



Sexual Harrasment and Assault Policy and Procedure

The Board Approved Policy

Policy Compliance with Relevant Legislation

Regulatory Requirements	Relevant Standards	Section/s
	<ol style="list-style-type: none"> 1. All students are advised of the actions they can take, the staff they may contact and the support services that are accessible if their personal circumstances are having an adverse effect on their education. 2. Timely, accurate advice on access to personal support services is available, including for access to emergency services, health services, counselling, legal advice, advocacy, and accommodation and welfare services. 3. The nature and extent of support services that are available for students are informed by the needs of student cohorts, including mental health, disability and wellbeing needs. 4. A safe environment is promoted and fostered, including by advising students and staff on actions they can take to enhance safety and security on campus and online. 5. There is a critical-incident policy together with readily accessible procedures that cover the immediate actions to be taken in the event of a critical incident and any follow-up required. 	Entire Policy

Table of Contents

1. Preamble.....	5
2. Scope	5
3. Policy Statement	5
4. Policy Principles.....	5
5. Responsibilities.....	6
6. Prevention and Support	6
7. Ethical Bystander Intervention.....	6
8. Culture of Inclusion.....	7
9. Confidentiality and Privacy	7
10. False, Vexatious Complaints	7
11. Implementation, Monitoring and Evaluation.....	7

Version Control

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Review	The Board will review this Policy in accordance with Kaartdijin Oasis (KO) <i>Policy Documents Review Schedule</i> .
Approving Body	Board
Approval and Effective Date	28 October 2025
Policy Custodian	Director
Policy Contact	Director
Related Document	Glossary of Terms Staff Code of Conduct Student Code of Conduct Student Grievance Management Policy and Procedure Human Resources Policy and Procedure
Related Legislation	N/A

1. Preamble

1.1. Purpose

Kaartdijin Oasis (KO) Sexual Harassment Policy and Procedure ('the Policy') outlines the management of sexual harassment incidents at KO and the timely resolution of related complaints. This Policy also promotes the safety and wellbeing of the disclosing student/staff member and a commitment to build a culture of respect and inclusion through changing behaviours and attitudes.

1.2. Background

KO has a zero-tolerance approach to sexual assault and sexual harassment as well as any sexual discrimination related to gender or sexual orientation. KO has the primary duty and responsibility to minimise and/or eliminate, so far as is reasonably practicable, the risks to the health and safety of all staff and students. This Policy assists KO in complying with its legal responsibilities through the development and implementation of strategies for staff and students to educate them with the aim of prevention, and empowerment against sexual harassment under the UAE applicable laws.

1.3. Definition

For definitions, please refer to the 'Glossary of Terms'.

2. Scope

This Policy applies to all students and staff of KO. Additionally, this policy applies to KO contractors, visitors, and Committees. It extends to all KO-related places including academic and non-academic spaces and off-site functions (e.g. work lunches, conferences, parties, functions, external meetings, classrooms, collaboration rooms, student club etc.).

3. Policy Statement

KO is committed to creating a work and study environment which celebrates diversity and inclusion and is free of sexual harassment and discrimination for all. KO regards sexual harassment as a serious breach and accepts its responsibilities under federal, and state equal opportunity laws and takes all reasonable steps to ensure that no staff member or student subjects another person to or is subjected to sexual harassment within or any KO activity. Discrimination against any individual based on their gender identity or sexual orientation is not tolerated by KO.

4. Policy Principles

The guiding principles of this Policy are to:

- 4.1 provide a safe working and learning environment which is free from sexual harassment where all KO staff members and students are treated with dignity, courtesy and respect;
- 4.2 implement training and awareness-raising strategies to ensure that all staff and students know their rights and responsibilities;
- 4.3 protect the health and well-being of complainants by ensuring any acts of victimisation or retaliation are investigated and dealt with promptly;
- 4.4 encourage the reporting of behaviour which breaches this Policy;
- 4.5 promote appropriate standards of personal conduct at all times;

4.6 raise awareness and implement preventative, responsive and relevant strategies that value diversity, enable access and promote cultural inclusion.

5. Responsibilities

5.1 KO Board is responsible for ensuring that the Policy principles have sufficient coverage and the Policy is put into practice.

5.2 Students and staff are responsible for treating fellow members with respect regardless of background, engaging in a positive, respectful and constructive manner at all times and reporting any incidents of discrimination, harassment or bullying to KO.

5.3 KO Director has the ultimate responsibility to ensure effective management of sexual harassment incidents. The Director monitors sexual harassment-related procedures and ensures their communication to students and staff.

5.4 All managerial staff are trained to handle incidents appropriately including managing personal data, escalation points and key contact person.

6. Prevention and Support

KO recognises that promoting changing attitudes and behaviours towards sexual harassment helps to build a culture of respect thus aiming to minimise the number of incidents that might occur. KO does this by implementing a range of prevention strategies including but not limited to:

6.1 ensuring the immediate safety, privacy and well-being of a student or staff member who has experienced an incident of sexual harassment;

6.2 conducting risk assessments and implementing controls on any identified risks related to sexual harassment;

6.3 information about internal and external services to staff and students, including counselling and medical services, local sexual assault services, police, and hospitals are accessible to students and staff through KO website, the *Student Handbook* and the *Staff Handbook*;

6.4 orientation programs for new students and staff about expected behaviours and potential repercussions for inappropriate behaviour;

6.5 sexual violence, drug and alcohol abuse prevention education posters are displayed clearly on the campus;

6.6 students are educated on this Policy at orientation and staff are provided with a copy of this Policy as part of their induction.

For a detailed outline of sexual harassment-related complaints procedure, please refer to Appendix I.

7. Ethical Bystander Intervention

KO encourages and values safe Ethical Bystander Intervention by KO students, staff and affiliates to prevent or stop sexual misconduct from occurring or continuing.

7.1 Ethical Bystander Intervention can include:

- i. being aware of situations that might include an incident of sexual misconduct;
- ii. determining whether the situation raises an issue that needs to be addressed by further investigation or offering assistance and/or checking if unsure;
- iii. taking responsibility for the situation;
- iv. taking indirect or direct action in a safe and appropriate manner to address the situation (e.g. calling the Police).

8. Culture of Inclusion

8.1 A culturally inclusive environment requires mutual respect, effective relationships, clear communication, explicit understanding of expectations and critical self-reflection. In an inclusive environment, people of all cultural orientations can:

- i. freely express who they are, their own opinions and points of view;
- ii. fully participate in teaching, learning, work and social activities;

iii. feel safe from abuse, harassment or unfair criticism.

8.2 KO aims at establishing an environment where:

- i. individual students can participate fully in classes, aim to study better, aim to achieve better academic results, experience less stress and have enhanced career prospects;
- ii. all staff can interact more fully with other staff and students, and can extend and develop their own cultural awareness;
- iii. KO believes that it benefits from culturally diverse staff and students through exposure to alternate perspectives and experiences.

9. Confidentiality and Privacy

9.1 The information provided by a sexual harassment complainant is treated as confidential and provided only to staff or external agencies who need access to the information for the purposes set out in this Policy.

9.2 Except where KO is compelled or obliged by the operation of the law, KO keeps confidential all particulars relating to a complaint of sexual misconduct, unless the complainant consents to the disclosure of part or all of the information for a specified purpose.

9.3 In the event that confidentiality is breached, the matter shall be investigated by the Director who takes appropriate action.

9.4 Information about individual disclosures and formal complaints is collected and stored confidentially in accordance with KO policies.

10. False, Vexatious Complaints

Any person who knowingly makes a false, vexatious or malicious complaint is subject to disciplinary action in accordance with the requirements of law and KO Policies and Procedures.

11. Implementation, Monitoring and Evaluation

The Director commits to evaluating and reporting on the effectiveness of preventative measures and support services annually and reports to the Board.