

American International University-Bangladesh

Sustainable Development Goals Report



SDG 5: GENDER EQUALITY

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AIUB's Non-Discrimination Policies and Protections for Complainants (2020–2025)

American International University–Bangladesh (AIUB) has put in place formal policies and procedures to ensure that students, faculty, and staff can report discrimination or harassment **without fear of retaliation or disadvantage** in their education or employment. These measures, updated in recent years (circa 2020–2025), include a strict non-discrimination policy and dedicated complaint/grievance mechanisms for both students and employees, with assurances of fair treatment and confidentiality for those who come forward aiub.edu aiub.edu.

Below is a detailed overview of AIUB's official policies and systems that protect individuals reporting discrimination:

Commitment to Non-Discrimination and Fair Treatment

AIUB's **Non-Discrimination Policy** explicitly prohibits any form of discrimination or harassment against members of the university community. Decisions involving students and employees **must be based on individual merit and free from bias** aiub.edu. The policy states that AIUB “*will not engage in or endorse discrimination or harassment*” on the basis of *religion, race, color, age, disability, nationality, marital status, sexual orientation (including gender identity)* aiub.edu. This commitment applies broadly – covering student admissions, access to programs, and all aspects of employment at the university aiub.edu. By upholding these principles of *human dignity, equality of opportunity, and academic freedom*, AIUB aims to foster an environment where no one is treated unfairly for asserting their rights or identity.

AIUB Non-discrimination Policy

The commitment of the American International University–Bangladesh (AIUB) to the most fundamental principles of human dignity, equality of opportunity and academic freedom requires that decisions involving students and employees be based on individual merit and be free from all forms of discrimination.

The American International University–Bangladesh (AIUB) will not engage in or endorse discrimination or harassment against any students and employees because of religion, race, color, age, disability, nationality, marital status, sexual orientation including gender identity.

This nondiscrimination policy applies to student admissions, employment, access to and engagement in the university programs and activities.

The complaint and grievance procedures of AIUB provide student and employees with the methods for the resolution of complaints that allege a violation of this statement. All such inquiries or complaints are to be addressed and acted by the appropriate office (Office of Student Affairs for students and the Office of the Human Resources for employees).

Importantly, AIUB's policies emphasize **fair and impartial handling** of complaints. The university assures "*fair treatment*" for those raising concerns and *a confidential approach to handling complaints and suggestions* aiub.edu. In practice, this means that anyone who reports discrimination can expect their complaint to be taken seriously and addressed through proper channels **without suffering any penalty or disadvantage** as a result of coming forward. All complaints are subject to **due process**, and the institution has made it clear that retaliation or unfair repercussions are not tolerated aiub.edu. This forms an implicit *anti-retaliation safeguard*, protecting students and staff who report misconduct.

Employment Practice Appeal Process

The American International University–Bangladesh (AIUB) has a well-defined appeal process for employees to address concerns related to employee rights, pay, and workplace conduct, ensuring fair treatment. AIUB's policies strictly prohibit discrimination or harassment, including on grounds such as religion, race, gender, disability, sexual orientation and other issues. These policies ensure a fair, confidential approach to handling complaints and suggestions. Employees/students can submit complaints or suggestions regarding grievances, workplace harassment, or other issues directly to the Human Resources Office or Office of Student Affairs. Some specific policies and procedures are outlined below, and additional details are available through the Office of Human Resources for employees and the Office of Student Affairs for students.

Grievance and Complaint Mechanisms for Students

For **students**, AIUB has established a clear complaint and grievance procedure managed by the Office of Student Affairs (OSA). Any student who experiences or witnesses discrimination or harassment can submit a formal complaint to OSA using a designated complaint form or via direct email:

- **Accessible Complaint Submission:**

Students may download the official **Student Complaint Form** (introduced in 2021) and send the completed form to osa@aiub.edu, or they can hand-deliver it by placing it in a secure complaint box on campus (located in Annex 1) aiub.edu aiub.edu. Alternatively, a student can simply write an email to the Office of Student Affairs detailing their grievance aiub.edu. These options ensure that reporting is accessible to all students, whether they prefer a written form or a direct email approach.

Policy at AIUB that protects those reporting discrimination from educational or employment disadvantages

Policy regarding Discrimination Complaints for Students

AIUB is committed to ensuring a discrimination-free environment and will not participate in or support any form of harassment based on religion, race, color, age, disability, nationality, marital status, sexual orientation, or gender identity.

The university has clear complaint and grievance procedures to help students report and resolve any violations of this policy. All complaints should be submitted to the Office of Student Affairs (OSA), either through the designated form or by email. The form can be downloaded and then emailed to osa@aiub.edu or placed in the complaint box in Annex 1. AIUB maintains strict confidentiality for all complainants and the information they provide.

Policy regarding Sexual Harassment Complaints for Students

AIUB does not tolerate any form of sexual misconduct. The complaint and grievance procedures of AIUB provide students and employees with the methods for the resolution of complaints that allege a violation of this Statement. **All such inquiries or complaints must be submitted to the Office of Student Affairs (OSA) for students.**

A designated 'Complaint Committee' is formed and available as per the guideline and instruction of the His Excellency Supreme Court's High Court division to deal with the Sexual Harassment Complaints.

Any student can submit their complaint in the designated form or by directly sending email to the Office of Student Affairs (OSA). The form is available to [download here](#). Accomplished forms may be sent through email (osa@aiub.edu) or dropped at the complaint box available in Annex 1.

AIUB will protect the confidentiality of the complainant and the information provided during launching of the complaint.

Policy regarding Discrimination Complaints for Students

The American International University – Bangladesh (AIUB) will not engage in or endorse discrimination or harassment against any student because of religion, race, color, age, disability, nationality, marital status, sexual orientation including gender identity.

AIUB does not tolerate any form of discriminating misconduct. The complaint and grievance procedures of AIUB provide students with the methods for the resolution of complaints that allege a violation of this kind.

All such inquiries or complaints must be submitted to the Office of Student Affairs (OSA) for students.

Any student can submit their complaint in the designated form or by directly sending email to the Office of Student Affairs (OSA). The form is available to [download here](#). Accomplished forms may be sent through email (osa@aiub.edu) or dropped at the complaint box available in Annex 1.

AIUB will protect the confidentiality of the complainant and the information provided during launching of the complaint.

- **No-Barriers Reporting:**

The policy makes it clear that “*any student can submit their complaint*” through these channels aiub.edu. There is no requirement for face-to-face confrontation at the initial stage – the availability of a complaint box and email submission allows students to report issues **without fear of immediate exposure**, which can be crucial for sensitive discrimination or harassment cases.

- **Confidentiality Assurance:**

AIUB explicitly guarantees that it “*maintains strict confidentiality for all complainants and the information they provide*” aiub.edu. In practice, this means the identity of a student who files a discrimination complaint and any details they share are kept private, disclosed only to the officials necessary to investigate and resolve the issue. This confidentiality is a key protection against potential reprisals – by limiting who knows about the complaint, the

university reduces the risk that a reporting student could be subject to pressure, hostility, or academic disadvantage from the accused or others.

Through these measures, the **Student Complaint System** at AIUB provides a safe avenue for reporting. The existence of an official policy and form for discrimination complaints signals to students that the university **encourages them to speak up** and that doing so will not jeopardize their academic standing. All student complaints alleging discrimination or harassment are addressed by OSA, which will investigate and act on the issue as appropriate aiub.edu. This structure aligns with AIUB's non-discrimination ethos by ensuring that student grievances are heard and remedied through formal, unbiased procedures.

AIUB Non-discrimination Policy

The commitment of the American International University–Bangladesh (AIUB) to the most fundamental principles of human dignity, equality of opportunity and academic freedom requires that decisions involving students and employees be based on individual merit and be free from all forms of discrimination.

The American International University–Bangladesh (AIUB) will not engage in or endorse discrimination or harassment against any students and employees because of religion, race, color, age, disability, nationality, marital status, sexual orientation including gender identity.

This nondiscrimination policy applies to student admissions, employment, access to and engagement in the university programs and activities.

The complaint and grievance procedures of AIUB provide student and employees with the methods for the resolution of complaints that allege a violation of this statement. All such inquiries or complaints are to be addressed and acted by the appropriate office (Office of Student Affairs for students and the Office of the Human Resources for employees).

[Read](#)

Grievance and Complaint Mechanisms for Faculty and Staff

AIUB likewise has robust protections and processes for **faculty and administrative staff** to report discrimination, harassment, or other workplace grievances. The Office of Human Resources (HR) oversees the employee complaint resolution process. Key aspects of the **HR grievance mechanism** include:

- **Formal Complaint Channels:**

Employees (academic or non-academic staff) are instructed to direct any discrimination or harassment complaints to the HR Office. AIUB has made available a **designated Employee Complaint Form** (also launched around 2021) for this purpose aiub.edu aiub.edu. Staff can download the form, fill in details of their complaint, and submit it via email to hr@aiub.edu. For convenience or those who prefer physical submission, completed forms can be dropped into a locked complaint box (at Annex 1 on campus) aiub.edu. This dual option (email or complaint box) ensures that faculty/staff can report issues in writing with a degree of privacy. Moreover, AIUB encourages feedback and lesser concerns through **suggestion boxes**: employees may use a suggestion form or email to share ideas or minor grievances, with drop-boxes placed in various campus buildings aiub.edu aiub.edu. All such submissions – whether formal complaints or suggestions – are funneled to HR for review and action.

Policy regarding Discrimination Complaints for Employees

AIUB is committed to maintaining a fair and inclusive workplace and will not engage in or support discrimination or harassment of any employee based on religion, race, color, age, disability, nationality, marital status, sexual orientation, or gender identity. The university has established complaint and [grievance procedures to help employees report and resolve any related concerns](#). All complaints should be submitted to the Office of Human Resources (HR) using the designated form or by email. Completed forms may be emailed to hr@aiub.edu or placed in the complaint box located in Annex 1. Employees may also share suggestions through a designated form or by emailing HR; suggestion boxes are available in various buildings. AIUB ensures the confidentiality of all complainants and the information they provide.

Policy regarding Discrimination Complaints for Employees

The American International University–Bangladesh (AIUB) will not engage in or endorse discrimination or harassment against any employee because of religion, race, color, age, disability, nationality, marital status, sexual orientation including gender identity.

AIUB does not tolerate any form of discriminating misconduct. The complaint and grievance procedures of AIUB provide employees with the methods for the resolution of complaints that allege a violation of this kind.

All such inquiries or complaints must be submitted to the Office of the Human Resources (HR) for employees.

Any employee can submit their complaint in the designated form or by directly sending email to the Office of Human Resources (HR) for employees. The complaint form is available to download [here](#). Accomplished complaint form may be sent through email (hr@aiub.edu) or dropped at the complaint box available in Annex 1.

Any employee can submit their suggestion in the designated form or by directly sending email to the Office of Human Resources (HR) for employees. The suggestion form is available to [download here](#). Accomplished suggestion form may be sent through email (hr@aiub.edu) or dropped at the suggestion box available in different buildings.

AIUB will protect the confidentiality of the complainant and the information provided during launching of the complaint.

Link: <https://www.aiub.edu/offices/hrd/policy-regarding-discrimination-complaints-for-employees>

Complaint Form	Suggestion Form																								
AMERICAN INTERNATIONAL UNIVERSITY-BANGLADESH (AIUB) Dear Employee, The information provided by you will be kept strictly confidential and restricted to office use only. Please note, that your name and identity will not be used as reference without your consent. You may be called in for personal verification. Your complaint will not be considered as an official submission. Your feedback is important for improving the service and quality of the university. Employee Information Name _____ ID _____ Faculty/ Department _____ Mobile _____ Address _____ Email _____ Signature _____ Complaint Complaint type ☐ Complaint ☐ Grievance ☐ Discriminations ☐ Sexual Harassment Incident occurred on (Date/ Time/Place, if any) _____ Date of Submission _____ Complaint against ☐ Student ☐ Faculty ☐ Employee ☐ Other staff _____ Name _____ ID _____ Program/ Department _____ For Office Use Only Category ☐ Major ☐ Moderate ☐ Minor Action proposed _____ Action Summary <table border="1"><thead><tr><th>Date</th><th>Remark</th><th>Sign</th></tr></thead><tbody><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr></tbody></table> Comments: _____	Date	Remark	Sign	_____	_____	_____	_____	_____	_____	_____	_____	_____	AMERICAN INTERNATIONAL UNIVERSITY-BANGLADESH (AIUB) Dear Employee, The information provided by you would be confidential and restricted to office use only. Your name and identity will not be used as reference without your consent. This is the system we are implementing for your feedback and betterment. Feel free to write down your comments/suggestions. It would help us to improve the service quality of AIUB. For verification you might be called on closed room discussion. It is not compulsory to mention your information. However, your comments/suggestion will be considered as unofficial without your information. Employee Information (Optional) Name _____ ID _____ Program _____ Address _____ Mobile _____ Email _____ Comments/ Suggestions _____ _____ _____ Incident occurred on (Date/ Time/Place, if any) _____ Date of Submission _____ For Office Use Only Category ☐ Major ☐ Moderate ☐ Minor Action proposed _____ Action Summary <table border="1"><thead><tr><th>Date</th><th>Remark</th><th>Sign</th></tr></thead><tbody><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr></tbody></table> Comments _____ Signature _____	Date	Remark	Sign	_____	_____	_____	_____	_____	_____	_____	_____	_____
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• Policy Coverage and Fair Process:

The university's official stance for employees mirrors that for students. AIUB affirms that it *"will not engage in or support discrimination or harassment of any employee"* on any protected ground (religion, race, gender, disability, age, nationality, marital status, etc.) aiub.edu. Should any staff member feel these principles are violated, the **grievance procedures provide a method for resolution** of the issue aiub.edu. All inquiries or complaints are handled by HR with an emphasis on impartiality. The existence of a **"well-defined appeal process"** for employment concerns means staff have recourse if they suspect unfair treatment in matters like pay, promotion, or workplace conduct aiub.edu. Such appeals or complaints are dealt with following established HR protocols so that outcomes are based on facts and policy, not personal biases.

The American International University–Bangladesh (AIUB) has a well-defined appeal process for employees to address concerns related to employee rights, pay, and workplace conduct, ensuring fair treatment. AIUB's policies strictly prohibit discrimination or harassment, including on grounds such as religion, race, gender, disability, sexual orientation and other issues. These policies ensure a fair, confidential approach to handling complaints and suggestions. Employees/students can submit complaints or suggestions regarding grievances, workplace harassment, or other issues directly to the Human Resources Office or Office of Student Affairs. Some specific policies and procedures are outlined below, and additional details are available through the Office of Human Resources for employees and the Office of Student Affairs for students.

Policy regarding Discrimination Complaints for Employees

The American International University–Bangladesh (AIUB) will not engage in or endorse discrimination or harassment against any employee because of religion, race, color, age, disability, nationality, marital status, sexual orientation including gender identity.

AIUB does not tolerate any form of discriminating misconduct. The complaint and grievance procedures of AIUB provide employees with the methods for the resolution of complaints that allege a violation of this kind.

- **Confidentiality and Protection:**

Just as with student complaints, AIUB assures employees that it *"will protect the confidentiality of the complainant and the information provided"* in a complaint aiub.edu aiub.edu. HR staff handling the case are expected to keep the reporter's identity and details of the case strictly confidential, sharing information only on a need-to-know basis for investigation. This confidentiality is a cornerstone of what might be considered AIUB's *whistleblower protection* for employees – by safeguarding the identity of the reporting individual, the university helps prevent any retaliatory actions in the workplace (such as demotion, unjust firing, or harassment by colleagues/supervisors in response to the report). In essence, an employee should not face any **employment disadvantage** for reporting discrimination; doing so is protected by policy and supported by top administration.

Any employee can submit their suggestion in the designated form or by directly sending email to the Office of Human Resources (HR) for employees. The [suggestion form](#) is available to download here. Accomplished suggestion form may be sent through email (hr@aiub.edu) or dropped at the suggestion box available in different buildings.

AIUB will protect the confidentiality of the complainant and the information provided during launching of the complaint.

Policy regarding Sexual Harassment Complaints for Employees

AIUB does not tolerate any form of sexual misconduct. The complaint and grievance procedures of AIUB provide employees with the methods for the resolution of complaints that allege a violation of this Statement. All such inquiries or complaints must be submitted to the Office of the Human Resources (HR) for employees.

A designated 'Complaint Committee' is formed and available as per the guideline and instruction of the His Excellency Supreme Court's High Court division to deal with the Sexual Harassment Complaints.

Any employee can submit their complaint in the designated form or by directly sending email to the Office of Human Resources (HR) for employees. The complaint form is available to [download here](#). Accomplished complaint form may be sent through email (hr@aiub.edu) or dropped at the complaint box available in Annex 1.

Any employee can submit their suggestion in the designated form or by directly sending email to the Office of Human Resources (HR) for employees. The suggestion form is available to [download here](#). Accomplished suggestion form may be sent through email (hr@aiub.edu) or dropped at the suggestion box available in different buildings.

AIUB will protect the confidentiality of the complainant and the information provided during launching of the complaint

Furthermore, AIUB's **Employment Practices** documentation reinforces that discrimination or harassment of employees is forbidden and that complaints will be handled fairly. It notes that the university's policies "*strictly prohibit discrimination or harassment... ensur[ing] a fair, confidential approach to handling complaints and suggestions.*" Both employees and students can submit grievances **directly to the Human Resources Office or the Office of Student Affairs**, respectively aiub.edu. This underscores a unified approach: whether one is a student or staff member, there are official channels to appeal or complain, and the institution is committed to *fair resolution without prejudice*.

Sexual Harassment Policy and Complaint Committees

In addition to general anti-discrimination measures, AIUB has specific protocols for **sexual harassment complaints**, which are particularly relevant to creating a safe educational and work environment. The university takes a **zero-tolerance stance on sexual misconduct**, stating that it "*does not tolerate any form of sexual misconduct*" among its community aiub.edu. To handle such cases:

- **Special Complaint Committee:**

AIUB has established a dedicated *Complaint Committee* to investigate and resolve sexual harassment allegations. This committee is formed in accordance with the guidelines and instructions of the Bangladesh Supreme Court's High Court Division aiub.edu. (Notably, the High Court in Bangladesh mandated all institutions to have such committees to address sexual harassment, ensuring compliance with legal standards.) The committee typically includes trained members who can objectively review sexual harassment claims. By following national guidelines, AIUB signals its commitment to due process and victim protection in these sensitive cases.

Policy regarding Sexual Harassment Complaints for Students

AIUB does not tolerate any form of sexual misconduct. The complaint and grievance procedures of AIUB provide students and employees with the methods for the resolution of complaints that allege a violation of this Statement. All such inquiries or complaints must be submitted to the Office of Student Affairs (OSA) for students. A designated 'Complaint Committee' is formed and available as per the guideline and instruction of the His Excellency Supreme Court's High Court division to deal with the Sexual Harassment Complaints. Any student can submit their complaint in the designated form or by directly sending email to the Office of Student Affairs (OSA). The form is available to download [here](#). Accomplished forms may be sent through email (osa@aiub.edu) or dropped at the complaint box available in Annex 1. AIUB will protect the confidentiality of the complainant and the information provided during launching of the complaint.

#AIUB#SDG5#Sexualharassment

- **Reporting Procedure:**

Students who wish to report sexual harassment can do so through the Office of Student Affairs, similar to other discrimination complaints. A **specific form for sexual harassment complaints** is provided (accessible via OSA), and students may submit it via email or the complaint box aiub.edu. Employees likewise would report to HR. The existence of a separate form and committee for sexual harassment highlights that AIUB treats these incidents with gravity and specialized care.

AIUB does not tolerate any form of sexual misconduct. The complaint and grievance procedures of AIUB provide students and employees with the methods for the resolution of complaints that allege a violation of this Statement. All such inquiries or complaints must be submitted to the **Office of Student Affairs (OSA)** for students.

A designated 'Complaint Committee' is formed and available as per the guideline and instruction of the His Excellency Supreme Court's High Court division to deal with the Sexual Harassment Complaints.

Office of Student Affairs (OSA)

Objective:

To build a constructive positive image of AIUB by proper enhancement of internal and external student activities and to maintain effective coordination among student community, administration and academic body of AIUB.

Activities:

1. The overall activities of the student affairs department are divided in two major areas of operations.
 - External Activities
 - National & international Competitions
 - Student Exchange Programs
 - Membership
 - Community Service
 - Event Participation
 - Collaboration and Liaison with External Organizations
2. Internal Activities
 - Admission
 - Convocation Ceremony and Graduation Ball

- Student Orientation
- Non-academic Counseling for Students
- Students' Discipline
- Student Services and Facilities
- Student Organizations
- **Students' Suggestions and Complains**
- Festival Celebration
- Students' extra-curricular activities and competitions
- Scholarships (Extra Curricular Activities)
- Event Organization
- Student Volunteers
- In-campus student events/ campaigns of corporate organizations

Students' Suggestions and Complains Form:

Students can download and fill up the form. Filled forms may be sent through email (osa@aiub.edu) or dropped at the complain and suggestion boxes located at the every campus or at the OSA office, 2nd Floor, Administrative Building, AIUB. Download [Complain](#) and [Suggestion](#) form.

- **Confidentiality and Support:**

As with other discrimination complaints, AIUB emphasizes protecting the complainant's privacy in sexual harassment cases. The policy explicitly states that *"AIUB will protect the confidentiality of the complainant and the information provided during launching of the complaint"* aiub.edu. This protection is crucial because fear of retaliation or social stigma often deters victims of harassment from speaking up. By ensuring confidentiality and having a formal committee, AIUB provides a safer avenue for reporting – students or staff can trust that their allegations will be handled discreetly and professionally, without exposing them to further harassment or academic/employment consequences.

Overall, the sexual harassment complaint mechanism complements the broader anti-discrimination framework, reinforcing that **no one should be dissuaded from reporting misconduct** due to fear of backlash. The policies in place serve as a guarantee that the university will address such reports seriously while shielding the reporters from harm.