

## 元智大學教職員工性騷擾（性別歧視）事件調查處理及申訴流程圖

### Investigation And Complaint Procedure for YZU Faculty And Staff Conducting Incidents of Sexual Harassment (or Sexual Discrimination)

被害人或其法定代理人得於事實發生後，以其名之書面資料或以言詞方式向本校人事室提出申請；被害人外之任何人亦得向人事室提出檢舉。

本校其他單位於知悉工作場所之性騷擾或性別歧視事件時，應立即將案件移送人事室處理。（行政業務由人事室辦理，相關調查事項由本校性別平等教育委員會協助處理）。

The victim or his or her legal representative may apply for an investigation orally or in writing with the real name to the Personnel Office of the University. Any person other than the victim may also file a report to the Personnel Office. Any other units of the University with the knowledge of the incidents of sexual harassment or sexual discrimination on campus shall report them to the Personnel Office immediately. (The administrative affairs are handled by the Personnel Office, while the YZU Gender Equality Education Committee assists in handling related investigation matters.)

性騷擾或性別歧視之申訴得以言詞或書面提出。以言詞方式提出申訴者，受理人員應作成紀錄，經向申訴人朗讀或使閱覽確認其內容無誤，由其簽名或蓋章。未簽名或蓋章者，得不予受理。

以電話申訴者，應於3日內以書面補正，逾期未補正者，得不予受理。

The complaint of sexual harassment or sexual discrimination shall be filed orally or in writing. For orally filed complaints, the personnel or unit receiving these complaints shall put them in record. After clearly announcing them to the complainant or let him/her read and ascertain the correctness of their contents, the complainant shall sign his/her name or imprint his/her seal on the record. For complainants filed via phone, they shall submit written documents within three days, and those who fail to do so within the specified timeframe may not be processed.

校長為相對人時應向學校所屬上級機關(教育部)申請調查。

If the offender is the President of the University, the investigation application shall be made to the competent authority supervising the University (Ministry of Education).

人事室接獲案件後3日內交本校性別平等教育委會(以下簡稱性平會)審查，並於20日內以書面通知申請人或檢舉人是否受理。

The Personnel Office shall refer the case to the YZU Gender Equality Education Committee established by the University within three days for further investigation and processing, and will inform the complainant in writing of the acceptance or rejection of the investigation within twenty days.

受理 Accepted

不受理 Rejected

性平會應自提出起2個月內結案，必要時得延長1個月，並通知當事人。申訴人及申訴之相對人對申訴案之決議有異議者，得於收到書面通知次日起20日內，以書面提出申復。

The YZU Gender Equality Education Committee shall complete the investigation within two months upon receipt of the application or complaint. If necessary, the investigation may be extended, provided that it shall be extended no more than one month for each extension; both parties must be informed regarding the extension. The complainant or the respondent of the complaint may file a written appeal within 20 days from the date of receiving the decision if either party is not satisfied with the decision.

不受理之書面通知應敘明理由，並告知申請人或檢舉人申復之期限及受理單位。

The written rejection notice shall include clear reasons for the rejection; the complainant or third-party reporter shall be informed of the deadline and the receiving office for reapplication.

性平會調查完成後，應將調查報告移送相關單位或會議審議。

The final investigation report and final decisions made by the YZU Gender Equality Education Committee shall be submitted to the competent authority or meeting for further review.

附註 Notes：

1. 本流程依據「元智大學工作場所性騷擾防治措施、申訴及懲戒辦法」訂定。

The procedure is established in accordance with “Yuan-Ze University Regulations for Establishing Measures of Prevention, Complaint, and Punishment of Sexual Harassment at Workplace”.

2. 申請時應填具「元智大學教職員工性騷擾（性別歧視）事件申訴書」。  
A complaint shall be filed with “Yuan Ze University Faculty/Staff Filing A Complaint for Sexual Harassment (Sexual Discrimination)”.

1. 性平會應以簡要格式將調查報告及決議內容由人事室送達雙方當事人，並告知申復之期限及受理單位。

The YZU Gender Equality Education Committee shall provide a concise investigation report and the decision to both parties through the Personnel Office, along with notifying them of the deadline and the receiving office for reapplication.

2. 就決議成立之事件，性平會應將調查報告及決議之內容由人事室送交學校相關單位，並於調查報告檢附懲處建議。本校相關單位於接獲調查報告後2月內依法議處，並將處理之結果，以書面載明事實及理由通知申請人、檢舉人及行為人。  
The YZU Gender Equality Education Committee shall submit the investigation report with suggestions for handling, along with the decision, to the University’s competent authority through the Personnel Office. The competent authority shall put forth a disposition for a decision within two months according to laws or regulations; and shall notify in writing the complainant, third-party reporter and offender of its handling conclusion, facts established and grounds.

**The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese version shall prevail.**