

Providence University Sexual Harassment Prevention Measures

Amended and approved by the Administrative Council on March 29, 2023

Article 1

In order to prevent sexual harassment and protect the rights of victims, the university provides a working environment free from sexual harassment. This is established in accordance with the Gender Equality in Employment Act, the Sexual Harassment Prevention Act, guidelines for implementing measures against complaints and penalties related to workplace sexual harassment, as well as guidelines for sexual harassment prevention.

Article 2

The term "sexual harassment" as referred to in these regulations is defined in accordance with Article 12 of the Act of Gender Equality in Employment and Article 2 of the Sexual Harassment Prevention Act.

Article 3

To prevent sexual harassment, the following measures and initiatives are implemented:

1. Conducting education and training on sexual harassment prevention.
2. Issuing a written statement prohibiting sexual harassment in the workplace.
3. Establishing procedures for handling sexual harassment complaints.
4. Setting up dedicated phone lines, fax numbers, mailboxes, or email addresses to receive complaints, and prominently displaying these regulations and related information at the university.
5. Handling complaints confidentially and ensuring that complainants are protected from retaliation or any other adverse treatment.
6. Referring individuals to appropriate university departments or specialized agencies for psychological counseling or medical treatment if they require support or care.
7. Implementing disciplinary actions against the perpetrator if the investigation confirms the harassment.

Article 4

In cases where sexual harassment occurs and is subject to handling by the university according to the Act of Gender Equality in Employment or the Sexual Harassment Prevention Act, the victim may file a complaint with the university's Office of Personnel.

A complaint must be submitted either orally or in writing, with the complainant's real name, to be legally valid. If the complaint is made orally, the receiving staff member must record it, read it back to the complainant, or allow them to review it for accuracy, after which the complainant must sign or stamp the document. If the complaint is made by telephone, it must be supplemented in writing within three days; otherwise, it may not be accepted.

The written complaint should include the following details:

1. The complainant's name, date of birth, department and job title, residential address, contact phone number, and the date of the complaint.
2. If an authorized agent submits the complaint on behalf of the complainant, the power of attorney must include the names, addresses, contact phone numbers, and the date of the complaint for both the complainant and the agent.
3. The facts and content of the complaint.

If the university president is the alleged perpetrator of the sexual harassment, the investigation and handling of the case shall be referred to the Ministry of Education, the competent authority.

Article 5

To handle sexual harassment complaints, an investigation team may be established, consisting of three or five members.

The investigation team shall include one or two faculty representatives, one or two staff representatives, and one person with expertise in investigating sexual assault or harassment cases.

The members of the investigation team are appointed by the university president from among the university's full-time faculty and staff. The team should not be composed of members of only one gender, and female members should make up more than half of the total number of members. If necessary, some members of the team may be recruited externally.

The investigation mentioned in the first paragraph may also be entrusted to the university's Gender Equality Education Committee (hereinafter referred to as the Gender Equality Committee) to be carried out in accordance with the relevant provisions of the Act of Gender Equality in Employment or the Sexual Harassment Prevention Act.

Article 6

The Office of Personnel shall respond within five days of receiving the complaint to inform whether it will be accepted.

The investigation team must complete the investigation within two months from the day following the submission of the complaint; if necessary, a one-month extension may be granted, and the parties involved must be notified.

If the university fails to complete the investigation within the specified time or if the parties involved are dissatisfied with the results of the university's investigation, they may file an appeal with the Taichung City Government within thirty days from the expiration of the deadline or the receipt of the investigation results.

Article 7

The investigation shall be conducted in a confidential manner to protect the reputation and privacy of both parties involved.

Both parties, investigation committee members, and all individuals related to the complaint case are obligated to maintain confidentiality regarding all aspects of the investigation.

Article 8

When conducting investigations in accordance with the law, the investigation committee shall adhere to the principles of objectivity, fairness, and professionalism, and shall provide the parties involved with ample opportunity to present their opinions and respond to the allegations.

Article 9

The investigation committee shall issue a reasoned decision with a detailed explanation and may recommend disciplinary actions or other measures. The resolution from the investigation shall be communicated in writing to both parties involved and the relevant school departments.

Either the complainant or the respondent may request a reinvestigation by submitting a petition to the Office of Personnel within twenty days of receiving the decision. Once the case is closed, no further complaints may be filed on the same matter.

Article 10

Upon receiving the petition for reinvestigation, the Office of Personnel shall immediately submit it to the President for the formation of a review committee. The review committee must issue a reasoned decision within thirty days and notify the petitioner of the result in writing.

The review committee shall be formed in accordance with the composition method outlined for the investigation committee in point five of these regulations. Original Gender Equity Committee members and original investigation committee members are not allowed to serve on the review committee.

When the review committee convenes, the members shall elect a convener from among themselves to preside over the meeting. During the review process, the petitioner may be given an opportunity to present their opinions, and members of the Gender Equity Committee or the investigation committee may be invited to attend for explanations as needed.

If the petition is found to be justified, the review committee's decision shall be forwarded to the Faculty Review Committee or the Staff and Technical Employee Review Committee for reconsideration. Before the review decision is delivered to the petitioner, the petitioner may withdraw the petition in writing through the Office of Personnel.

Article 11

If the investigation confirms the occurrence of sexual harassment, the case shall be submitted to the Faculty Review Committee or the Staff and Technical Employee Review Committee. Depending on the severity of the incident, appropriate disciplinary action or measures shall be taken against the respondent.

If the complainant's reputation has been damaged, appropriate measures shall be taken to restore their reputation. Should it be proven that the complainant made a false accusation, appropriate disciplinary action or measures may also be taken against the complainant, depending on the severity of the situation.

Article 12

The school shall implement appropriate protective measures for the parties involved, as well as monitor and assess the situation to ensure that the decisions made are effectively carried out. This is to prevent any further harassment, retaliation, or other adverse situations from occurring.

Article 13

If the school deems it necessary for the parties involved to receive counseling or medical treatment, it may refer them to professional counseling or medical institutions.

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