

LITTLE FLOWER DEGREE COLLEGE

(Affiliated to Osmania University)

Uppal, Hyderabad

Managed by Brothers of St. Gabriel Educational Society



Zero Tolerance Policy



Preface:

To foster a safe and inclusive environment for all stakeholders, Little Flower Degree College (LFDC) has instituted policies with zero tolerance for harassment, discrimination, and misconduct. These policies adhere to statutory and regulatory norms in India, including acts such as the Prevention of Sexual Harassment (POSH) Act, 2013, and guidelines from regulatory bodies like UGC and Osmania University (OU).

1. Objectives:

- To ensure widespread understanding and adherence to these policies, LFDC employs a systematic approach.
- Ensuring a safe and secure environment for students, faculty and staff by promptly addressing any behavior that threatens safety.
- Holding individuals accountable for their actions regardless of their position or status within the college community.

- Removing distractions and disruptions that could hinder college community, academic success and overall well being
- Sending a clear message that certain behaviors are unacceptable and will not be tolerated under any circumstances.

2. Zero Tolerance Behaviors

- **Violence:** Physical altercations, assaults, threats, or intimidation.
- **Substance Abuse:** Possession, distribution, or use of illegal drugs or alcohol on the premises.
- **Harassment:** Bullying, cyberbullying, sexual harassment, or discriminatory behavior.
- **Weapons Possession:** Bringing firearms, knives, or other dangerous weapons in the college premises.
- **Cheating and Academic Dishonesty:** Plagiarism, cheating in exams, or academic fraud.
- **Discrimination:** Discriminatory behavior based on race, gender, sexual orientation, religion, or disability.
- **Vandalism:** Destruction or defacement of property belonging to the institution or others.
- **Theft:** Stealing or unauthorized possession of college funds and property
- **Insubordination:** Refusal to comply with established rules, directives, or instructions.
- **Cybersecurity Violations:** Hacking, unauthorized access to computer systems, or dissemination of malicious software.
- **Cell Phones:** Secret photography, showing and sharing with co- students and posting inappropriate pictures or videos in social media.

3. Procedures

Clear Communication by Leadership: Leaders communicate zero-tolerance policies clearly to all employees through company-wide meetings, memos, and employee handbooks, emphasizing their importance and the consequences of violations.

Comprehensive Training Programs: LFDC conducts comprehensive training programs to ensure all employees comprehend policies, identify unacceptable behaviors, and understand how to report violations confidentially. Ongoing training reinforces awareness and understanding.

Promotion of a Culture of Accountability: Employees are encouraged to report violations they witness or experience through clear reporting channels, with assurances of confidentiality and protection from retaliation for whistleblowers.

Consistent Enforcement of Policies: LFDC ensures consistent enforcement of policies, demonstrating its commitment to zero tolerance. This includes fair and prompt investigation of reported incidents and appropriate disciplinary actions for offenders, regardless of position.

Regular Audits and Assessments: Regular audits and assessments evaluate compliance with zero-tolerance policies and pinpoint areas for improvement.

Recognition and Rewards: LFDC recognizes and rewards employees who uphold the policies, reinforcing a culture of compliance and integrity.

Undertakings: Parents and students formally acknowledge their awareness and commitment to comply with LFDC's zero-tolerance policies, thereby supporting the college's efforts to maintain a safe environment.

Awareness initiatives regarding zero-tolerance policies are disseminated during college events, orientations, and through the college website, contributing to a ragging-free campus. LFDC undertakes various initiatives to promote awareness of these policies, including:

- **Orientation Sessions:** New students and faculty receive information about policies and redressal mechanisms during orientation sessions, including workshops on related topics.
- **Posters and Notices:** Visible posters and notices across campus raise awareness about policies and the consequences of violations, providing contact details for relevant committees.

- **Workshops and Seminars:** Regular workshops and seminars cover topics related to zero tolerance, offering a platform for discussion and further understanding.
- **Online Training Modules:** Online modules ensure all stakeholders understand policies and mechanisms related to zero tolerance.
- **Complaint Redressal Mechanism:** A robust mechanism ensures prompt and sensitive handling of complaints related to harassment, discrimination, and misconduct.

LFDC believes that creating awareness and undertaking initiatives to implement policies with zero tolerance is essential for maintaining a safe and inclusive environment. The college remains committed to ensuring effective policy implementation and strict enforcement against violators.