

HARASSMENT, BULLYING & MISCONDUCT POLICY

Universal College Lahore

November 2021



Table of Contents

1. Preface	3
2. Scope of the Policy	3
3. Definitions	4
4. Offences	7
5. Potential categories of claims:	7
6. Establishing an Inquiry Committee	8
7. Reporting Procedure	8
8. Safe Disclosure Route:	9
9. Filing a complaint with the Inquiry Committee	9
10. Anonymous Complaints	10
11. Procedure for notification of complaint to the accused	10
12. Preliminary investigation of the complaint	11
13. Interim Measures and Special Procedures	11
14. Investigation Procedure	12
15. Evidence	13
16. Confidentiality	13
17. Non-retaliation	13
18. Appeal	14
SCHEDULE A: Examples of harassment, bullying & misconduct	16
SCHEDULE B: Details to be provided in the Complaint	18
SCHEDULE C: Penalties	19



UNIVERSAL COLLEGE LAHORE
HARASSMENT, BULLYING & MISCONDUCT POLICY

1. Preface

- (a) Universal College Lahore (hereinafter referred to as “the University”) considers the well-being of its students and employees of utmost importance, and recognizes that a safe, friendly, respectful and enabling environment is necessary to address all and any concerns related to all types of harassment, bullying and misconduct. The University deems that any act constituting harassment, bullying and/or misconduct is incompatible with the standards of professional ethics, and will hence observe zero tolerance towards any such acts. The University aims to provide an environment where students and teachers can engage in open discourse and free enquiry without intimidation, bullying or harassment. This Policy is made in line with the Higher Education Commission Policy on Protection against Sexual Harassment in Higher Education Institutions 2020 (“HEC Policy 2020”), which is binding on all public and private higher education institutions in the country, and empowers Higher Education Institutions to further strengthen or expand the protections made available under the HEC Policy 2020.
- (b) The goal of the Policy is to prevent Harassment, Bullying and Misconduct from taking place, and if taken place, to act upon complaints of Harassment, Bullying and Misconduct promptly, fairly, judiciously and with due regard to confidentiality for all parties concerned.

2. Scope of the Policy

This policy applies to actions by students, faculty, staff, other members of the University (such as interns, etc.), or third parties (such as service providers, visitors etc.), when the misconduct occurs:

- (a) on the University property (i.e., on campus) or in its immediate vicinity;
- (b) off the University property, if (i) the conduct occurs in connection with a University recognized program or activity or (ii) the conduct may create a hostile environment or pose a safety risk on campus; and
- (c) using the university’s computing or network resources accessed from an off-campus location, which shall be deemed to have occurred on campus.



3. Definitions

The Policy defines Harassment, Bullying and Misconduct and the mechanisms of redressal by assessing the specific needs and services available in Universal College Lahore. The Policy definitions are guided by the definitions of harassment as laid down under the Policy on Protection against Sexual Harassment in Higher Education Institutions 2020, Punjab Protection of Women Against Violence Act 2016, The Protection Against Harassment of Women at the Workplace Act 2010, the Pakistan Penal Code and The Prevention of Electronic Crimes Act 2016, in addition to existing case law of the Courts of Law of Pakistan on issues of harassment in higher educational institutions.

- (a) **Bullying** means a one-off or repeated and persistent behaviour that constitutes an act of unwanted aggression, threats, or use of force aimed at dominating the Complainant, and impacting the mental and physical well-being of the Complainant.
- (b) **Survivor** means any person or groups of persons who have suffered Harassment or Bullying or Misconduct at the hands of the Perpetrator.
- (c) **Perpetrator** means a person or a group of persons who have engaged in misconduct and/or harassment and/or bullying of the Survivor.
- (d) **Complainant** means any person (woman, man or transgender person in accordance with clause 9 of this Policy) who makes a complaint to the Inquiry Committee of an offence listed under this Policy.
- (e) **Employee** means any individual working on the premises of the University, hired by the University in any capacity whether full-time, part-time or as a consultant including interns or apprentices.
- (f) **Administrative Member** means any individual that holds an authorized administrative position in the University.
- (g) **Student** means anyone who is enrolled in the Institution as a student.
- (h) **Harassment** means a behaviour, both subtle and obvious, that threatens, intimidates, offends, or humiliates the dignity of a person. The behaviour may be physical, verbal, non-verbal, sexual, psychological, or cyber. It includes any Unwelcome Advance¹ or request for

¹ Unwelcome behaviour is defined as: Unwelcome does not mean "involuntary." A victim may consent or agree to certain conduct and actively participate in it even though it is offensive and objectionable. Therefore, sexual conduct is unwelcome whenever the person subjected to it considers it unwelcome. Whether the person in fact welcomed a request for a date, sex-oriented comment, or joke etc. depends on all the circumstances. (<https://www.un.org/womenwatch/osagi/pdf/whatissh.pdf>)



inappropriate favors or other verbal and non-verbal or written communication or physical conduct or signals and gestures or electronic display, transmission or exhibition of information or pictures of a sexual or non-sexual nature. It also includes unwelcome communication attempts to communicate with the Complainant through physical, telephonic, electronic or digital mediums.

The conduct can include acts or omissions that cause interference with work performance or the ability to participate in or benefit from the University's programs or activities or affect or impair the Complainant's morale. Any behaviour or omission which creates an intimidating, or Hostile Environment for the Complainant qualifies as Harassment. This can include, but is not limited to, behaviour that involves sexual connotation through words, actions, signals and gestures, photographs or other written or electronic communication, which is non-consensual and makes the Complainant feel uncomfortable or threatened. This can also include consensual behaviour, but where the consent was obtained through intimidation, threats, or coercion.

Behaviour will also amount to Harassment where the Perpetrator knew or reasonably should have known that the Survivor / Complainant was in an impaired or incapacitated state. However, impairment of the Perpetrator, such as through the use of any illegal substances, shall not diminish their responsibility for Harassment under this Policy.

The following behaviors are specifically prohibited under this Policy. The following list is meant to provide specificity to the definition provided in clause 3(h). However, it is not an exhaustive list, and other behaviors that fall within the scope of the definition above shall also be prohibited:

- i. **Especially Egregious Non-Consensual Acts:** Acts that would be included in the category of rape. While such situations will be covered under the laws of the country, and law enforcement institutions and the courts will investigate and adjudicate accordingly, the University administration has a special obligation to take preventative measures, offer immediate assistance and take interim measures when required.
- ii. **Non-Consensual Sexual Contact:** Includes sexual contact with another person without consent or with consent that was obtained through threats, coercion, intimidation.
- iii. **Sexual Exploitation:** Taking actions that violate the sexual privacy of others or taking sexual advantage of another without their consent. For example, taking pictures, videotaping, viewing or distributing explicit images or sexual information of another person without their consent.
- iv. **Other Pervasive or Severe Behaviors:** It is not necessary that there be actual sexual contact for a behavior to be categorized as sexual harassment. Other unwelcome behaviors are also prohibited if (i) they are based on an individual's sex or gender (ii)



are persistent or highly serious and (iii) create an atmosphere which is intimidating or hostile. These include but are not limited to lewd remarks or gestures, highly offensive jokes of a sexual nature, commenting inappropriately about another's body, and stalking, among others.

- v. **Sex Discrimination:** Adverse treatment of individuals based on their sex or gender rather than on merit. This would include instances such as the singling out (for such adverse treatment as lower salary or grades, or more severe punishment) of person(s) on the basis of sex or gender.

Other examples of conducts that can amount to Harassment under this Policy are annexed to Schedule A of the Policy.

- (i) **Hostile environment** means a single incident or a pattern of offensive conduct that leads to an environment that is not safe or healthy for the Complainant, and adversely impacts the Complainant's ability to properly perform their job or participate in the institution's programmes and activities.
- (j) **Institution** means Universal College Lahore ("the University") including the person or body of persons who run and/or own the affairs of the University. Use of the words Institution and University are interchangeable under this Policy.
- (k) **Inquiry committee** This refers to the committee established under clause 6 of this Policy.
- (l) **Minor** means a person who is younger than 18 years of age regardless of gender.
- (m) **Misconduct** is when a person within the Institution does something wrong either by doing something, not doing something or through their behaviour.
- (n) **Offence** means an act or omission as detailed under clause 4 of this Policy.
- (o) **Peers** mean any person who is a student, volunteer, intern or other person present on the University Premises for any justifiable reason, but is not a faculty member, administrative staff, clerical staff or other such member of the Institution.
- (p) **Penalties** mean those actions annexed under Schedule C of this Policy.
- (q) **University Premises** cover the entire campus including open grounds, parking lots and any other areas that fall within the property of the University. The definition can also be extended to premises where the University is providing effective control but may not necessarily own the land



4. Offences

Any act of Bullying and/or Harassment and/or Misconduct can constitute an offence under this Policy. For more details on what these offences mean, review the definition laid out in 3 (a), 3 (h) and 3 (m) and examples of such acts under Schedule A of the Policy. Assistance, aiding and abetting in the act of Bullying and/or Harassment and/or Misconduct before, during or after the incident is also an offence under this Policy. Failure to report an act of Bullying and/or Harassment and/or Misconduct by the faculty or staff members of the Institution can also amount to an offense under this Policy.

Any individual misleading² the investigation of a complaint of harassment and/or bullying will have committed an offence under this Policy.

5. Potential categories of claims:

a) Peer-on-Peer:

Any complaint by a Student or a Peer alleging Harassment and / or Bullying and / or Misconduct perpetrated by a Peer present within the University Premises for a project, activity or event will be dealt with in accordance with the procedure laid out in this Policy. All complaints filed under this category will be decided with penalties from Schedule C of this Policy.

b) Faculty/Employee to Student

Any complaint that is lodged involving Harassment and / or Bullying and / or Misconduct perpetrated by a faculty member or employee of the Institution shall be dealt with in accordance with the procedure laid out under this Policy. All complaints filed under this category will be decided with penalties from Schedule C of this Policy.

c) Faculty/Employee to Faculty/Employee

Any complaint alleging Harassment and / or Bullying and / or Misconduct perpetrated by a faculty or employee against another member of the faculty or an employee shall be dealt with in accordance with the procedure laid out under this Policy. All complaints filed under this category will be decided with penalties from Schedule C of this Policy. Complainants falling under this category also have the option to pursue legal proceedings under The Protection Against Harassment of Women at the Workplace Act 2010 by filing a complaint to the Ombudsperson.

² The term 'misleading' is construed broadly and includes any act or attempts to deceive or lie during the investigation. This includes a failure to not bring forward evidence that would be useful to the investigation as well.



6. Establishing an Inquiry Committee

The Institution will establish an Inquiry Committee at the start of each academic year and no later than 2 weeks after the start of classes at the Institution. The Institution is not required to change the Inquiry Committee every year. If for some reason a Complainant does not agree with the composition of the Inquiry Committee, it may be reconstituted where a conflict of interest (as detailed below) exists.

(a) Composition of the Inquiry Committee

The Inquiry Committee must include three or five individuals, with at least 50% female representation. The Inquiry Committee should include one Administrative Member from the Institution, one Employee and one third-party (when possible) who is not working at the Institution or involved in any volunteer or paid work/professional engagement with the institution at the time or at least one year prior to being appointed on this Committee

Members of the Committee shall be individuals who are known for being principled, credible, fair, gender-sensitive, and have a strong character (someone who will not change their decision due to pressure from friends, colleagues, perpetrators, etc.). They shall be impartial and unbiased.

(b) Conflict of interest

The members of the Inquiry Committee must declare any conflict of interest that arises at any point during their services. If a conflict of interest is declared during an ongoing inquiry, then this will result in reconstitution of the committee and the allegation will be taken up from the start again.

7. Reporting Procedure

The University encourages the reporting of all incidents of Harassment, Misconduct and Bullying, regardless of who the alleged offender may be. The University assures that all reports will be taken seriously and will be investigated thoroughly and expeditiously and that all parties will be treated with respect. Reporting harassment is necessary to ensure greater protection and to build a safe community on campus. Reports of Harassment, Bullying and Misconduct can be made in the following ways:

- Reporting of the incident to the Inquiry committee in writing at the designated email address: complaints@ucl.edu.pk
- Reporting of the incident to the Dean of the University in writing
- Reporting of the incident to the Administration in writing
- Reporting of the incident to any supervisor in the University in writing

All written reports received will be used to monitor increase/decrease in reported instances of Harassment, Bullying or Misconduct on campus. Reporting of the incident does not constitute



filing a complaint with the inquiry committee - this procedure is independent of reporting the allegation and is laid out in Clause 9 of this Policy.

The University will require permission from the Complainant to file a complaint based on a report of Harassment, Bullying and/or Misconduct. The University has a duty to investigate reports of Harassment, Bullying and/or Misconduct where the same accused is reported more than one time.

8. Safe Disclosure Route:

If the Survivor wishes to deal with the matter informally, one of the Committee members will be authorized to:

- give an opportunity to the alleged Perpetrator to respond to the complaint
- ensure that the alleged Perpetrator and Survivor understand the complaints mechanism
- 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 Institute to resolve the matter
- ensure that a confidential record is kept of communications
- follow up after the outcome of the complaints mechanism to ensure that the behavior has stopped
- ensure that the above is done speedily and within 5 days of the complaint being made

9. Filing a complaint with the Inquiry Committee

The Complainants of an incident of Harassment or Bullying or Misconduct can be:

- (i) the Survivor; or
- (ii) a friend or family member of the Survivor; or
- (iii) a witness to the incident.

The complaint can be submitted to the Inquiry Committee's official email address (complaints@ucl.edu.pk) or on plain paper (with the details laid out in Schedule B of this Policy) or via email.

The Complainant may make a complaint to any of the offices or individuals listed below:

- a. The Inquiry Committee or
- b. Any relevant administrative department in the University or
- c. Any supervisor or
- d. Dean of the university

All complaints under this Policy, regardless of to whom they are made, will be referred to the Inquiry Committee for investigation and resolution. Any party receiving a complaint who is not part of the Inquiry Committee is under an obligation to report it to the Committee within 24 hours



of receipt. It is recommended to report any Harassment, Bullying and/or Misconduct under this Policy during the term of employment and / or registration with the University (for example, a student enrolled in a 3-year program would be able to report an instance of harassment till completion of the degree at the University). This in no way restricts the ability of the University, in exceptional circumstances, to receive and accept reports of Harassment, Bullying and/or Misconduct under this Policy even after the above stipulated limitation period. The University may require an explanation for the delay in accepting a report that is filed after the general limitation period. The University encourages prompt reporting of complaints to ensure proper action can be taken while evidence is most likely available. Delay in filing **will not** be considered in any part by the Inquiry Committee's proceedings (except where the filing is after the limitation period has expired).

10. Anonymous Complaints

10.1 Who can file an anonymous complaint:

An anonymous complaint can only be made by the Survivor and not on behalf of the Survivor.

10.2 How to file an anonymous complaint:

The complaint can be submitted to the Inquiry Committee's official email address (complaints@ucl.edu.pk) or on plain paper (with the details laid out in Schedule B of this Policy). An anonymous complaint cannot be made orally. The Complainant may make an anonymous complaint to any of the offices or individuals listed below:

- a. The Inquiry Committee or
- b. Any relevant administrative department in the institution or
- c. Any supervisor or
- d. Dean of the university

All complaints under this Policy, regardless of to whom they are made, will be referred to the Inquiry Committee for investigation and resolution. The University encourages prompt reporting of complaints to ensure proper action can be taken while evidence is most likely available. Delay in filing **will not** be considered in any part by the Inquiry Committee.

11. Procedure for notification of complaint to the accused

Once the Committee receives a complaint, they must notify the Perpetrator and ask for a defense in writing within seven days of being notified of the complaint and on his/her failure to do so without reasonable cause, the Committee shall proceed ex-parte.



12. Preliminary investigation of the complaint

The Committee must conduct preliminary investigation in any way that is in line with internal procedures and any corroboration of the complaint by other Students or Faculty Members will favor that the complaint has merit.

If the complaint is found to have merit, the Committee can contact the Complainant (if the Complainant leaves her/his contact information). * If the Complainant wishes to identify herself/himself, then the Committee will move towards the investigation of the Complaint in line with clause 14 of this Policy.

If the Complainant does not want to be brought forward or does not leave any contact information, the Committee must notify the administration that a complaint was brought against the accused. The administration of the University is free to take any step at this point.

**This Policy recognizes the nature of harassment or bullying or misconduct is very different from general offences and hence adopts a presumption in favour of the Survivor from the initiation of a complaint.*

13. Interim Measures and Special Procedures

As soon as a complaint or report is received by designated resources or any member of the University administration, depending on the nature and seriousness of the offence, appropriate steps shall be taken to provide interim measures that may be requested by the Complainant and / or Survivor or as otherwise may be deemed appropriate. If the Survivor is not satisfied with the measures taken, he or she may contact any member of the Inquiry Committee for necessary action. Interim measures include but are not limited to:

- i. Adjustment in class or examination schedules, including for the purposes of attending hearings;
- ii. Access to counselling services or other appropriate medical assistance;
- iii. Change in the work assignments;
- iv. Arrangement for any assessments or evaluations to be made by a neutral person;
- v. Adjustment to class schedule, including withdrawal from course or changing the classes;
- vi. Notifying the campus security officials (or law enforcement in case of serious violations) regarding the violation;
- vii. Impositions of a University wide order designed to prohibit contact or communication between certain persons;
- viii. Any other measures that may be deemed appropriate.



14. Investigation Procedure

Once the Committee receives a complaint, they must ask the Complainant how she/he wishes to proceed. If the Complainant wishes to proceed with an investigation, then the Committee will have 30 days from this date to reach a decision. It shall then send its decision to the University administration giving its findings in writing by recording reasons thereof (which shall include any note of dissent) for endorsement and action. Recommendation of the Inquiry Committee shall be implemented within seven days. The Committee must investigate thoroughly, diligently and keeping in mind the sensitive nature of the complaint and confidentiality of all members involved.

Mandatory investigation procedures:

- Each party must have the chance to come forward at least once to present their case.
- All hearings shall be closed hearings.
- The Inquiry Committee will hear statements from the complainant(s) and perpetrator(s), the witnesses if any (as required) and study any other documents and/or evidence as presented by the relevant parties or collected in the process of conducting the inquiry.
- The Inquiry Committee shall have the discretion to limit testimony and questioning of witnesses to those matters it considers relevant to the disposition of the case.
- The Inquiry Committee shall have the power to compel a witness to attend, the Complainant or Perpetrator may request the Committee's aid in this regard.
- Each party must be allowed a friend or family member present with them when they are with the Committee.
- The Perpetrator's parents may be informed of the complaint and investigation proceedings unless the Complainant requests in writing that this should not happen due to fear of external pressures. (The University retains the discretion to involve the perpetrator's parents based on the best interest of the parties.)
- The Complainant's parents shall be informed only with the consent of the Complainant or if the Complainant is a minor. (The University retains the discretion to involve the complainant's parents based on the best interest of the parties.)
- Where any procedural matter is not dealt with in this Policy, the Inquiry Committee may, guided by the principles of fairness, establish any appropriate procedure.
- Members of the University have an obligation to cooperate in an investigation, and refusal to cooperate may result in disciplinary action. There may be circumstances in which the Complainant may wish to limit their participation in the proceedings. The Complainant shall not be subject to discipline, but the Inquiry Committee may be obligated to proceed with the investigation.
- The Committee must maintain a written record of the procedure it adopts in each investigation and the order of steps taken to reach the decisions.

Recommended investigation procedures:



- Any person who has information on the issue can be asked to come forward to speak to the Committee voluntarily.

15. Evidence

The following forms of evidence must be considered permissible in any Harassment, Bullying or Misconduct claim brought under this Policy:

- Testimony of the Complainant (spoken & written)
- Any video or photographic evidence of the incident or the events before or after it
- Any written communications including text, email and social media conversations
- Any pictures/ proof of past communications including screenshots of text, email, social media conversations or through a witness to that conversation
- Character testimonials about either party by other students, staff or faculty
- Any statements or evidence on the past sexual history of the Complainant **must not** be considered

Any additional complainants that show up during the investigation of a Complaint can be joined at the discretion of the Committee.

The Committee must understand that cases of Harassment/Bullying and Misconduct do not often have clear evidence linking the alleged Perpetrator to the offence.

Following the formal hearing, the members of the Inquiry Committee shall deliberate and determine the validity of the complaint based on the totality of the circumstances. The presence or absence of evidence cannot always be the sole criteria on which a judgment can be made. The credibility of statements and context must be kept in mind during the deliberations.

16. Confidentiality

The University and the Inquiry Committee will maintain the confidentiality of the complaint, and the privacy of the persons involved, to the greatest extent possible, consistent with its goal of conducting a thorough and complete investigation and to the extent permitted by law. This does not preclude the reasonable and discreet disclosure of information in order to elicit the facts of the case, or to implement and monitor properly the terms of any decision.

All Investigation notes and records arising in connection with an investigation shall be maintained in a confidential file by the University.

17. Non-retaliation

The University will not in any way retaliate against an individual who:

- reports a perceived violation of this Policy or,



- participates in any investigation, or
- opposes perceived discrimination, Harassment, Bullying and/or Misconduct

It will also not retaliate against anyone associated with the individual who engages in such protected conduct, such as a family member. The University will also not tolerate retaliation by any employee. Retaliation against anyone who complains of, testifies in, or assists in an investigation or proceeding involving discrimination, harassment, bullying is a serious violation of this Policy.

Anyone who believes they have been subjected to retaliation should report the matter immediately according to the same procedure provided in this Policy for making complaints of Harassment, Bullying and/or Misconduct. Any person found to have retaliated against another individual will be subject to the same disciplinary action provided under this Policy for other violations.

18. Appeal

Both the complainant and the perpetrator shall have a right to appeal the decision of the Inquiry Committee within a period of 30 days from the date of notification of the decision.

18.1. In cases in which the conduct falls within the scope of the 2010 Act, the aggrieved party shall have an option to file an appeal to the Ombudsperson in accordance with the provisions of the 2010 Act.

18.2. There shall be a three-member appellate body (the "Appellate Body") appointed by the Dean that shall include at least one senior member of the University administration (at the level of dean or equivalent) and at least two of the members of which shall be women. No member of the Inquiry Committee shall concurrently be a member of the Appellate Body. In case the complaint had been made against one of the members of the committee, that member shall be replaced by another (impartial member) for that particular case.

18.3. Appeal to the Appellate Body against the decision of the Inquiry Committee can be filed on the following grounds:

- a) the alleged conduct does or does not fall within the scope of this policy;
- b) the Inquiry Committee reached a decision without consideration of material information;
- c) the imposed penalty is unfair because it is disproportionate or materially different from that imposed for similar misconduct; or
- d) the adjudication process followed by the Inquiry Committee was procedurally unfair.

18.4. In order to reach its decision, the Appellate Body may communicate with the parties, the members of the Inquiry Committee or other members of the University community as it deems fit.



18.5. The Appellate Body may, on consideration of the appeal and any other relevant material, confirm, set aside, vary or modify the decision within 30 days in respect of which such appeal is made, and shall communicate the decision to both the parties, the university administration and the Inquiry Committee.



SCHEDULE A: Examples of harassment, bullying & misconduct

The following examples illustrate a **non-exhaustive list** of conducts that constitute Harassment and/or Bullying and/or Misconduct:

(i) Physical:

- Intimidation of faculty by students or colleagues in order to tarnish the reputation (character assassination) of faculty
- Following a person, both alone and in groups
- Unwelcome staring at a person
- Unwelcome staring, cat-calling, whistling, brushing against the body
- Consensual act where consent was obtained through threats, intimidation, or coercion
- Inappropriate touching
- Loitering in any place (public or private)
- Non-consensual act
- Persistent interferences with a person's identity

(ii) Verbal:

- Harassment or Bullying by senior students of junior students, or minority students
- Contacting or attempting to contact a person by any means (email, text, call)
- Persistent interferences with a person's identity
- Sexual epithets, jokes, gestures, written or oral references to sexual conduct, or gossip regarding the subject
- Comments on an individual's body, comments about an individual's sexual activity, deficiencies, or prowess; displaying sexually suggestive objects, pictures, or cartoons
- Persistent disparagement of a person based on lack of stereotypical masculinity or femininity
- Inquiries into one's sexual experiences
- Using derogatory and abusive language targeted towards bodies of women

(iii) Non-verbal:

- Harassment by senior students of junior students, or minority students
- Inappropriate signals and gestures

(iv) Sexual:

- Harassment by senior students of junior students, or minority students
- Consensual act where consent was obtained through threats, intimidation, or coercion



- Threat or force of unwanted sexual contact
- Inappropriate touching or brushing
- Non-consensual act

(v) Cyber:

- **All forms of cyber harassment as recognised under cyber laws of Pakistan**
- Contacting or attempting to contact a person by any means (email, text, call) (same as above)
- Monitoring the use of internet of a person and/or cyber stalking
- Spreading fake news or rumours or telling lies about an individual's sex life
- Persistent interferences with a person's identity
- Sexual epithets, jokes, gestures, written or oral references to sexual conduct, or gossip regarding the subject
- Intimidation of faculty by students or colleagues in order to tarnish the reputation (character assassination) of faculty
- Cyber harassment and/or cyber bullying by senior students of junior students, or minority students
- Sharing pictures or screenshots of a person, whether or not of a sexual nature, without the consent of the person with the intention of harming the reputation of the person
- Creating and spreading deep fakes of a person with the intention of harming the reputation of the person.



SCHEDULE B: Details to be provided in the Complaint

The complainant is encouraged to provide the following details when filing a complaint in writing:

- i. Who is the complaint against?
- ii. Facts/Description of the incident
- iii. Single or multiple occurrences*
- iv. Any documents, or other materials which are related to the incident
- v. Names of any witnesses
- vi. Contact information in the event that the Committee finds there to be merit in the complaint through the preliminary investigation

**Note: Both single and multiple instances of unwelcome behaviour can constitute harassment or bullying.*



SCHEDULE C: Penalties

The following penalties can be applied to individuals found guilty of committing an offence under this Policy. The Committee will have discretion to decide which penalty is adequate for each individual case. The Committee must consider the nature and severity of the offence, whether the accused is a first-time offender and what steps are necessary to create a safe environment for the Complainant involved in each case.

- **Penalties for Faculty/Employee of the University:**

- Oral or written reprimand
- Formal apology in writing to the Complainant
- Counselling or training
- Inclusion of the decision in a specified personnel file(s) of the respondent; d) exclusion of the respondent from a designated portion(s) of buildings or grounds, or from one or more designated activities, where such penalty is appropriate to the offence and where the penalty does not prevent the respondent from carrying out her/his professional duties
- Imposition of a fine and / or payment of compensation to the Complainant
- Recommendation for suspension of the respondent without pay
- Recommendation that dismissal proceedings be commenced
- Other sanctions, as deemed appropriate, in accordance with the terms of the employment policies.

- **Penalties for Students:**

- Issue a warning or reprimand (these shall be considered when adjudicating future violations)
- Disciplinary probation
- Withholding of degree
- Suspension & removal of any officer bearer positions held on campus
- Expulsion
- Compulsory counselling
- Compulsory training on harassment & misconduct
- Formal apology in writing to the Complainant

The following may be added to any of the penalties listed above: exclusion of the perpetrator from a designated portion(s) of buildings or grounds, or from one or more designated activities, (provided such penalty is appropriate to the offence and where the penalty does not prevent the perpetrator from pursuing her/his studies); attending educational program; inclusion of decision in the student's record, except in the case of the first instance of a minor violation (for up to seven years)

In addition to the penalties mentioned above any complaints against students belonging to other institutions will be penalized through the following means:



- Formal complaint letter recommending action to be taken against the student will be sent to the institution where the student is currently studying
- Ban on student from participating in future initiatives on UCL's campus