ISTANBUL NİŞANTAŞI UNIVERSITY

SUPPORT UNIT GUIDELINE AGAINST SEXUAL HARASSMENT AND SEXUAL ASSAULT

FIRST SECTION

Aim, Scope, Principles, Definitions

Aim:

Article 1-

The purpose of this directive is to inform the members of Istanbul Nişantaşı University including academic staff, administrative and contracted personnel, and students about incidents of sexual harassment and sexual assault that they may encounter; to raise awareness regarding their rights; to make every effort to prevent such incidents; to organize educational and similar activities; to provide legal and psychological support; to define the channels and methods available for filing complaints; and to pursue appropriate investigation or legal mechanisms against those responsible in order to seek resolution.

(1) This Directive regulates the structure, duties, and responsibilities, and working procedures and principles of *the "Support Unit Against Sexual Harassment and Sexual Assault", which will be assigned in accordance with the "Gender Equality Action Plan Policy Document" and "TCE Action Plan" accepted by the Senate of Istanbul Nişantaşı University and* will fulfill the purposes stated in the directive.

(2) INU takes utmost care to protect the human dignity of those who are parties or witnesses to any sexual harassment incident and to ensure the privacy arising from the right to privacy. It ensures that all processes are managed within the framework of the principle of confidentiality. It aims to ensure that people defined as "victims" and those who witness any kind of sexual harassment incident can report the situations and events they experience or witness safely and to increase awareness on this issue, while also preventing victimization resulting from unfounded accusations.

Scope:

Article 2-

(1) This Directive, Istanbul Academic staff of Nişantaşı University And administrative employees, the university employer company representatives and employees, contracted employees, all persons and employees of businesses receiving services and It covers all kinds of sexual harassment and assault (threatening, coercion or deprivation of liberty, harassment via mail, e-mail, social media or various means of communication) committed by all university members, including university students, on university campuses and in places and vehicles allocated for university services, without any limitation of place and time, as long as all or at least one of the parties continue their university life. It is applied to all situations where university students and staff are together "due to business, education, training relationships".

(2) This Directive covers all kinds of sexual harassment and abuse occurring within INU. attack action And Such actions that occur outside the university components and affect academic life and the working environment,

(3) Sexual Harassment and Sexual To the attack Opposite Support Unit of structure, duties and study the form,

(4) Covers issues related to the application and evaluation processes made to the Support Unit Against Sexual Harassment and Sexual Assault.

Principles:

Article 3-

(1) This directive is based on the relevant provisions of the Constitution of the Republic of Turkey, the Law on the Protection of the Family and the Prevention of Violence Against Women, the Higher Education Law, the Turkish Penal Code, the Labor Law, the Code of Obligations, the Disciplinary Regulation for Administrators, Academic Staff, and Civil Servants of Higher Education Institutions, and the Student Disciplinary Regulation of Higher Education Institutions, as well as the Universal Declaration of Human Rights, particularly the principles of equality, bodily integrity, the right to education, and the right to work. It also takes into account all international treaties signed by the Republic of Turkey on these matters, along with the relevant articles of the INU GEP.

Definitions:

Article 4-

This In the directive;

a) University: Istanbul Nişantaşı University of

b) Rector: Istanbul Nişantaşı University the Rector

c) Senate: Istanbul Nişantaşı University the Senate

c) University Units: To INU connected institutes, faculties, high schools, conservatory, research and application centers, administrative units, social, cultural and sports centers,

d) University Members: Academic staff working full-time or part-time at INU and affiliated units. administrative staff, subcontractor company representatives and employees, all individuals and business employees and students from whom services are received,

e) Unit: INU Sexual Harassment and Sexual To the attack Opposite Support Unit expression does.

f) Coordinator: INU Sexual Abuse and to the attack Opposite Support Unit Coordinator,

g) Board: INU Sexual Abuse and to the attack Opposite Support Unit Executive Board,

ğ) Center: INU Women and Family Studies Application and Research Center,

h) Applicant: Refers to the person who applies to the Sexual Harassment and Sexual Assault Support Unit with the claim that they have been subjected to or witnessed any form of sexual harassment or sexual assault. All university members, university students, academic and administrative staff, all persons receiving services and business employees can apply for both incidents that occur within the university and actions that occur outside of the university among university members but are carried into the university environment or have an impact on academic life and the work environment.

ı) Sexual assault: The violation of a person's physical integrity through sexual acts that are not based on the person's consent, without necessarily being continuous,

i) Sexual harassment: Words, attitudes, or other forms of behavior of a sexual nature that occur without physical contact, are not based on the person's consent and do not have to be continuous.

j) Stalking: A physical or psychological sense of fear and helplessness that causes a person to fear for their safety, whether physically, verbally, in writing or through any means of communication. a type of sexual attitude and behavior that creates and oppresses the person,

k) Promise of Reward: If the person accepts sexual or emotional behavior or offer, a reward, promotion, notes, or similar right did not earnings in hand to do including each various privilege in the promise It refers to the presence of a person. Stating explicitly or implicitly that a person will be provided with undeserved benefits if they accept a sexually explicit behavior or offer is a promise of reward. A promise of reward is a form of sexual harassment and requires emergency measures to be put into effect.

l) Retaliation: A person's sexual or emotionally motivated behavior or making the person's work or education life difficult, implicitly, or explicitly, for the purpose of revenge, because the person rejected the offer, wanted to complain because they thought they were sexually harassed or sexually assaulted, or wanted to report or did so regarding sexual harassment or assault incidents they witnessed,

m) Witness: A person who is not a party to an incident that may constitute gender-based harassment, sexual harassment, or sexual assault, but has knowledge of the incident.

n) Emergency situation: This refers to the situation where if immediate action is not taken or precautions are not taken, the applicant's life safety or the protection of his/her rights and freedoms may be in danger, the applicant may be harmed, or evidence may be lost.

SECOND SECTION

ORGANS AND OPERATIONAL PRINCIPLES OF THE SUPPORT UNIT AGAINST SEXUAL HARASSMENT AND SEXUAL ASSAULT

Purpose and Activities of the Unit, Organs and Duties of the Unit

Purpose:

Article 5-

(1) aims to play an active role in creating academic research, learning and working environment that is completely free from these forms of gender-based discrimination and violence by carrying out activities to prevent and eliminate sexual harassment and sexual assault within the University.

The duties of the unit are determined as follows; to investigate allegations of sexual harassment and assault, sexual abuse and retaliation, to provide expert support to investigators and relevant administrative units on sexual harassment issues, to cooperate with authorized bodies to take urgent measures regarding serious harassment cases, to organize training, promotion and similar activities and to make publications to raise awareness about sexual harassment and sexual assault at the university .

In this context; To raise awareness on gender inequality and discrimination and prevention of violence, to inform all units and members of the University and students on these issues, to establish an effective application mechanism for complaints of sexual harassment and assault, to inform those who have been subjected to sexual harassment and assault. in witness is thinking to the applicant support to give and the applicant aims to strengthen.

Activities:

Article 6-

(1) The Unit carries out the following activities to achieve the above-mentioned objectives:

a) Organize information, training, conferences and similar activities to raise awareness and sensitivity against sexual harassment and assault,

b) Collaborate with relevant institutions and organizations, non-governmental organizations and researchers,

c) Examine applications made to the Unit regarding allegations of sexual harassment and assault and prepare reports,

ç) Receive applications for sexual harassment and assault, provide support and information that can be received within and outside the University and provide necessary guidance,

d) Determine the support that can be provided in line with the demands and needs of the applicants and cooperate with relevant University units on this issue,

e) Follow up on administrative measures to be taken in case of emergency,

f) Ensure the creation of a website that includes information about the Prevention of Sexual Harassment and Assault Unit and where applications can be made,

g) Conduct needs assessment studies to organize the physical conditions of the University for the prevention of sexual harassment and assault and submit suggestions, opinions and provide expert support to the Rectorate.

Organs and Duties:

Article 7-

(1) Unit of organs are as follows: Coordinator, Executive the Board, Executive Board of Directors Temporary Members

Article 8-

(1) The Coordinator is appointed by the Rector from among the members of the Unit for a period of three years. The Coordinator whose term of office has expired may be reappointed in the same manner.

(2) When the Coordinator is not on duty, he/she appoints one of the members of the Executive Board of the Unit as his/her deputy. The deputy position cannot last more than six months.

Article 9-

(1) The coordinator duties are as follows:

-To ensure the necessary coordination for the unit to fulfill its duties and operate regularly, to distribute tasks within the board, to call the unit board to a meeting,

-Unit of their meetings their agenda to prepare and meeting minutes of to be kept to ensure,

-Unit annual with its budget relating to administrative and financial works to execute,

-Unit their purpose in line with The University other with units (Law Unit, SKS etc.) communication to be involved and work in cooperation,

-To the unit done all applications record under to take,

-To ensure that all information and documents related to applications are kept confidential, within the framework of the principle of confidentiality, without prejudice to notification obligations and other legal obligations arising from the legislation,

-Urgent situations promise subject when it is taken administrative precautions record under to take and process follow-up to do,

-Applications related reports To the Rector hidden with the stamp and closed envelope inside by hand to deliver,

-Unit duty and to its activities related documents archive to hold, annual activity report to prepare and submit it to the approval of the Unit members.

Formation of the Executive Board of the Unit:

Article 10 –

(1) The board members to be assigned to the unit consist of five members who are assigned by the Rector for a period of 3 years to represent the academic and administrative structure of the University. In order to ensure the continuity of knowledge accumulation, two of the members whose term of office has expired continue their duties in the new term. The following principles are taken into consideration when determining the members:

(2) Members are selected from among faculty members of the INU Legal Consultancy, academic units related to Law, the Faculty of Medicine Psychiatry Department, Psychology and Social Work Departments, and the Rector of the Women and Family Studies Application and Research Center. is selected by. Members between male-female balance It is observed that the Board In addition, it is mandatory for a member of the administrative staff to be present. A person from the General Secretariat unit serves as the rapporteur at the meetings. The rapporteur does not participate in the discussions and does not vote.

(3) In determining the members, priority is given to academic staff with publications and/or active activities in the field of gender studies.

(4) Members Amongst One Person Executive to the Board minister aspect vote multiplicity with is selected.

(6) Persons who have previously received disciplinary punishment in relation to an act falling within the scope of this Directive cannot be elected as Unit members. The membership of a person who is referred to the Unit and/or a disciplinary investigation is initiated regarding an act falling within the scope of this Directive during his/her Unit membership will be suspended. If the person receives disciplinary punishment, his/her membership will be terminated. In cases where the membership is suspended, the Rector will temporarily assign one of the substitute members.

(7) The duty of the unit members is to evaluate complaints or reports, listen to the details of the incident from the applicant or the person making the report, and guide the applicant, witness, or victim on what needs to be done. They inform the victim or the person making the complaint about the process that will be followed to resolve the issue.

(8) Unit its members duty duration fly years. Duty duration ending One member same by method again can be assigned.

(9) The same procedure is followed in replacing those who resign or whose membership has been

(10) terminated before the end of their term of office. New members serve until the end of the regular term of office of the member they were elected to replace.

(11) The membership of the board shall be terminated if a member fails to attend three consecutive meetings within a year without permission or a valid excuse.

(12) Unit members are given awareness training by the INU Women and Family Studies Application and Research Center when they start their duties.

The Executive Board Duties:

Article 11-

(1) Within the framework of the Unit's objectives, to make decisions with the absolute majority of the members regarding the Unit's activities,

(2) To support the coordinator regarding the tasks carried out by the coordinator,

(3) To distribute tasks regarding the Unit's activities,

(4) To prepare the annual activity report and the annual report regarding the applications made to the Unit and submit it to the Rector,

(5) To provide the requested information and reporting regarding the INÜ GEP,

(6) To prepare the Unit's budget proposal when necessary and submit it to the Rector for approval,

(7) To ensure that information about the Unit, the Unit's directive, board members and current contact information are included on the University's website for application and to monitor the e-mail address ctcsdestek@nisantasi.edu.tr,

(8) To suggest names for the investigator or investigation committee that will conduct disciplinary investigations to be opened by the Rector or sequential disciplinary officers in the capacity of the disciplinary officer in matters falling within the scope of this directive and to provide information and opinions to the investigator or investigation committee upon their request,

(9) To inform the applicant about their rights and the legal remedies and support mechanisms they can apply to, and to provide information about the following options. To try to prevent the applicant from being psychologically or socially harmed by sexual harassment, regardless of its severity, through the psycho-social support process,

In this context, the Unit encourages and supports each applicant to receive psycho-social support. The applicant may consult a specialist psychologist if they wish. Medical (psychiatric, first aid, etc.) support may be provided when necessary. The verbal warning process conveys to the applicant that they are protected; to the complained party, a message is given to them that there is a report regarding sexual harassment and that the institution is following the situation.

(10) To carry out activities to increase awareness, consciousness, and sensitivity regarding preventing sexual harassment and sexual assault at the university, to organize training, promotion and similar activities,

The unit carries out training and information planning under the roof of the INU Women and Family Studies Application and Research Center. With these plans;

1- Training of commission members, 2- Providing awareness trainings included in the plans foreseen in the INU GEP to the academic and administrative units of the university, subcontractor company representatives and employees, creating awareness in the context of preventing sexual harassment and disturbing sexual behaviors. It is mandatory for those who will attend the training to attend a minimum of two hours of awareness program every two years, 3- Providing awareness-raising training to all new personnel starting to work at INU as part of the orientation program, 4- Planning brochures and social media publications etc. for the public.

(11) To work in cooperation with authorized bodies to ensure the establishment of legal, psychological, social, and medical support mechanisms,

(12) To present opinions to the Rector on the steps to be taken to achieve the objectives set forth in the Policy Document and Directive, to report to the Rector every 6 months,

(13) To review the directive once a year and when necessary and to make necessary changes.

Temporary Members of the Executive Board:

Article 12-

In the event that one of the parties to sexual harassment and assault is a student, two students (from student representatives or student clubs active in the field of gender) recommended by the Board and approved by the Coordinator and the Rector, participate in the Board meetings on the subject as temporary members. In the event that one of the parties is an administrative staff, two administrative staff recommended by the General Secretariat and approved by the Coordinator and the Rector, participate in the Executive Board meetings as temporary members.

Operating Procedures and Principles

Article 13-

Application And Support Process:

(1) Individuals who believe they have been subjected to or witnessed sexual harassment or sexual assault may apply to the Unit through the Coordinator.

(2) In case of an application to any of the university units or academic or administrative superiors, these units and individuals shall inform the applicant about the Unit and, if the applicant deems it appropriate, forward the relevant application to the Unit or the Coordinator. The authorities of the disciplinary superiors listed in the legislation are reserved.

(3) The applicant may apply in person or electronically via the Unit's e-mail address. The contact information must be included so that the Commission can contact the applicant. Anonymous applications will not be taken into consideration.

(4) The applicant may describe the incident they experienced/suspected/witnessed using the above channels or request a meeting.

(5) There is no time limit for the application. Even if a disciplinary investigation cannot be initiated due to the statute of limitations, the application is recorded so that the applicant can benefit from support and empowerment mechanisms.

(6) A registration form is created by the Unit for each application and a registration number is given, and the following procedures are carried out using this registration number. The identity information of the parties and witnesses to the incident is kept confidential in the application file, and the procedures are carried out using the given registration number. Unless the applicant consents to the addition of other information, the registration form only includes the date, subject and requests of the applicant. The registration form includes the date, subject and requests of the application. Other information to be added to the registration form is subject to the approval of the applicant.

(7) The Board is obliged to protect the confidentiality of this information during the application and evaluation process. The same rule applies to applications made electronically.

(8) In applications made electronically, the applicant is encouraged to meet face to face. If the applicant does not want to meet face to face, the applicant is informed about the process via e-mail.

(9) If any procedure is initiated regarding the application, the applicant is informed about the stages and results of the ongoing process.

(10) If any of the parties to the incident in question and any of the Unit members have a relationship that could overshadow the impartiality and objectivity of the member, the Unit member concerned will not be included in the application process. If the relationship in question is learned or noticed later, the board member will leave the application process. In such cases, one of the substitute members will be temporarily assigned by the Rector.

(11) There is no specific time period for applying to the Unit. However, if the process reaches the stage of

applying to official complaint channels in the later stages, there are specific application periods for these processes.

(12) When an application is made to the Unit, the Unit members will first meet within two days at the latest to hear the applicant and/or evaluate the application. The Commission member, legal expert psychologist and (if any) the Unit member with whom the applicant has direct contact must be present at this meeting. Otherwise, it is sufficient for the absolute majority of the Commission members to attend the meeting.
(13) The person(s) receiving the application regarding sexual harassment will inform the applicant about the Support Unit, support mechanisms, the relevant disciplinary process, and judicial options. The applicant's needs and demands are listened to, and the applicant is informed about legal and other solution options, the process to be followed, and the measures to be taken.
(14) The unit encourages and guides the applicant to receive psycho-social support. It informs about the action options in the form of a formal complaint and verbal warning, and the next process continues in line with the applicant's decision.
(15) During the unit support process, the person making the complaint or notification is informed about the legal and actual solution options that he/she can apply, the processes followed in these options, the risks that each of these options may create and the precautions that need to be taken.
(16) Official complaint in the process Unit, Applicant Person official complaint with channels relating to informs.
(17) If the person under investigation or the victim is a faculty member, the members of the Investigating Unit must have the same academic title as the person concerned or a higher academic title. In investigations regarding administrators, equality or higher title is sought.
(18) If the applicant is one of the witnesses of the incident, the application record is opened, and the details of the incident are heard. Information about legal and other solutions is provided.
(19) If the Board initiates a disciplinary investigation into the subject of the application after evaluating the complaint, the Unit provides expert support to the committee that handles the disciplinary investigation and submits its evaluation of the subject to the committee as a report.
(20) The committee to be established for the investigation consists of three investigators. Evidence for the investigation is collected by the Investigation Committee, and witnesses, if any, are heard by the Committee. In the establishment of the committee for the investigation of administrative employees, the priority of title is taken as a basis, provided that at least one of the members is a faculty member. The Investigation Committee completes the investigation and presents its decision to the Rector. The Rector makes the decision on the investigation by taking into account the decision of the Committee and personally notifies the perpetrator and the victim of the decision he/she makes.
(21) In conducting disciplinary investigations, the members of the investigation committee shall observe the principles and procedures set out in this directive, as well as the procedures and principles set out in the relevant legislation.
(22) The Board conducts correspondence during the examination and evaluation phase through the Rectorate. The requested opinions are requested to be submitted within one week.
(23) Applications are evaluated promptly and diligently. The response to applications is created according to the subjective conditions of the application. University units act in accordance with the obligation of promptness and diligence.
(24) Throughout the process, due care and attention is paid to avoid any behavior that may cause the applicant to be victimized again and that may damage the parties' human dignity and sense of trust, and to prevent such behaviors from occurring. Questioning and accusatory words, behaviors, attitudes, and insinuations that may increase victimization are avoided during the support process.
(25) In case of emergency, the relevant units of the University and the Support Unit are informed of the situation and immediate action is taken.

Confidentiality

Article-14

(1) In line with the principle of confidentiality, all records are kept in strict accordance with the principle of confidentiality. Documents are kept confidential, except for notification obligations arising from legislation and other legal obligations. According to its principle, it is not shared with any person or authority and is not reproduced.

(2) In handling sexual harassment allegations, the principle of confidentiality shall be observed at all stages for the perpetrator and victim of sexual harassment, the reporter and the witnesses. All persons responsible for the implementation of the Regulation shall show the utmost respect for confidentiality and the privacy of the persons reporting sexual harassment or accused of sexual harassment. It is essential to ensure the confidentiality of the parties and witnesses against other persons at all stages of the implementation of this Regulation.

Basis of Declaration and Intentional Misrepresentations

Article -15

(1) In order for an application regarding sexual harassment and assault to be accepted, the person's statement is essential and no other evidence is required.

(2) In cases where it is determined beyond any doubt that the claimant has deliberately lied and made false statements during the application process, disciplinary sanctions will be imposed on the applicant. **Unit Budget of the Unit:**

Article (16)-

(1)- Birimin giderleri Rektörün onayıyla yıllık bütçe çerçevesinde Rektörlük bütçesinden karşılanır.

Enforcement

Article 17 - Cinsel Tacizi ve Cinsel Saldırıya Karşı Destek Birimi Yönergesi, İstanbul Nişantaşı Üniversitesi Senatosu tarafından kabul edildiği tarihte yürürlüğe girer.

Conduct

Article 18 - The Rector of Istanbul Nişantaşı University shall conduct the provisions of this directive.

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