

Sexual Harassment Prevention Policy of Green University of Bangladesh

1. Introduction:

Green University of Bangladesh 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. Green University of Bangladesh will follow 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, if found guilty as any sexual harasser, will face disciplinary action and will be released from the university.

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

2. Objectives:

- 2.1 To formulate a procedure for dealing with all issues of sexual harassment.
- 2.2 To set up a committee to receive all complaints about sexual harassment, investigate into the validity of these complaints and recommend measures to be taken regarding these complaints.
- 2.3 To create a general awareness among the students, teachers, officers and other employees of this university about the issue of sexual harassment as a punishable offence through notification, meeting, seminars etc. and evolve a code of conduct conducive to uninterrupted and dedicated pursuit of knowledge.

3. Definition of Sexual Harassment:

Sexual harassment is unsolicited/ undesirable conduct of sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to undertake into 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:

- 3.1 Unsolicited sexually determined behavior (whether directly or by implication) as physical contact and advances;
- 3.2 Attempts or efforts to establish physical relation by having sexual implication, abuse of administrative, authoritative or professional powers;
- 3.3 Sexually colored verbal representation;
- 3.4 Demand or request for sexual favors;
- 3.5 Showing pornography;
- 3.6 Sexually decked remark or gesture;
- 3.7 Indecent gesture, teasing through abusive language, stalking, joking having sexual implication.
- 3.8 Insult through letters, telephone calls, cell phone calls, SMS, e-mails, social media, photo, notice, cartoon, writing on chair-table, bench, notice board, walls of office, factory, classroom and washroom having sexual implication;

- 3.9 Taking still or video photographs for the purpose of blackmailing and character assassination;
- 3.10 Preventing participation in sports, cultural, organizational and academic activities on the ground of sex and/or for the purpose of sexual harassment;
- 3.11 Making love proposal and exerting pressure or posing threats in case of refusal to love proposal;
- 3.12 Attempt to establish sexual relation by intimidation, deception or false assurance.

4. Process of Receiving Complaints:

According to the definition of sexual harassment, if any female employee/student became affected or victimized she will file the complaints to the authority in line with the following procedure:

- 4.1. **Digital Process:** After experiencing any harassment /violence the victim (employee/student) can submit complaints using phone/fax/sms/e-mail to the Convener of Sexual Harassment Complaint Committee (SHCC) (E-mail: complaints.shcc@green.edu.bd) or Proctor (E-mail: proctor@green.edu.bd) of GUB who is comfortable to the victim to communicate;
- 4.2. **Verbal process:** The complaints could be placed to the Department/Section Head, Supervisor, Proctor, Director of Student Affairs, Registrar and/or any member of the SHCC by victim in person;
- 4.3. **Gender Box:** Gender complaints box is already installed inside all campus buildings of this university (GUB). The box will be open by the representative of SHCC or gender focal person nominated by SHC and will be reviewed on the last working day of each week. Later the committee will set the next actions. All employees/students are allowed to submit all kind of complaints relating to sexual harassment into the box;
- 4.4. **Written Process:** The victim (i.e. female employee/student) are welcome to submit her written complaints to any person as mentioned in section 4.2 with physical presence /through postage/ courier service.

5. Investigation Procedures:

5.1 Steps of the Complaint Process:

- 5.1.1 A formal, written complaint should be filed as soon as possible after the incident.
- 5.1.2 The complaint receiver will forward the complaint to the Sexual Harassment Committee.
- 5.1.3 The Sexual Harassment Complaint Committee will investigate and refer their findings to the Disciplinary Committee.
- 5.1.4 The Disciplinary Committee will call a meeting and may seek legal advices if necessary.

5.2 Investigation Guidelines:

- 5.2.1 In minor incidents, the Proctor's Office can dispose of the matter summarily with the consent of both parties;
- 5.2.2 In all other cases the Sexual Harassment Complaints Committee will investigate the matter;
- 5.2.3 The Committee will first confer/analyze the written complaint;
- 5.2.4 The Committee can call the complainant for meeting for clarification/ further evidence;

- 5.2.5 The offender can be called by the Committee for a hearing and record his version of the incident/allegation;
- 5.2.6 The Committee can seek legal advice if and when required;
- 5.2.7 The Committee will take decision on the basis of the views of majority;
- 5.2.8 The Committee can refer the matter to the Disciplinary Committee at any point of the investigation;
- 5.2.9 In case of any false or frivolous complaint, the Committee can recommend disciplinary action/measures against the complainant.

5.3 Confidentiality:

All complaints and investigations are treated confidentially to the utmost and information is disclosed strictly on a need-to-know basis. The identity of the complaint is usually revealed to the parties involved during the investigation and the Sexual Harassment Complaint Committee (SHCC)/Proctor takes adequate steps to ensure the complaint is protected from retaliation during and after the investigation. All information pertaining to a sexual harassment complaint or investigation is maintained in secure files with in the SHCC/Proctor office.

5.4 Malicious, False or Frivolous Accusations:

An accuser whose allegations are found to be both false and brought with malicious intent will be subjected to disciplinary action.

6. Retaliation:

No student, employee, applicant for employment, or member of the public shall be subject to restraints, interference, coercion or reprisal for action taken in good faith to seek advice concerning a sexual harassment/assault, to file a sexual harassment/assault grievance, or to serve as a witness or a panel member in the investigation of a sexual harassment/assault grievance.

7. Resolving a Complaint:

The investigation committee will complete the investigation within two weeks of receiving the complaint, and will communicate the outcome to the complainant and the accused.

If there is insufficient evidence to substantiate the complaint, there will be no further action, but the employee or student will be supported by the University to report any future incidences of harassment or retaliation.

If the allegations are substantiated, disciplinary measures will be taken. Further support and advice will be made available to the complainant and harasser once the investigation is complete.

8. Disciplinary Measures:

Anyone who has been found to do sexual harassment to another person under the terms of this policy; is liable to any of the following sanctions:

- Written warning
- Transfer
- Demotion
- Suspension
- Dismissal
- Expulsion
- Referral to external legal authorities

9. Sexual Harassment Complaint Committee (SHCC):

The Complaints Committee of GUB will be comprised with 6 members of whom the majority shall be women.

9.1 Committee:

- Convener: A Senior Female Faculty Member of GUB;
- Members:
 - External: Two members from any organization which works on gender and sexual violence;
 - Internal: Director of Student Affairs and Psycho-social Counselor/ any Female Faculty Member of GUB;
- Member Secretary: Proctor of GUB;

9.2 Registrar's office will issue a separate office order in line with the above.

10. Monitoring and Evaluation:

Green University of Bangladesh recognizes the importance of monitoring this sexual harassment policy and will ensure that it anonymously collects statistics and data with the purpose 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, the university will evaluate the effectiveness of this policy and make any changes needed.