

Harassment Policy

1. Purpose

The purpose of this policy is to provide a safe, respectful, and inclusive environment at the Institute of Corporate & Taxation (ICT) by clearly defining unacceptable behaviour and the procedures for addressing harassment. The policy aims to protect students, staff, and visitors from any form of harassment, whether verbal, physical, or online, and to promote a culture of dignity and mutual respect.

2. Scope

This policy applies to all students, faculty, staff, and visitors associated with ICT. It covers harassment that occurs on ICT premises, during ICT-sponsored activities, online through ICT platforms, or in any situation where the conduct may impact the learning, working, or professional environment.

Harassment can include, but is not limited to:

- Verbal abuse, threats, or offensive remarks
- Physical intimidation or unwanted physical contact
- Sexual harassment or unwelcome sexual advances
- Bullying, including cyberbullying and online harassment
- Discrimination based on race, gender, religion, disability, or any other protected characteristic

3. General Policy

ICT has a zero-tolerance approach to harassment. All individuals are expected to treat others with respect and maintain professional conduct at all times. Harassment in any form will not be tolerated and may result in disciplinary action, up to and including suspension, termination, or expulsion, depending on the severity of the case.

4. Reporting Harassment

Any student, staff member, or visitor who experiences or witnesses' harassment is encouraged to report the incident promptly. Reports can be made to:

- Immediate supervisor or faculty member
- Human Resources or administration office
- Designated Harassment Officer or Committee



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Reports should include relevant details, such as:

- Name(s) of the individual(s) involved
- Date, time, and location of the incident
- Description of the behaviour or conduct
- Any supporting evidence, such as messages, emails, or witness statements

5. **Investigation Process**

Upon receiving a report, ICT management or the designated committee will:

- Review and document the complaint
- Conduct a fair and impartial investigation
- Maintain confidentiality as far as possible while ensuring appropriate action is taken
- Provide the complainant and respondent with updates on the progress and outcome of the investigation

6. **Resolution and Disciplinary Action**

If harassment is confirmed, ICT will take appropriate measures to address the behaviour and prevent recurrence. Actions may include:

- Verbal or written warnings
- Mandatory training or counselling
- Suspension or expulsion (for students)
- Termination of employment (for staff)

ICT may also implement additional measures to support the complainant, including counselling, schedule adjustments, or other reasonable accommodations.

7. **Final Authority**

All harassment complaints and related decisions are subject to review and final approval by ICT management. The management reserves the right to determine the appropriate course of action, ensure compliance with legal obligations, and maintain a safe and respectful environment for all.



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