

# ALTINBAŞ UNIVERSITY

## DIRECTIVE ON SEXUAL ASSAULT AND HARASSMENT PREVENTION UNIT

### Purpose

**Article 1-** The purpose of this Directive is to set forth the structure, roles and responsibilities of Sexual Assault and Harassment Prevention Unit which is entrusted with the main duty of providing Altınbaş University teaching/academic and administrative staff, students and other members with information, legal/psychological support and counselling as well as effective solutions vis-à-vis incidents involving sexual assault and/or sexual harassment they may experience.

### Legal Basis

**Article 2-** This Directive has been drawn up based on the Article 14 of Act No. 2547 in consideration of the Constitution of Republic of Turkey, other relevant laws/acts and international treaties and conventions.

### Definitions

**Article 3-** As used in this Directive, the following terms shall have the meanings specified below;

- a) University: Altınbaş University
- b) President: President of Altınbaş University
- c) Senate: Altınbaş University Senate
- d) Ethics Committee: Altınbaş University Ethics Committee
- e) University Units: Graduate schools, undergraduate schools, vocational schools, research and application centres, administrative units, social, culture and sports centres affiliated with Altınbaş University,
- f) University Members: Students, full-time and part-time academic and administrative staff at Altınbaş University,
- g) Unit: Altınbaş University Sexual Assault and Harassment Prevention Unit.

### Scope

**Article 4-** This Directive shall apply to:

- a) All situations where university students are present together with university staff “for work, education and learning-related purposes” regardless of time or place.
- b) All incidents or events that take place in the University as well as all events and incidents that transpire among university members outside the University but in some way affect the University environment, academic life or workplace environment.
- c) This Directive shall set forth the structure, roles and responsibilities of the Sexual Assault and Harassment Prevention Unit.
- d) This Directive shall cover the matters regarding student/employee sexual harassment complaints reported to the Sexual Assault and Harassment Prevention Unit and the review process for such complaints.

## **Responsible Bodies of the Sexual Assault and Harassment Prevention Unit**

**Article 5-** The responsible bodies of the unit shall be as follows:

- a) Unit Coordinator
- b) Unit Committee

### **Unit Coordinator**

**Article 6-** The President of Altınbaş University shall appoint a member from among the members of the Unit Committee, as stated in Article 8, as the Sexual Assault and Harassment Prevention Unit Coordinator upon recommendation from the Director of Altınbaş University Research and Application Center for Gender Equality and Women's Studies (TOKAMER).

### **Roles and Responsibilities of the Unit Coordinator**

**Article 7-** The roles and responsibilities of the Unit Coordinator shall be as follows:

- a) Write an agenda for the Unit Committee meetings and keep minutes of meetings,
- b) Convene a meeting of Unit Committee members,
- c) Assign roles to Committee members,
- d) Work in coordination with other units of the University in order for the Sexual Assault and Harassment Prevention Unit can provide the complainants with legal support as well as counselling services.
- e) Protect the confidentiality of any matters or issues as well as information and documents about which the Committee has carried out an evaluation, made a resolution or provided opinions.

### **Unit Committee**

#### **Article 8-**

- a) The President of Altınbaş University shall choose at least four members of the Unit Committee from among the members of TOKAMER upon recommendation from the Research and Application Centre for Women's Issues. Also, a member of administrative staff, a student and two persons that are currently involved in women's studies and sexual violence issues must be appointed as committee members. The number of female members shall not be less than the number of male members. The Unit Committee shall convene upon call by the Unit Coordinator to carry out tasks entrusted to them.
- b) The members of the Sexual Assault and Harassment Prevention Unit Committee shall serve three-year terms. Members whose terms of office end are eligible for re-appointment. Committee members who fail to attend three consecutive meetings during any calendar year, without a valid or reasonable excuse, will cease to be members of the committee and be replaced by new members. Termination of committee membership is subject to the President's approval, which will be notified to the relevant member in writing.

## **Roles and Responsibilities of the Unit Committee**

**Article 9-** The roles and responsibilities of the Unit Committee shall be as follows:

- a) All provisions stated herein shall apply to all members of the University. Also, the University will take any necessary measures to ensure all natural and legal persons that work within Altınbaş University premises under an employment contract comply with the principles set forth in this Directive.
- b) The Unit Committee shall investigate allegations of sexual assault, sexual harassment, sexual abuse and retaliation, and decide whether or not to include them in meeting agenda.
- c) The Unit Committee may decide to provide solutions for restorative justice delivery, with the Complainant's knowledge and consent.
- d) Altınbaş University President's Office will consult with the Unit regarding disciplinary investigations of sexual harassment and sexual assault. In accordance with Istanbul Convention, the Unit shall provide the President's Office with support for ensuring that investigations are carried out by expert investigators.
- e) The Unit Committee shall work in coordination at all times with the authorities to ensure that immediate measures stated in Article 4 are properly taken.
- f) The Unit Committee shall offer seminars, trainings and similar events as well as issue printed publications to raise awareness for sexual violence on campus.
- g) The Unit Committee shall not be responsible for detecting or proving whether a sexual offence has been committed. The Committee is solely responsible for reporting suspicions or allegations of sexual harassment, violence and abuse to the President's Office.

## **Staff Recruitment**

**Article 10-** In accordance with Article 13 of Act No. 2547, University President can appoint university staff to hold academic, administrative, or technical roles at the Unit based on recommendation from the Unit Coordinator.

## **Incident Reporting and Complaints**

### **Article 11-**

- a) Victims of sexual assault or sexual harassment or persons who witness sexual assault or harassment can report complaints to the Sexual Assault and Harassment Prevention Unit even though they are not certain whether what they have witnessed is in violation of the provisions of this Directive. The witnesses can file their complaints with or report the incidents they have witnessed to any of the following authorized or bodies: administrative supervisors/chiefs, academic advisors, Ethics Committee and Sexual Assault and Harassment Prevention Unit. Complaints can also be reported online via the Unit's website.
- b) Individuals can report incidents or complaints to the above-mentioned persons/bodies without observing any hierarchical order among them. These authorized persons/bodies will report the complaints to the Prevention Unit. Any authorized person or body that decides that the reported situation exceeds their authority must provide the complainant with information on the Unit and guide him/her through the process accordingly.

## **Confidentiality**

### **Article 12-**

- a) All meetings and correspondence carried out between the relevant parties during the support process must be kept strictly confidential. All procedures related to the support process must be concluded in the most effective way possible, observing the principles of great urgency and utmost attention. All authorized staff must keep a record of all actions they have carried out.
- b) No action will be taken without the explicit approval or consent of the complainant unless required by law. Any action that has been already initiated will not be stopped or adjourned.

## **Support Process**

### **Article 13-**

- a) The members of the Unit and the Committee, doctors and physicians at the University hospital, and all members of the University's academic and administrative staff shall provide full and indiscriminate support to persons claiming they have been victims of sexual violence or have witnessed sexual harassment/sexual assault incidents.
- b) During the support process, the Unit shall provide the complainants with details about possible legal and practical actions, procedures to follow if they wish to pursue legal action, risks that might arise out of such actions and necessary measures to take if they choose to pursue one of these actions.
- c) The Unit also offers counselling services on request to complainants or alleged victims.

## **In-House Training Programs**

### **Article 14-**

The Unit shall invite and encourage the University staff and administrators to attend training programs which will be designed to help individuals learn about their rights in terms of preventing sexual assault and harassment, and raise awareness for sexual violence.

## **Effective Date**

**Article 15-** This Directive shall become effective immediately on adoption by the members of the University Senate.

## **Execution**

**Article 16-** The provisions of this Directive shall be executed by the President of Altınbaş University.