University of Malta (UM) is committed to creating a positive studying and working environment; a safe space for all staff and students. At UM, any form of unwanted sexual conduct will not be tolerated.

SAFETY FIRST
For immediate, grievous risk you may call:
Emergency (Police/Ambulance) ło 112
UM Campus Security ło +356 2340 2803/
+356 9990 8888

PHASE 1
INITIAL REPORTING

If you feel you have been a victim of unwelcome sexual conduct you may:

A Report confidentially on sexualharassmentcomplaint@um.edu.mt

B Your Report will be viewed by three of the Sexual Harassment Advisors who will take a decision regarding who of the Sexual Harassment Advisors is best suited to follow up your Report. The two appointed Advisors will meet with you and offer you support and guidance.

If you feel comfortable and safe to do so, you are encouraged to tell the offender to stop any unwelcome conduct immediately.

You will be advised about the informal or formal complaint options and procedures.

You may decide to take no further action after the initial communication with advisors.

Advisors will guide you to seek further support services if considered appropriate.

The implementation of the Sexual Harassment Policy includes the following procedures:

PHASE 2
PROCEDURES

2.1 INFORMAL PROCEDURE

i Advisors meet the complainant to supportively listen to their account.

Complainant shall submit a written, dated and signed complaint including:

- Details of act/s of unwanted sexual conduct
- Dates and times
- Places/locations (Online or in person)
- Names of individuals involved
- Names of any witnesses
- Other relevant information

To be submitted within 6 months of the last incident.

Advisors will provide the Respondent with a copy of the complaint within 10 working days of the complaint submission.

Continues on next page
PHASE 2
PROCEDURES

2.1 INFORMAL PROCEDURE
Continued

Advisors will **assess the complaint within 30 working days** since complaint submission and organise a meeting with the Complainant and Respondent, as applicable.

If a resolution is achieved as a result of this informal process, a written copy of the Resolution shall be signed by both complainant and Respondent.

Resolution is to be signed by complainant and Respondent within **10 working days** of the signature version of the Resolution. If not,

- The other party is informed of this;
- The complainant/Respondent will be advised of the formal procedure option;
- The complainant will be advised that they can forward the Complaint to the National Commission for the Promotion of Equality (NCPE).

2.2 FORMAL PROCEDURE

Both the complainant and the Respondent may opt for a formal procedure:

- Advisors forward the written complaint to the Respondent (Rector is placed in copy) within **10 working days** of the complaint submission;

- Three (3) independent Case Reviewers are appointed by the Rector to determine the complaint outcome;

- Complaint outcome report is completed and sent to Rector;

- Within **10 working days** of receipt of the report, the Rector will send a copy of the report to the complainant and Respondent;

- Report may be appealed **within 20 working days** on the basis of i) procedural grounds or ii) new evidence;

- If the Respondent is found guilty and the decision is not appealed:
   - Case is referred to the Designated Disciplinary Board.

2.3 ALTERNATIVE REPORTING

**Local Police Force**


**National Commission for the Promotion of Equality (NCPE)**


In the case of alleged sexual harassment involving minors, the Institution is legally obliged to report to Child Protection Services for immediate investigation.

Should you resort to alternative reporting, UM will stop any further policy action but continues to advise both Complainant and Respondent.

GUIDING DEFINITIONS:

- **Complainant**: the alleged victim of Sexual Harassment in a UM context, and therefore the person lodging a complaint.
- **Respondent**: the alleged harasser about whom a complaint is made.