



Administration, Office of Director

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Date: December 26, 2018

Subject: To circulate "Respectful workplace policy and workplace conduct guideline"

Dear Professor, researcher and support staff,

To promote a positive working environment, productivity and sense of belonging among the staff, including the university and the institute images. And with the approval of the Molecular Biosciences Institute executive committee at the 25-12 / 2561 meeting on December 6, 2018 and Institute committee at the 25-12 / 2561 meeting on December 13, 2018, The Institute of Molecular Biosciences declares a Respectful Workplace Policy and workplace conduct guideline that opposes all forms of harassment in the workplace that would create an unfriendly, cumbersome and uncomfortable environment or atmosphere. The Institute also provides a Workplace Conduct Guidelines that all staff must abide. The Guidelines guarantees that all have the rights to work to the fullest potential, with freedom and free from harassment or abuse of any kind, and that everyone is treated with respect and recognizes the nature and impact of harassment in a workplace.

Please be informed and comply with this policy and guidelines.

Professor Narattaphol Charoenphandhu, M.D., Ph.D.

Director of the Institute of Molecular Biosciences





Respectful Workplace Policy and Workplace Conduct Guideline
Institute of Molecular Biosciences, Mahidol University

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Rationale

Every person is entitled to be treated with respect in a workplace that is free from harassment, discrimination, defamation, bullying and intimidation. A workplace must recognize and value the dignity of all human beings. These rights are fundamental and inviolable, according to section 4 of the Constitution of the Kingdom of Thailand B.E. 2560 that states “Human dignity, rights, liberties and equality of the people are protected by the Constitution.”; and to the National Human Rights Commission Act, B.E. 2542; and its compliance with Code of Ethic and Conduct in chapter 8 of the Mahidol University Regulations on Human Resource Management Act B.E. 2551 and with Mahidol University Regulations on University Staff and Students Ethics and Disciplinary Procedures Act, B.E. 2552.

Objective

To promote a positive working environment, productivity and sense of belonging among the staff, including the university and the Institute images, the Institute of Molecular Biosciences declares a Respectful Workplace Policy that opposes all forms of harassment in the workplace that would create an unfriendly, cumbersome and uncomfortable environment or atmosphere. The Institute also provides a Workplace Conduct Guidelines that all staff must abide. The Guidelines guarantees that all have the rights to work to the fullest potential, with freedom and free from harassment or abuse of any kind, and that every person is treated with respect and recognizes the nature and impact of harassment in a workplace.

Definition

“Human Rights” refers to the human dignity, rights, liberties and equality of a person as defined and protected by the Constitution of the Kingdom of Thailand, B.E. 2560, the Thai law or any treaty Thailand is obliged to follow.

“ Harassment” refers to any action that implies violation, aggravation, irritation, intrusion, defamation, bullying or intimidation that causes damage or humiliation to the other person.

“ Unlawful discrimination” refers to any action or omission of any form that differentiates, excludes or limits any rights or benefit, whether in a direct or indirect manner, without justifiable cause based on differences in race or ethnicity, languages, gender, age, physical or mental disability, socioeconomic status, religious beliefs, level of education, political opinions that do not conflict with the provisions of the Constitution, or any other basis. However, measures adopt by the State to remove barriers and encourages people to exercise their rights and liberty or to protect or facilitate children, woman, the elderly, the disabled or the underprivileged are not considered as unlawful discrimination.

“Defamation” refers to any action that is regarded as an insult that humiliates, incites hatred or devalues others such as the use of vulgar language or abusive remarks or any other non-verbal action.

Policy for promotion and respect of human rights in the workplace

To provide a positive working atmosphere and environment, The Institute of Molecular Biosciences disapproves of any action that violates the rights of others in the workplace, i. e. the rights of colleagues, superiors, subordinates and visitors.

Such action includes but not limited to:

1. Any action, whether physical or verbal, that is commonly understood as a ridicule, an insult, a slander or other action such as libel that incurs damage or humiliation to others.
2. Any action that regards as unlawful discrimination. This includes but not limited to any criticizing or abusing behavior based on other person’s race, ethnicity, languages, gender, age, physical or mental disability, socioeconomic status, religious beliefs, levels of education or training.
3. Violation or intimidation of a sexual nature.
4. Any action that intimidates or coerces others that inflicts fear or other emotional distress, whether physical or verbal such as bullying.

Workplace Conduct Guidelines

1. Be polite and harmonious. Work collaboratively and support others without displaying behaviors that can be regarded as harassment, defamation, intimidation or obstruction.
2. Provide hospitality and facilitate visitors with politeness and fairness and without delay or any form of intimidation.
3. Honor one's reputation, including that of one's work position. Refrain from any action that might tarnish the University's reputation.
4. Honor colleagues, superiors, subordinates. Do not use offensive language, show unpleasant behavior or provoke any conflict. Encourage and support all to perform their duties for the common interest. Do not interfere with other person's duties without just cause.
5. Treat colleagues and others with politeness and kindness to foster positive interpersonal relations.
6. Any action that might be indicative of sexual harassment, whether in a physical or verbal form is strictly prohibited.
7. Provide service to visitors, student and the society to the fullest capacity, with fairness, generousness and in the polite manner. If certain request cannot be complied, the reason thereby should be clarified, and the visitor should be advised of another unit or contact person related to the subject matter.

The Institute of Molecular Biosciences asks all staff to cooperate and comply with this policy and the guidelines, and to take into consideration the importance of treating other staff and visitors with respect.

Announced on December 27, 2018



Prof. Narattaphol Charoenphanhu, M.D., Ph.D.

Director of Institute of Molecular Biosciences

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