

Yuan-Ze University Regulations for Establishing Measures of Prevention, Complaint, and Punishment of Sexual Harassment at Workplace

Passed by the 2nd Administrative Meeting of the 2010 School Year, September 20, 2010
Amended by the 3th Administrative Committee of the 2012 School Year, September 10, 2012
Amended by the 1st School Council Meeting of the 2023 School Year, October 25, 2023

- Article 1 These regulations are provided by Yuan-Ze University (hereafter, ‘the University’) to offer a work environment free of sexual harassment for employees and applicants. The University shall adopt appropriate measures to prevent, correct, punish and handle this conduct and protect the privacy of the parties involved. These regulations are prescribed in accordance with “Act of Gender Equality in Employment”, “Sexual Harassment Prevention Act”, “Regulations for Establishing Measures of Prevention, Correction, Complaint and Punishment of Sexual Harassment at Workplace”, and “Enforcement Rules of the Sexual Harassment Prevention Act”.
- Article 2 Faculties and staff (including contract employees) at the University who are involved in sexual harassment incidents under Article 12 of “Act of Gender Equality in Employment” and Article 2 of “Sexual Harassment Prevention Act” shall be subject to these regulations. However, those handled under “Gender Equality Education Act” shall not be subject to the provisions of these regulations.
- Article 3 To avoid incidents of workplace sexual harassment, the University shall establish a friendly working environment and enhance the concept of gender equality between supervisors and employees to protect faculty and staff members from the threats of sexual harassment. Upon becoming aware of incidents of workplace sexual harassment, the University shall take immediate and effective corrective and remedial measures.
- Article 4 The University shall implement regular educational programs for preventing sexual harassment, organize courses related to gender equality and sexual harassment prevention during on-the-job trainings or workshops, and display the announcement at a noticeable place in the workplace.
- Article 5 The University shall establish a channel for making complaints and set up designated telephone, telex, special mail box or e-mail addresses to handle the complaints concerning sexual harassment. The related information shall be openly displayed at a noticeable place in the workplace.
- Article 6 The University shall utilize various announce methods such as meetings, campus emails,

and dedicated web pages to strengthen the concept of sexual harassment prevention measures and complaint channels among colleagues.

Article 7 Upon becoming aware of incidents of workplace sexual harassment, the University shall take immediate and effective corrective and remedial measures with close attention paid to the following notes:

1. Protection of the rights and privacy of victims.
2. Maintenance of or improvements to workplace safety.
3. Punishments to the offenders.
4. Other prevention and improvement measures.

Article 8 Workplace sexual harassment complaints are received by Personnel Office, and within 3 days from the receipt of the complaints, the University shall commission the Gender Equality Education Committee (hereafter, 'the Committee') to investigate the complaint. In cases where the President is involved in sexual harassment incidents under "Act of Gender Equality in Employment", complainants shall file complaints with the Ministry of Education, and the handling procedures shall be conducted in accordance with relevant regulations of the Ministry of Education.

Article 9 The complaint of sexual harassment 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.

The written form referred to in the preceding paragraph shall be signed or sealed by the complainant and shall contain the following items:

1. Name, service unit and position title, address or residence, contact telephone number of the complainant and the date of filing the complaint.
2. If he/she has a substitute, a commission form shall be forwarded and the name, address or residence and contact telephone number of the substitute shall be listed.
3. Facts and contents of the complaint.

If the complaint form or documented verbal application doesn't meet the requirement of the preceding paragraph, for those situations that could be remedied, the complainant must be notified in order to make rectification within 14 days. Any modified and supplemented documents submitted later than this will not be accepted.

Article 10 Before the Committee makes a decision, the complainant or his/her substitute may withdraw the complaint by submitting a written withdrawal to the Committee. The

complaint will be closed upon receipt of the application, and the complaint regarding the same matter shall not be filed again.

Article 11 When the University investigates a sexual harassment case, it must follow the rules described below:

1. The investigation of the sexual harassment case shall not be open, under confidentiality, in order to protect both parties' private information and their personal legal interests/rights.
2. The investigation of the sexual harassment case shall be based on the principle of objective, justice and professional; and provide those directly involved with the chance to make statements and answer questions for defense. Experts with knowledge and experience in relevant fields may be invited to provide help if necessary.
3. If the description of the victim is clear and further inquiry is not necessary, the repeated inquiry shall be avoided.
4. When the parties or the witness involved in the case are of the relationship of supervisor and subordinate, confrontation(s) shall be avoided.
5. When necessary, written information may be produced without infringing the obligation of confidentiality, and be provided, read, or informed to those directly involved.
6. All personnel involved in the investigation shall keep the names and other identification information of both parties confidential, except for the necessity of investigation or public safety concerns.
7. During the course of the investigation, those directly involved may be transferred to related institutions or provided with psychological counseling or legal consultation when necessary, based on their physical and mental conditions.
8. While proceeding with appeal, investigation, or examination of sexual harassment cases, the Committee members shall not discriminate against or give unequal treatment to complainants, defendants, initiators of complaints, witnesses, providers of help or any others involved in the investigation.
9. All individuals involved in the processing, investigation and resolution of a sexual harassment case shall keep the case confidential. Violators shall be stopped in their involvement or be removed. Chairman of the Committee shall take disciplinary actions against the violators in accordance with relevant regulations depending on its circumstances.

Article 12 The Committee shall resolve the case with a decision and its reasons within two months of its submission. It may also offer disciplinary action or other proposals for solving the

compliant. The committee may extend the deadline by one month when deemed necessary, and will inform the complainant and the respondent about the extension. The decision of the Committee and its reasons shall be sent in writing to the interested parties and the University. 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. The period shall be calculated from the day following the delivery of the complaint decision to the parties.

While filing an appeal, written reasons shall be provided, and the Committee shall convene another meeting to handle the matter. Once the appeal aforesaid is closed, neither party may file the appeal regarding the same matter.

Article 13 Deleted

Article 14 The Committee may suspend investigations and deliberations when the case is going through the judicial process.

Article 15 After a conduct of sexual harassment is investigated and proved to be taken place, the University shall discipline the offenders with warnings, demerits, terminations, non-appointments, non-reappointments or other punishing actions depending on the seriousness of the situation. If the fact of false reporting is proved, the University shall make an appropriate punishment or render other corrective measures to the complainant.

Article 16 The University shall adopt follow-up monitoring, evaluation and supervision measures to ensure that disciplinary actions or other resolutions have been implemented effectively and to prevent similar incidents or retaliation from occurring.

Article 17 If the University regards that it is necessary to provide counseling or medical treatment for the parties involved, the University may refer them to professional counselors or medical institutions.

Article 18 The University shall not terminate, transfer or take any adverse action against faculty who personally file complaints pursuant to these regulations or assist others to file complaints.

Article 19 These regulations are adopted by School Council Meeting, as shall amendments when they are made.

The English translation is for reference only. In case of any discrepancy between Chinese

version and English version, the Chinese version shall prevail.