR document, instances must be reviewed case by case.

- To prohibit discrimination in employment, wage, education, and/or the provision of goods and services on grounds of pregnancy or maternity. An applicant who wishes to study or work at KFUPM should not be excluded from admittance just because she is pregnant or has recently given birth. Similarly, someone who is pregnant should not be demoted or overlooked for training or promotion because of their pregnancy.

This policy is compliant with KFUPM's code of conduct/Is Fair document given to each employee and student upon admittance. It will also be integral to KFUPM's Labor Relations & Workers' Rights Policy which can be accessed at [https://sustainability.kfupm.edu.sa/Labor relations & workers rights Policy](https://sustainability.kfupm.edu.sa/Labor_relations_%20workers_rights_Policy) By implementing these commitments, KFUPM will create a welcoming, respectful, and supportive workplace.

This policy will be monitored and reviewed annually to ensure that equality, diversity, and inclusion are continually promoted in the workplace and that it remains relevant, effective, and up to date.