



## SEXUAL ASSAULT AND HARASSMENT POLICY AND PROCEDURE

### 1. Overview

The Institute of Technology and Professional Learning (ITPL) has a zero-tolerance policy for sexual assault and sexual harassment. ITPL is committed to ensuring that all students and staff feel safe and respected, regardless of their study mode or employment status.

ITPL is dedicated to supporting anyone affected by sexual assault or harassment, no matter where or when it occurs.

### 2. What is sexual assault?

Sexual assault refers to a range of sexual crimes committed against a person. These crimes include:

- Nonconsensual sexual intercourse.
- Aggravated sexual assault (involving threats, weapons, or force).
- Indecent assault (inappropriate touching of intimate areas).
- Forcing someone to touch another person's intimate areas.

Sexual assault is a violent crime meant to humiliate and degrade the victim. It can happen to anyone, regardless of age, gender, culture, ability, or sexuality. It can occur in any setting, including within marriage.

Important Note: Sexual assault is always a crime. It is never the victim's fault, no matter how they were dressed, where they were, or what they were doing.

### 3. What to do if you experience sexual assault

If you or someone you know has been sexually assaulted, report it immediately to an instructor, the Student Support Officer, the Academic Director, or the CEO. ITPL will take the matter seriously and start an investigation. The victim may be advised to:

Seek support or counselling.

Report the incident to the police.



Even if the victim does not want to involve the police, they can still access health and counselling services, including specialized sexual assault support. These services can help victims understand what happened and explore their options.

In case of immediate danger, call 113.

The Student Support Officer is available to provide guidance and can refer victims to appropriate support services if needed.

#### **4. What is sexual harassment?**

Sexual harassment includes:

- Unwanted sexual advances or requests for sexual favors.
- Any unwelcome behaviour of a sexual nature that offends, humiliates, or intimidates.

Sexual harassment is not about mutual attraction or friendship. It is any behaviour that a reasonable person would find offensive or intimidating.

Examples of Sexual Harassment:

- Unwanted physical contact, like touching or brushing against someone.
- Uninvited kisses or hugs.
- Requests for sex.
- Staring or leering.
- Sexually explicit conversations or jokes.
- Unwanted invitations for dates, especially after being refused.
- Sending pornographic material or explicit messages.
- Intrusive questions about someone's private life or body.
- Displaying sexual images or posters.
- Promises or threats in exchange for sexual favors.
- Exposing private body parts or making sexual gestures.
- Sex based insults, teasing, or name-calling.
- Touching or playing with someone's clothing (e.g., lifting skirts, flicking bra straps).
- Offensive phone calls, letters, or messages.
- Stalking or using technology (like social media or emails) to harass someone.



## **5. What to do if you experience sexual harassment**

If someone's behaviour makes you feel harassed, report it to your instructor, the Student Support Officer, the Academic Director, or the CEO. They will act, which may include starting an investigation or advising you to seek counselling.

You can also seek help from health and counselling services, even if you're unsure whether what happened qualifies as harassment. Trained professionals can help you understand your situation and options.

In case of immediate danger, call 113.

The Student Support Officer is available to provide guidance and can refer you to additional support services if needed.

## **6. Zero tolerance statement**

ITPL has a zero-tolerance policy for sexual assault and harassment. Such behaviour will not be tolerated under any circumstances.

## **7. How to report an incident**

Students, staff, or others can report incidents to campus security, student affairs, HR, or designated officers.

Reports will be handled confidentially whenever possible. However, there may be situations where confidentiality cannot be guaranteed.

Anonymous reporting options are available for those who wish to report without revealing their identity.

Emergency contact information for police, campus security, and counselling services will be provided.

## **8. Support for survivors**

Counselling services are available for those affected by sexual assault or harassment.

Legal advice can be provided if needed.

Academic accommodations, such as changing class schedules or granting leave, may be arranged.



## **9. Consequences for violations**

Students, staff, or faculty found guilty of sexual assault or harassment may face disciplinary actions, including suspension, expulsion, or termination, depending on the severity of the offense.

Legal consequences, such as criminal charges, may also apply.

## **10. Policy review and updates**

ITPL will regularly review and update this policy to ensure it remains effective. Feedback from the campus community will be gathered to improve the policy's implementation.

## **11. Additional resources**

Information about off campus resources, such as hotlines, shelters, and legal aid services, will be provided.

Contact details for key personnel:

1. CEO
2. Instructor/Lecturer
3. Student Support Officer
4. Academic Director

This policy is designed to protect and support all members of the ITPL community. If you have any questions or need assistance, please contact the relevant office or support services.