



IBSU

**INTERNATIONAL BLACK SEA UNIVERSITY LLC
QUALITY MANAGEMENT SYSTEM DOCUMENTS**

Sexual Harassment Prevention Policy Document

Approved by the Governing Board – Minute No 39 (Appendix No 3)

Approvals

The signatures below certify that this quality manual has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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Amendments

#	Decision taken by	Decision №	Date
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Revision List

#	Date	Article	Remarks
1.			

Article 1. Scope of the Document

- 1.1 This document serves to create an environment free of sexual harassment on the territory of the International Black Sea University LLC (hereinafter referred to as the "University") and prohibits any kind of sexual harassment in it.
- 1.2 Any place used for the purposes of the university's activities, including university buildings, campuses, spaces outside the building, including meetings, business trips, trainings, conferences, social networking and any other events related to its activities, shall be considered a university.
- 1.3 Sexual harassment may be conducted by and victims of sexual harassment may be:
 - a) invited lecturer, academic and/or administrative staff;
 - b) intern;
 - c) student;
 - d) Any third person against whom sexual harassment was carried out by the person in the status of a university staff, intern or student.

Article 2. The Concept of Sexual Harassment

- 2.1 Sexual harassment is any unwanted verbal, non-verbal or physical behavior of a sexual nature that is intended or causes to violate the dignity of a person or to create an intimidating, hostile, humiliating, degrading or offensive environment for him/her.
- 2.2 Sexual harassment has two forms:
 - a) (Quid, Pro Quo), which implies a request of a sexual nature in exchange for some kind of benefit;
 - b) Creating a hostile work environment, i.e. creating intimidating, offensive conditions at a workplace.
- 2.3 Sexual harassment can be manifested, among other things, in degrading or intimidating, hostile, humiliating, humiliating or insulting verbal, non-verbal and physical actions:
 - a) a joke of a sexual nature;
 - b) comment about a person's appearance, dress or personal life;
 - c) comment on human sexuality;
 - d) comment about a person's sexual orientation;
 - e) comment about own sexual experience/preferences;
 - f) calling names of a sexual character;

- g) repeatedly inviting to an unwanted date;
- h) sending a photo/video of a sexual nature via the Internet or mobile phone;
- i) showing gestures of sexual character;
- j) sending a text of a sexual nature via the Internet or mobile phone;
- k) Violation of personal space/getting too close to another person while talking;
- l) staring;
- m) whistling;
- n) touching a face or body (for example, shoulder or waist);
- o) hug;
- p) Tweaking.

2.4 Indicators of sexual harassment may include:

- a) nature of an action;
- b) perception of a situation by a victim;
- c) intensity of action;
- d) repeatability of action;
- e) oppressor's ability to influence a victim;
- f) vulnerable state of a victim;
- g) relationship between a harasser and a victim.

Article 3. Complaint Submission and Review Procedure

3.1 Complaint submission and review procedure against university staff, intern, student:

- a) Any person who believes that he/she is the victim of sexual harassment shall, if possible, notify the alleged harasser that his/her conduct is undesirable and unacceptable.
- b) A victim of alleged sexual harassment submits a complaint in writing (R24F18).
- c) In the complaint, alleged victim indicates the name and surname of the alleged harasser, position held, information about their work/professional relationship, facts of sexual harassment. If any, the alleged victim will attach evidence to the complaint (written, photo, video, audio and other materials, names of third parties who may have information about the fact)
- d) Victimization due to filing a complaint about alleged harassment is prohibited.
- e) a victim of sexual harassment submits a complaint about the fact of sexual harassment to the rector of the university (except for the case defined by clause "V" of clause 3.1);



- f) If a victim is a student, he/she can contact the dean of the relevant school about the fact of alleged sexual harassment, who will report the fact to the University School Council.
- g) After submitting a written complaint by the victim of alleged sexual harassment (staff, intern), the rector of the university is authorized to create a commission to consider the issue of disciplinary responsibility of the alleged harasser.
- h) After submitting a written complaint by the alleged victim of sexual harassment (student), the school board is authorized to create a commission to consider the issue of disciplinary responsibility of the alleged harasser.
- i) The committee shall consist of at least three members who are University/School personnel.
- j) If the alleged victim is a student, the commission also includes a student of the university, who at the same time is a member of the university's self-government.
- k) The alleged victim or alleged harasser, in case of conflict of interest, has the right to request the replacement of any member of the commission with another staff member or student of the university.
- l) The university rector/faculty council makes the decision to meet the requirement specified in subsection "L" of this clause and to select an alternative member of the commission.
- m) persons involved in the proceedings are obliged not to disclose information about the parties and the factual circumstances of the case.

3.2 Powers of the Commission while hearing complaints against University staff, students and interns

- a) Commission:
 - a.a.) gets an information from the alleged victim;
 - a.b.) gets an information from the alleged harasser;
 - a.c.) interviews third parties who may possess information related to the case;
 - a.d.) examines all the case related evidences;

a.e) based on the circumstances and evidences of the investigated case, by the majority of votes, makes a justified written decision on the presence or absence of the fact of sexual harassment;

b) If the fact of sexual harassment is not confirmed by the commission, the rector of the university terminates the disciplinary proceedings.

3.3 Deadlines for University staff's, students' and interns' appeals consideration

a) The Rector of the University/Faculty Council creates a commission within 14 working days from the submission of a complaint.

b) In relation to the sexual harassment complaint, the commission makes a decision within 1 month.

c) If more than 1 month is necessary to determine the circumstances of essential importance for disciplinary misconduct, 10 working days before the expiration of the 1-month period, the university rector/faculty council, based on the commission's recommendation, makes a decision to extend the period of disciplinary proceedings by no more than 2 months.

Article 4. Disciplinary Liability

4.1 The rector of the university makes a decision to impose the following disciplinary measures against the university staff/interns who are found to have committed sexual harassment, detected by the commission:

- a) Notifying
- b) Warning
- c) Termination of employment /internship contract.

4.2 Cancellation of the disciplinary measure for a person who conducted an act of sexual harassment before the date is prohibited.

4.3 The school board decides to apply the following sanctions to a student who is found to have committed sexual harassment detected by the commission:

- a) Reprimand
- b) Termination of student status.

4.4 The extent of disciplinary liability depends on the severity and level of sexual harassment.

4.5 Only one type of sanction can be applied to a harasser.

Article 5. Implementation of the Policy Document

- 5.1 It is the responsibility of the University's Human Resources Management and Development Office to familiarize University staff and interns with the Sexual Harassment Prevention Policy document.
- 5.2 It is the responsibility of deans of the schools to familiarize students with the sexual harassment prevention policy document.

Article 6. Monitoring and evaluation

- 6.1 The document on the prevention of sexual harassment is approved by the university's governing board.
- 6.2 The University periodically evaluates the effectiveness of the policy document and makes changes if necessary.

Article 7. Final Provisions

- 7.1 Issues which are not regulated by the present document are regulated by Georgian legislation and relevant university documents.
- 7.2 The fulfillment of this Regulation shall be supervised by the Rector.

*Ignorance of rules of the university shall not be a defense to anyone.
All are therefore required to familiarize themselves with the rules and regulations as outlined in the related
IBSU documentation.*

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