



Harassment, Sexual Misconduct, and Related Conduct Policy

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1. Purpose

This policy outlines STI Myanmar College's commitment to providing a safe, respectful, and inclusive environment where all students and staff are treated with dignity. The organization maintains a zero-tolerance position towards any form of harassment or sexual assault.

This policy establishes clear procedures for:

- Preventing, reporting, investigating, and addressing harassment, sexual misconduct, and other inappropriate behaviors.
- Decision-making processes.
- Methods for communicating decisions.

The organization is committed to ensuring that all reports are handled confidentially, fairly, and promptly, and that all parties are treated with respect throughout the process.

2. Scope

This policy applies to:

- All members of the College community (staff, students).
- Conduct occurring on organization premises, during organization-sponsored events, or in off-campus or online settings where community members engage in organization-related activities.

3. Policy Statement

STI has zero tolerance for harassment and sexual misconduct. All reports will be taken seriously and addressed promptly.

The organization promotes:

- Respectful, professional relationships between all members of the community.
- Clear mechanisms for reporting, investigating, and resolving complaints.
- Fairness, transparency, and due process for all parties involved.

Retaliation against anyone who reports harassment, participates in an investigation, or opposes such conduct is strictly prohibited.

4. Definitions

- **Harassment:** Unwanted conduct related to sex, gender, race, religion, disability, sexual orientation, or any other protected characteristic that violates dignity or creates a hostile or intimidating environment.
- **Sexual Misconduct:** Any unwelcome sexual behavior, including sexual harassment, coercion, unwanted touching, sexual assault, or use of power or authority for sexual gain.
- **Complainant:** The person making a report or complaint.
- **Respondent:** The person whose behavior is alleged to have violated this policy.
- **Investigation:** A formal fact-finding process conducted by trained, impartial investigators to determine whether a breach of this policy occurred.

5. Specific Prohibited Conduct

5.1 Policy on Personal Relationships Between Faculty and Students

This policy aims to limit and maintain the professional nature of the educational relationship between faculty/teachers and students.

Close personal relationships that may arise between faculty and students are prohibited, as they can create inequities, conflicts of interest, and adversely affect student learning, thereby compromising a safe and trustworthy campus environment.

- **Disclosure and Management:** If a faculty/staff member begins a personal relationship with a student, they must immediately disclose this relationship to the Head of Department / Admin & HR Department. That faculty/staff member must then be immediately reassigned from all teaching, assessment, and supervisory responsibilities related to that student. The faculty/staff member will not be permitted to participate in any academic decision-making process concerning that student.
- **Consequences for Violation:** If a violation of this policy is discovered, potential disciplinary actions include, but are not limited to, Example: administrative sanctions, suspension of salary increases/benefits, removal from position.

5.2 Prohibition of Non-Disclosure Agreements (NDAs)

Effective September 1, 2025, this organization is strictly prohibited from using Non-Disclosure Agreements (NDAs) in any case involving allegations of harassment and/or sexual assault filed by a student, with the intent to prevent the disclosure of the truth or conceal the truth.

6. Freedom of Expression

STI values and upholds the right to academic freedom and lawful freedom of speech. This policy protects expression within teaching, research, and seminars.

- **Protections:** Curricula, opinions, and statements expressed as part of teaching, research, or training seminars are presumed not to constitute harassment.
- **Limitations:** This right does not extend to behavior that constitutes harassment, discrimination, or sexual misconduct.
- **Complaints:** Complaints related to perceived restrictions on free speech will be addressed through the Freedom of Speech Complaints Scheme, e.g., managed by administrator], ensuring an impartial review.

7. Mandatory Training and Prevention

7.1 Mandatory Training for Students

To enhance all students' awareness and prevention skills, mandatory training for all new students shall include:

- Behaviors that constitute harassment and sexual assault.
- The fundamentals of sexual consent.
- Optimal bystander intervention techniques.
- How to report incidents.

- Support services available to those involved in an incident (e.g., counseling, legal assistance)

7.2 Mandatory Training for Faculty/Staff

To enhance all faculty/staff members' ability to recognize, prevent, and respond, all faculty/staff must attend mandatory annual training. This training includes:

- Recognizing and monitoring behaviors that constitute harassment and sexual assault.
- Skills for proactively preventing and supporting students in distress
- Specialized training for responsible officials (e.g., Investigation Committee Members) on investigative techniques, standards of impartiality and confidentiality, and regulations related to freedom of expression.

8. Support Services

This organization guarantees that support services are available to every student, regardless of their involvement in an incident (Complainant, Respondent, or witness).

Both complainants and respondents will have access to counseling, support services, and academic or workplace adjustments, if necessary. This support includes:

- Psychological counseling services
- Academic accommodations (e.g., special examination arrangements).
- Access to an Advocate during the investigation and appeal processes.

9. Reporting Procedures

9.1 Purpose

To enable students, faculty, and staff to report incidents of harassment and sexual assault easily, safely, and confidently.

9.2 Reporting Channels

Reports can be made through any method, including to:

- The Admin & HR Department for staff-related incidents.
- The Student Affairs Office for student-related incidents.
- Administrator (sstun@stiedu.net, operations@stiedu.net)/Class coordinator via email or in person.
- Anonymous Reporting Link to Anonymous Online Form :
https://docs.google.com/forms/d/e/1FAIpQLSehdFmMRzMqMzGdph52zgk_KEV5imUiH_rPHH68gmEZvTRPFw/viewform?usp=sharing&ouid=113860687447357738630

While anonymous reports may not allow for a full investigation, they can be used to document incidents and inform preventive strategies.

9.3 Confidentiality

Reports will be treated confidentially and shared only with those responsible for managing or investigating the matter.

10. Investigation and Decision-Making Process

10.1 Initial Assessment

Upon receipt of a report, an investigation team will conduct an initial to determine:

- Whether the alleged behavior falls within the policy's scope.
- If immediate protective measures are needed.
- Whether a formal investigation should be initiated.

10.2 Investigation

- **Team:** An Investigation Team will be appointed by the Management Board. The team may be composed of the College Administrator and Coordinators from relevant departments.
- **Notice:** Both complainant and respondent will receive written notice outlining the nature of the allegations, the investigation process, and their rights to representation and support.
- **Principles:** Investigations will be conducted with an emphasis on confidentiality, impartiality, timeliness, and due process. Investigators will act impartially and avoid any conflicts of interest.
- **Evidence:** The investigator will collect relevant documentation, witness statements, and other evidence. Both parties will have the opportunity to provide information, identify witnesses, and present their perspectives.
- **Timescale:** Investigations will normally be completed within 20 working days from initiation. If delays occur, both parties will be notified.

10.3 Decision-Making

- **Panel:** The investigator's report will be submitted to a [Harassment and Misconduct Decision Panel, composed of senior staff who are independent of the case]
- **Standard:** The panel will review all evidence and determine, on the balance of probabilities, whether a policy breach occurred.
- **Principles:** Decisions will be based solely on evidence and free from bias. Both parties' perspectives will be considered equitably.

10.4 Outcomes

Depending on the severity of the findings, outcomes may include :

- No breach found (case dismissed)
- Formal warning or written reprimand.
- Requirement for training, mediation, or counseling.
- Restrictive measures (e.g., no-contact orders).
- Disciplinary action, suspension, or expulsion (for students).
- Suspension or dismissal (for staff).

11. Communication of Decisions

All decisions will be communicated in writing within five working days to all parties directly involved, including the Complainant, the Respondent, and (where relevant) any witnesses.

All parties directly involved will be informed and invited to receive the decision within five working days of the result issued by the Harassment and Misconduct Decision Panel.

The notification will include:

- The outcome and the rationale for the decision.
- Any actions or sanctions imposed.
- Information about appeal rights and procedures.
- Information on available support resources.

12. Appeal Mechanism

Either party may submit an appeal within 10 working days of receiving the decision on one or more of the following grounds:

- A procedural error that materially affected the outcome.
- New, significant evidence that was not previously available.
- Evidence of bias or unfairness in the process.

Appeals will be reviewed by an Appeals Panel appointed by the Management Board, whose decision will be final.

13. Monitoring, Review, and Effectiveness

To enhance and continuously improve the effectiveness of this policy:

- **Records:** The [Admin & HR Office] will maintain anonymized records of all cases for monitoring. Annual summaries will be submitted to the Management Board.
- **Consultation:** Regular consultations with students will be held.
- **Transparency:** Annual data on harassment and sexual assault (e.g., prevalence rates, number of reports, and outcomes) will be collected and reported.
- **External Review:** An annual assessment will be conducted by independent, external experts.
- **Policy Review:** This policy will be reviewed every two years or sooner if required. It will be amended based on assessment results, student feedback, and legislative changes.