

Policy and Code of Practice for dealing with Harassment and Sexual Harassment at C.D.A.

According to the Law on Equal Treatment of Men and Women in Employment and Vocational Education of 2002 (Law 205 (I) 2002), C.D.A. College adopts with the Code of Practice for dealing with Harassment and Sexual Harassment. C.D.A College created rules and procedures of prevention and / or management of incidents of harassment or sexual harassment. Behaviour of this nature constitutes a disciplinary offense and a criminal offense.

As an additional form of gender discrimination, the College takes a zero-tolerance position recognizing that sexual harassment hinders the application of equality in work and education. Sexual violence is contrary to the Legislation and the Regulations of C.D.A College, but also to its fundamental values.

The Purpose of the Code of Practice

The Code of Practice aims to prevent and deal with harassment and sexual harassment and in particular:

- Inform college staff about the terms "harassment" and "sexual harassment", about the protection provided by applicable law against conduct that may constitute sexual harassment or harassment, and about their rights and the actions they must take when they consider themselves to be victims of harassment or sexual harassment.
- To inform and educate employees about the principle of equal treatment between the sexes.
- Prohibit racial or sexual harassment
- To inform about the prevention and handling of harassment or sexual harassment.
- Encourage employees to participate in informative seminars, workshops and / or gatherings and to contribute to the prevention and dealing of harassment and sexual harassment in the workplace and to the creation of a friendly working environment for all their employees. regardless of gender or sexual orientation.

- Adopt and implement a policy to prevent harassment and sexual harassment in the workplace.
- Promote cooperation between management and employees to maintain a healthy and safe work environment.
- To guide each competent authority for the correct and immediate handling of complaints of harassment or sexual harassment.

Policy Statement

C.D.A College is fully committed to fully protecting the dignity of the individual and ensuring respect for the personality of every college employee and student.

The above Policy provides the following:

- All staff and students are obliged to comply with the C.D.A. College Policy and Code.
- "Gender Discrimination", "harassment" and "sexual harassment" is strictly prohibited by all members of the College, regardless of rank, gender and hierarchy over any student, employee, or visitor to the College's premises.
- Definition and application of terms and conditions of employment.
- Defining terms and conditions of dismissal from any job position.
- Gender discrimination, harassment and sexual harassment are illegal and will be severely punished.
- Complaints of harassment or sexual harassment will be handled promptly with seriousness and complete confidentiality.
- All employees and students are obliged to keep a low profile in the event of a report of an incident which will be under investigation. The commentary and feedback of confidential information is expressly prohibited. They have an obligation of complete confidentiality in case they submit evidence as part of a complaint investigation. Commenting on confidential information and / or spreading rumors will not be tolerated.
- All those involved in a harassment incident will be protected from victimization and ill-treatment.

Useful vocabulary

"Gender Discrimination" means any direct or indirect discrimination, including sexual harassment or less favorable treatment, as a result of rejection of such behaviour or submission to it. "Gender discrimination" includes any less favorable treatment of a woman in connection with pregnancy, childbirth, lactation, motherhood or illness due to pregnancy or childbirth, and any directive or order for discrimination against persons on the grounds of sex is discrimination.

"Harassment" is the unwanted behaviour of the recipient related to gender, which has as its purpose or effect the insult of dignity, especially when it creates a threatening, hostile, humiliating, or aggressive environment.

"Sexual harassment" means any unwanted behaviour by a recipient of sexual conduct which has as its object or effect the violation of his or her dignity, in particular when he or she creates a degrading, intimidating, hostile, humiliating or aggressive environment in employment or education or training or access to employment or vocational education or training, and is expressed in words or deeds.

Ingredients of the terms "harassment" and "sexual harassment" are:

- i. The unwanted behaviour.
- ii. Gender-based behaviour and sexual behaviour respectively.
- iii Behaviour that can reasonably be considered, under the circumstances, offensive, intimidating and humiliating by the recipient and which creates a hostile work environment.

"Unwanted Behaviour" is any behaviour that is unpleasant and offensive to a person. It does not matter if such behaviour is a remote incident or repetitive. It also does not matter how the perpetrator perceives his / her behaviour towards the recipient or what the perpetrator intended, nor does the recipient of the behavior need to inform the perpetrator that his / her behavior is undesirable.

It is understood that whether the conduct itself is acceptable and not undesirable by other employees or that it was previously considered an acceptable feature of the work environment does not invalidate the term undesirable behavior as defined above.

"Sexual Behaviour" is any behaviour that has a sexual element or tone or implication and is manifested in actions or words. Examples of sexual behavior are (but are not limited to) the following:

Behaviour expressed through actions is any unwanted physical contact, aimed at attacking or pressuring for sexual intercourse.

- Behavior expressed in words may include unnecessary or unwanted intimacy, sexual or immoral or offensive comments or eroticisms, jokes, jokes or gestures, sexually explicit or sexually explicit comments, sexually explicit, sexually explicit to other people, unwanted and immoral suggestions or suggestions, suggestions or pressure for sexual acts, indiscriminate questions about personal or sexual life, sexually implied or obscene comments, insults, obscene remarks, annoying flirtations outside of work and continuous activity , while it has become clear that these proposals are undesirable.

- Behaviour not expressed in words may include displaying pornographic magazines, obscene images or objects, whistling, sly or obscene gestures, sexual or obscene gestures, gestures and gestures with the eyes, hands or tongue, unnecessary carelessness close physical distance, messages via mobile phones or other electronic means with offensive content or erotology.

- **"Quid pro quo sexual harassment"** is the behaviour where a supervisor, hierarchically superior or teacher tries to influence working conditions, promotions, training, salary increase, employee or candidate benefit for work or degree, graduation student or admission of a prospective student in exchange for sexual favors.

- **Sexual favoritism** is the behaviour of a person in a position of power that only rewards those who respond to his sexual proposals, while those who do not respond (but deserve) are deprived of promotion, benefits or degrees.

- It is understood that they do not constitute sexual harassment or sexual intercourse, courtships or friendships, which are mutually acceptable to the persons concerned.

"Responsible authority" means the persons who are responsible for dealing with complaints or grievances regarding incidents of harassment or sexual harassment

and taking measures to prevent and deal with such incidents. Adequate training in the prevention and treatment of incidents of harassment or sexual harassment is the responsibility of the competent authorities

Responsible authorities of C.D.A College:

- Chairman of the College
- General Manager
- Peripheral Directors
- Head of the programs of study
- Directors of Public Relations & Student Welfare
- Librarians

Guidelines for preventing sexual harassment and harassment

- information on harassment and sexual harassment legislation and safeguards
- Participation and encouragement of participation of employees and / or students in programs related to gender discrimination and harassment in general.
- Avoid discussions, comments, hints that either target or ridicule the personality of anyone.
- Correct your behaviour when you realize that it bothers or offends another person and do not hesitate to apologize.
- You set your individual limits & boundaries.
- Collaborate with the responsible authority for the improvement of the work / student environment and the implementation of the Code of Practice.

Instructions for dealing with harassment and sexual harassment

- Do not ignore or underestimate the unpleasant feelings it causes you.
- Trust your appreciation for the behaviour of the person who is harassing you.
- Do not feel uncomfortable, ashamed or blame yourself for the behaviour of the offender (man or woman)
- Do not choose isolation from others
- Do not justify the behavior of the offender (man or woman).
- Take responsibility for doing the right thing:

- Set your limits on the offender (male or female) and repel or deal calmly and decisively with his / her behaviour.
- Inform the relevant authority.
- Submitting a written complaint to the relevant authority or complaint to the competent body stating all the relevant information.
- Consult the Commissioner for Administration and Protection of Human Rights, as an Equality and Anti-Discrimination Agency, or the Gender Equality Committee in Employment and Vocational Training or the Inspectors of the Department of Labor of the Ministry of Labor and Employment.

Duties and responsibilities of the Relevant Authority

- Ensuring a decent working environment.
- Recognizes that harassment and sexual harassment are forms of sexual violence.
- Has a legal responsibility to ensure a safe, dignified, healthy and friendly working environment
- Has the responsibility to prevent and deal with harassment and sexual harassment.

Each Relevant Authority must:

- Protect employees and students from any act that is considered harassment, intimidation or even sexual harassment.
- Has an obligation to the employee and to the student who has been sexually harassed or harassed and / or directly or indirectly ill-treated.
- Otherwise the Relevant Authority is co-responsible with the person who committed the prohibited acts in question.

Measures of the Relevant Authority to prevent harassment and sexual harassment

- The Relevant Authority communicates either in writing or in other ways the Code of Practice to the employees and students of the College, taking measures in any case that the employee, student does not comply.
- Ensuring a safe and friendly work and student environment.

- Informs and educates employees, students through workshops, seminars, experiential workshops regarding all forms of harassment in the work and student environment.
- Recommendation of an "Equality Committee" to monitor the implementation of the Code of Practice, which will meet regularly and conduct training seminars on harassment.
- Encourage College staff to be informed and to work with the Equality Committee.

Submitting and reviewing complaints to address harassment and sexual harassment.

Internal / Informal Procedure

There are clear guidelines and procedures for filing and dealing with complaints about harassment and sexual harassment in the work and student environment.

- aims to investigate and deal with incidents within the College.
- The complainant addresses the Relevant Authority he/she wishes and submits his / her complaint in writing.
- The Relevant Authority records the history of the incident and investigates the possibility of direct communication or mediation.
- Depending on the history, and after written consent of the complainant, the Relevant Authority either (a) encourages the complainant to explain to the person causing the undesirable behaviour that it is not welcome, that it is offensive, that creates dissatisfaction and that he intervenes in his / her work / study, or (b) undertakes mediation.
- The Relevant Authority only takes action if the harassment and / or sexual harassment occurs for a short period of time, and if the alleged offender seems willing to discuss and only if the complainant wishes to be mediated.
- In case the complainant chooses the direct communication with the alleged offender, then the Relevant Authority has the responsibility to monitor its outcome.

- In case of mediation, the Relevant Authority assumes the responsibility of communicating with the alleged perpetrator.
- In any case, the Relevant Authority handles the case with complete confidentiality and ensures its completion within a reasonable time.
- The process of examining complaints of harassment or sexual harassment is clear, has been explained and is understood by all members and is conducted with confidentiality and objectivity.
- Approaches and treats the complainant with respect;
- The complainant is not victimized and any witnesses are not victimized;
- Produces results within a reasonable time from the date of submission of the complaint.
- Encourages the complainant to report incidents of harassment or sexual harassment, either orally or in writing.
- asks the complainant if he / she wishes to deal with the situation himself / herself or if he / she needs any help.
- Informs the complainant about his / her right to file a formal complaint.
- Without stigmatizing anyone, professional cooperation between them is avoided and / or they move away if they are in nearby offices or on the same floor

The internal / informal procedure does not concern the submission of a complaint. It concerns a complaint submission **and in no case** replaces the official one procedure for filing and examining a complaint of harassment or sexual harassment.

Internal / Formal Procedure

In order to begin the formal process of examining a complaint of sexual harassment or harassment, a relevant complaint must be submitted in writing by the College member to the relevant bodies or to the relevant disciplinary committee. The submitted complaint will be examined according to the procedures provided by the Laws and Regulations that are in force and applied by the College, for disciplinary

control of the members of the Academic Staff, the members of the Administrative Staff and the Students, depending on where the complainant belongs.

It is understood that in any case, harassment or sexual harassment may reported to the Police, which will conduct a relevant investigation in relation to the commission of a criminal offense.

Criminal and civil proceedings

A victim of sexual abuse has the right to bring separate criminal or civil charges against one alleged perpetrator; the rights of the victim are in no way limited or affected by the Disciplinary Rules and Rules of the college and the present policy.

Government institutions and other bodies for filing a complaint

- Commissioner for Administration and Protection of Human Rights, Equality and Anti-Discrimination Agency.
Address: Era House, 2 Diagorou, 1097, Nicosia. Tel.: 22405500/501 Website: www.ombudsman.gov.cy E-mail: ombudsman@ombudsman.gov.cy
- Committee on Gender Equality in Employment and Vocational Education.
Address: 9 Klimentos, 3rd floor, office 312, Nicosia Tel: 22400894/5 Website: www.eif.gov.cy E-mail : genderequalitycommittee@mlsi.gov.cy
- Inspectors of the Department of Labor, Ministry of Labor, Welfare and Social Insurance
Address: 9 Klimentos, 4th floor, Nicosia. Tel: 22400801 E-mail: director@dl.mlsi.gov.cy
- Police Force
Address: Police Force Headquarters, Evangelou Floraki 1478, Nicosia Tel: 1460 (citizen line) & 22808080 Website: <http://www.police.gov.cy> E-mail: police@police.gov.cy

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- Πανεπιστήμιο Κύπρου - <http://ucy.ac.cy/legislation/volumea/7.12.html>
- ΤΕΠΑΚ - https://www.cut.ac.cy/digitalAssets/100/100802_100CUT_harassment_code_G_R.pdf
- <https://www.pio.gov.cy/assets/pdf/newsroom/2019/07/%CE%BA%CF%89%CE%B4%CE%B9%CE%BA%CE%B1%CF%82%20pdf.pdf>
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Confidentiality Statement

"I understand and acknowledge that the process of investigating his / her complaint

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..... against /

..... regarding an alleged sexual harassment, is strictly confidential. I undertake not to report anything to anyone, inside or outside the College, either element of the complaint or the existence of that complaint or any aspect of the ongoing process, either now or at any time in the future. I also undertake as much as I can to prevent the leakage of any information regarding the above and if I have the ability to prevent the receipt of knowledge by any third party. In case I do not honor this commitment, I will be subject to disciplinary action not excluded and the dismissal / expulsion of students

Date

Name & Signature