

# **Sukuna Multiple Campus**

Sundarharaincha, Morang

## **Harassment Policy 2079**



Campus Chairperson

**Prepared by**  
**Sukuna Multiple Campus**  
**Sundarharaincha, Morang**  
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**SUKUNA MULTIPLE CAMPUS**  
**Sundarharaincha -12, Morang**

## **HARASSMENT POLICY**

Sukuna Multiple Campus is committed to providing a teaching learning and work environment free from harassment of any kind. We believe that everyone deserves to study and work in a respectful and inclusive academic workplace that fosters quality education and civilized society. Sukuna Multiple Campus will not allow unlawful discrimination or harassment of any student, employee and stakeholders by any other student, employee, administrator, or campus official and stakeholders. To that end, we have developed this harassment policy to outline the behavior that we expect from all administrators, teaching faculties, non-teaching staff, students and other stakeholders.

This policy covers all administrative staff, program coordinator, department heads, teaching faculties, nonteaching staffs, campus officials and other stakeholders. Each stakeholder is expected to comply with this policy and ensure that prohibited conduct does not occur. Appropriate disciplinary action up to and including termination will be taken against violators.

### **Definitions of Harassment and Discrimination**

Sukuna Multiple Campus, in compliance with all applicable Federal, state, and local anti-discrimination and anti-harassment laws, utilizes these definitions and guidelines in enforcing this policy:

#### **1. Discrimination**

Discrimination means treating another individual less favorably for reasons based on race, color, gender, religion, economic class, geographical region, political ideology, disability or other protected status.

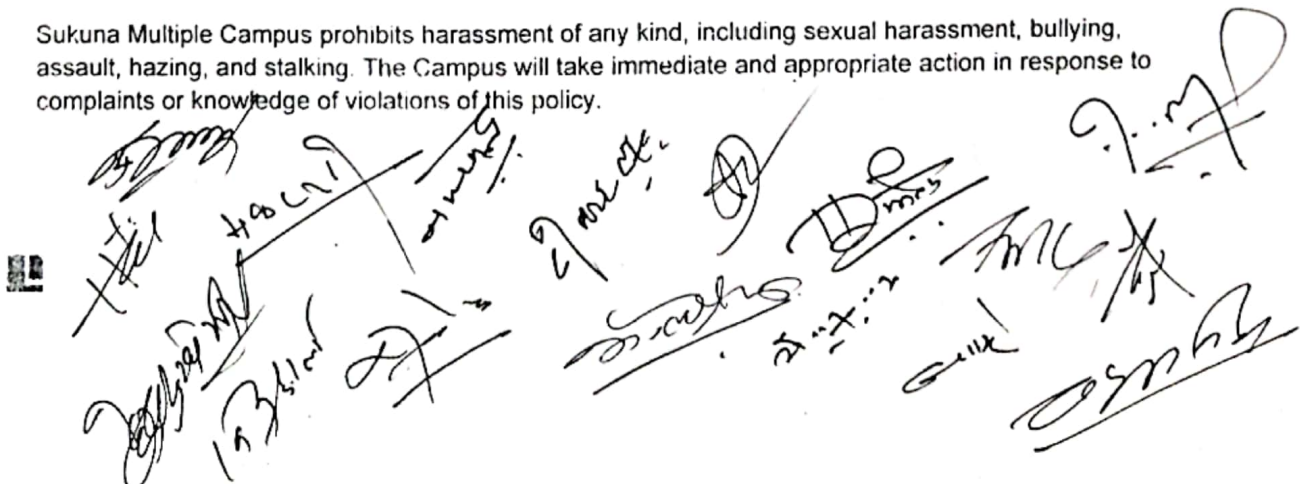
Discrimination can include, but is not limited to:

- Limiting job opportunities, privileges, or benefits
- Unequal working conditions
- Evaluations based on characteristics unrelated to work / study
- Harassment or permitting harassment
- Academic programs, level of education and level of performance in studies.

Discrimination based on race, gender, disability, or other characteristics is a violation of federal law or the constitution of nation. Discrimination in violation of this policy will be subject to disciplinary action up to and including termination.

#### **2. Harassment**

Sukuna Multiple Campus prohibits harassment of any kind, including sexual harassment, bullying, assault, hazing, and stalking. The Campus will take immediate and appropriate action in response to complaints or knowledge of violations of this policy.



For purposes of this policy, harassment is any verbal or physical conduct intended to threaten, intimidate, coerce, or demean any students, teachers, employee, co-worker, or stakeholders for or with Sukuna Multiple Campus.

Harassment is any unwelcome behavior that creates a hostile or offensive work environment, teaching learning or academic environment for other stakeholders. Behavior becomes harassment when it is severe enough that a reasonable person would consider it intimidating, hostile, or abusive. The victim does not need to be the target of the harassment. Anyone who is affected by the conduct can be a victim of the harassment.

Harassing behavior can include, but is not limited to:

- **Verbal harassment**, such as offensive or unwelcome comments, provoking, instigating, regarding a person's national origin, geographical origin, race, color, religion, gender, gender preference, disability, economic class, occupation, linguistics and other characteristics.
- **Physical harassment** includes any unwanted or unasked physical contact, patting such as hugging, touching, kissing, shoving, or pushing.
- **Nonverbal harassment** may include distribution or display of images belittling a protected class, intentional display of graphic or obscene material, harassment through social media, staring or "staring down" a victim, and similar conduct.
- **Bullying can include** any or all of these behaviors when taken beyond harassing and used to threaten or intimidate the victim or to coerce them into acting in a certain way.
- **Sexual harassment** may include any of these behaviors, and especially when used to threaten, intimidate, or coerce the victim into performing sexual favors or sexual acts for the harasser. Sexual harassment becomes sexual assault when the victim is forced into performing sexual acts.

**3. Reporting Harassment.** Employees, students and stakeholders who experience or witness any behavior that they believe constitutes harassment or discrimination are encouraged to report it immediately. Employees, students and stakeholders who feel safe enough to do so should inform the harasser directly that the conduct is unwelcome and must stop.

Specially Students can report harassment to their teachers, department heads, coordinators, assistant campus chief, grievance committee or campus administration. Teaching faculty and nonteaching staffs may also report harassment to the campus administration and Campus Management Committee as well.

Reporting Method:

- Oral (verbal) reporting.
- Written reporting in the form of complaint letter or through email written officially. The campus encourages the written complaints.
- Reporting by the third party, friends, parents and social activists can report to the campus.

**4. Investigation and Response.** All reports of harassment will be taken seriously and investigated promptly. If it is determined that harassment has occurred, we will take appropriate action as per the law to address the situation, which may include disciplinary action up to and including termination of employment and issue the rustication letter of the harassing individual.



All complaints are treated as confidential to the fullest extent possible, and information disclosed on a strictly "need-to-know" basis. Although the identity of the complainant may be revealed to the parties during the investigation, the Grievance committee will take reasonable steps to ensure the complainant is protected from retaliation during and after the investigation. All information pertaining to the complaint and investigation will be maintained by administration following the investigation's completion.

If necessary, the complaint will be referred to law enforcement for further investigation.

Methods of handling the harassment:

- Counselling
- Contracting / Compromising
- Reporting further
- Reducing the facilities
- Demotion
- Rusticating
- Job termination

### Protection for Harassment Reporting

Sukuna Multiple Campus encourages any student, employee and stakeholders who has suffered discrimination or harassment to report such behavior immediately. Retaliation against any students, employee and stakeholders reporting harassment is prohibited by the Campus. Any retaliation against any student, employee and stakeholders who reports harassment or discrimination will not be tolerated and will be investigated and appropriate action will be taken up to and including termination and issue the rustication letter.

Sukuna Multiple Campus understands that miscommunication happens and that comments can be misconstrued or misunderstood. The Campus will investigate all complaints as bona fide complaints, and a bona fide complaint or a complaint reasonably believed to be genuine shall not be used against the reporting student, employee and stakeholders or have an adverse effect on the student's, employee's and stakeholders' status.

However, a baseless complaint or a complaint filed with knowledge that the behavior was not intended to be discriminatory or harassing will be considered a violation of this policy and malicious reporters will be subject to disciplinary action. Reporters may be protected by state and federal laws and acts.

**5. Training / Orientation** All students, employees and stakeholders will be provided training / orientation on this harassment policy and what constitutes appropriate academic workplace behavior. We are committed to ensuring that all students, employees and stakeholders are aware of their rights and responsibilities under this policy.

Sukuna Multiple Campus is committed to maintaining a harassment-free academic environment for all students, employees and stakeholders. We expect all students, employees and stakeholders to act with respect and professionalism at all times. Together, we can create a positive and inclusive academic environment for everyone.

