

Policy on Raising Concerns of Safety

Policy Owner	Vice Chancellor for Academic Affairs	Responsible Office	Deanship of Student Services
Approved By	Chancellor	Effective Date	October 2024
		Next Review Date	October 2027

The purpose of the policy on raising concerns of safety is to reaffirm the commitment of Ajman University to provide a safe environment to all its students and to enable them to raise their concerns if they do not feel safe.

This policy applies to all AU students, and faculty and staff involved in reporting and managing safety issues.

University: Ajman University

Safe: free or secure from harm or danger.

Incident: an event or occurrence including accidents, injuries, occupational illness and hazardous material spill or release.

Ajman University, in accordance with the CAA Standards 2019 complies with the health, safety and environmental requirements, and the regulations of relevant regulatory agencies to ensure safety of its campus. All faculty, staff and students play a role in ensuring people under their direction have the necessary provision to work and study safely. By using good judgement and adhering to environmental health and safety precautions, and looking out for each other to avoid injuries, illnesses and environmental harms.

Faculty, staff and students are responsible for:

- adhering to all University and departmental or office safety policies and procedures and comply with safety directives issued by their individual supervisors.
- complying with the applicable provisions of health and safety standards and regulations promulgated by regulatory agencies.
- attending required training.
- raising safety concerns.

Students have a right to raise their concerns if they do not feel safe on campus. Students with specific safety questions or concerns are encouraged to raise them. Raising safety concerns must be done as follows:

- Laboratory incidents or safety concerns must be reported to the laboratory supervisor for further action in coordination with the Office of Environmental Health and Safety.
- Fire emergencies must be reported to the AU Security or to the Office of University Facilities.
- Physical security threats (e.g. theft and burglary, vandalism, terrorism, natural disasters and assault) must be reported to the AU Security.
- Any other safety concerns such as bullying, cyber bullying, online grooming, criminal and sexual exploitation, domestic abuse, substance misuse and gang activity must be reported to the Office of the Dean of Student Services. The Dean of Student Services examines the concerns, then reports them to the Legal Advisor and/or the Manager of Counseling Unit (if the concern is psychological) with sufficient details. The Legal Advisor reports the concerns to the Chancellor or the concerned authority, if deemed necessary.
- This policy supersedes any other old related policies, procedures, minutes of the meeting, manuals, handbooks, and bylaws. The Dean of Student Services is responsible for handling any issues that might arise and are not covered in this policy, and raise recommendations to the Chancellor – through the VCAA- for his final discretion.
- In case of conflict between the Arabic and English versions of the Policy, the English one prevails.



- The University reserves the right to take action under its disciplinary policies and procedures should it receives information that suggests a University staff, faculty member, or student conduct presents safety concerns. In addition, following due process, the University may report the person involved who is deemed to pose a safety concern to external bodies.
- Ajman University reserves the right to make changes to its Policies at any time and for any reason. The updated Policy will be deemed to have been delivered, received, and known by all employees and students one day after posting the updated Policy on the website, or sending the updated version by email. The employees and the students shall comply with the updated Policy since its effective date.

Document History

Version	Date	Update Information	Author/Reviewer
V 1.0	23/06/2021	New Policy	Deanship of Student Services
V 1.1	03/10/2024	The policy has been amended to include minor changes regarding the actions to be taken in response to safety concerns.	Deanship of Student Services