



Sexual Harassment Policy for Heliopolis University

The Policy Statement

Heliopolis University for Sustainable Development is committed to providing a safe environment for all its employees and students free from discrimination on any ground and from harassment at work including sexual harassment.

Heliopolis University will operate a zero-tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

Definition of sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity

as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal.

Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

Physical conduct

1. Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
2. Physical violence, including sexual assault
3. Physical contact, e.g. touching, pinching
4. The use of job-related threats or rewards to solicit sexual favors
5. Verbal conduct
6. Comments on a worker's appearance, age, private life, etc.
7. Sexual comments, stories and jokes
8. Sexual advances
9. Repeated and unwanted social invitations for dates or physical intimacy
10. Insults based on the sex of the worker
11. Condescending or paternalistic remarks
12. Sending sexually explicit messages (by phone or by email)
13. Non-verbal conduct
14. Display of sexually explicit or suggestive material
15. Sexually suggestive gestures
16. Whistling

17. Leering

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser.

Heliopolis University recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

Heliopolis University recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee, or lecturer and student.

Anyone, including employees and students of **Heliopolis University**, clients, customers, casual workers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

All sexual harassment is prohibited whether it takes place within **Heliopolis University** premises or outside, including at social events, field trips, business trips, training sessions or conferences sponsored by **Heliopolis University**.

Complaints procedures

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome.

Heliopolis University recognizes that sexual harassment may occur

in unequal relationships (i.e. between a supervisor and his/her employee, lecturer and student) and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, he/she can approach one of the designated staff members responsible for receiving complaints of sexual harassment. This person could be another supervisor, a member of the human resources department, etc.

When a designated person receives a complaint of sexual harassment, he/she will:

1. immediately record the dates, times and facts of the incident(s)
2. ascertain the views of the victim as to what outcome he/she wants
3. ensure that the victim understands the company's procedures for dealing with the complaint
4. discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
5. keep a confidential record of all discussions
6. respect the choice of the victim
7. ensure that the victim knows that they can lodge the complaint outside of the university through the relevant country/legal framework

Throughout the complaint's procedure, a victim is entitled to be helped by a counsellor within the company. **Heliopolis University** will nominate a number of counsellors and provide them with special training to enable them to assist victims of sexual harassment. **Heliopolis University** recognizes that because sexual harassment often occurs in unequal relationships within the workplace, victims often feel that they cannot come forward. **Heliopolis University** understands the need to support victims in making complaints.

Informal complaints mechanism

If the victim wishes to deal with the matter informally, the designated person will:

1. give an opportunity to the alleged harasser to respond to the complaint
2. ensure that the alleged harasser understands the complaints mechanism
3. facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within the company to resolve the matter
4. ensure that a confidential record is kept of what happens
5. follow up after the outcome of the complaints mechanism to ensure that the behavior has stopped
6. ensure that the above is done speedily and within [...] days of the complaint being made

Formal complaints mechanism

7. If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.
8. The designated person who initially received the complaint will refer the matter to a senior human resources manager to instigate a formal investigation. The senior human resources manager may deal with the matter him/herself, refer the matter to an internal or external investigator or refer it to a committee of three others in accordance with this policy [Choose what options are most appropriate for the company].

The person carrying out the investigation will:

1. interview the victim and the alleged harasser separately
2. interview other relevant third parties separately
3. decide whether or not the incident(s) of sexual harassment took place
4. produce a report detailing the investigations, findings and any recommendations
5. if the harassment took place, decide what the appropriate remedy for the victim is, in
6. consultation with the victim (i.e.- an apology, a change to working arrangements, a promotion if the victim was demoted as a result of the harassment, training for the harasser, discipline, suspension, dismissal)

7. follow up to ensure that the recommendations are implemented, that the behavior has stopped and that the victim is satisfied with the outcome
8. if it cannot determine that the harassment took place, he/she may still make recommendations to ensure proper functioning of the workplace
9. keep a record of all actions taken
10. ensure that all the records concerning the matter are kept confidential
11. ensure that the process is done as quickly as possible and in any event within [...] days of the complaint being made

Outside complaints mechanisms

A person who has been subject to sexual harassment can also make a complaint outside of the university.

Sanctions and disciplinary measures

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

1. verbal or written warning
2. adverse performance evaluation
3. reduction in wages
4. transfer
5. demotion

6. suspension
7. dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

Implementation of this policy

Heliopolis University will ensure that this policy is widely disseminated to all relevant persons. It will be included in the staff handbook. All new employees must be trained on the content of this policy as part of their induction into the company.

Every year, **Heliopolis University** will require all employees to attend a refresher training course on the content of this policy.

It is the responsibility of every manager to ensure that all his/her employees are aware of the policy.

Monitoring and evaluation

Heliopolis University recognizes the importance of monitoring this sexual harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective.

Supervisors, managers and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis. As a result of this report to the president, **Heliopolis University** will evaluate the effectiveness of this policy and make any changes needed.

This sample is based on international good practices and includes all the components which make a sexual harassment policy comprehensive. Any effective policy must include most if not all of the content of this sample policy.

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