[SDG 10.6.4] Anti-discrimination and anti-harassment policy

Does your university as a body have anti-discrimination and anti-harassment policies?

Policy created (2005)

Policy reviewed (2019)

I.Anti-discrimination policy

https://en.yuntech-csr.tw/esg-governance-into/equality-diversity-and-inclusion-committee-office-or-officer/

1. Gender equality/1

Responsible unit

Office of Secretariat

Policy

Gender Equality Education Commission

https://yuntech-gender-equity.weebly.com/2461524179263713206832340.html

National Yunlin University of Science & Technology establish a gender equity education committee in Office of Secretariat. The aforesaid committee hold at least one meeting every three months, and appoint staffer or teacher ad hoc to handle related matters. Matters regarding the organization and meetings of the committee, and other related affairs shall be prescribed by the school.

The tasks of gender equity education committee include:

- 1. Integrate related resources in various departments of the school, draft gender equity education projects, and implement and examine the results of the projects.
- 2. Plan and implement activities related to gender equity education for students, staff, faculty, and parents.
- 3. Research, develop and promote courses, teaching, and assessments on gender equity education.
- 4. Draft and implement regulations on gender equity education and prevention of sexual assault and sexual harassment on campus, establish mechanisms to coordinate and integrate related resources.
- 5. Investigate and handle cases pertinent to this Act.
- 6. Plan and establish a safe and gender-fair campus.
- 7. Promote gender equity in family education and social education at community level.
- 8. Other matters related to gender equity at school or community level.

Policies

• Guidelines for the Establishment of the Gender Equality Education Committee at National Yunlin University of Science and Technology

English translation

Guidelines for the Establishment of the Gender Equality Education Committee at National Yunlin University of Science and Technology

Created during the 1st University Affairs Meeting of the 93rd Academic Year on October 27, 2004

- 1. To create a gender-neutral educational environment and enhance campus safety and harmony, National Yunlin University of Science and Technology (NYUST) hereby establishes the 'Gender Equality Education Committee' (hereinafter referred to as 'the Committee') in accordance with the provisions of the 'Gender Equality Education Act.'
- 2. The Committee is responsible for planning and promoting gender equality education-related activities at NYUST. Its tasks include:
 - (1) Coordinating relevant resources from various units of the university, formulating gender equality education implementation plans, and implementing and reviewing their outcomes.
 - (2) Planning and organizing gender equality education activities for students, faculty, staff, and parents.
 - (3) Developing and promoting gender equality education curricula, teaching methods, and assessments.
 - (4) Drafting regulations for the implementation of gender equality education and prevention of campus sexual harassment and sexual misconduct, establishing mechanisms, and coordinating and integrating related resources.
 - (5) Investigating and handling cases related to this Act.
 - (6) Planning and establishing a safe campus environment for gender equality.
 - (7) Promoting family and community education on gender equality.
 - (8) Other matters related to gender equality education within the university or community.
- 3. The Committee shall consist of thirteen to fifteen members with a term limit of one year. The President of the university serves as the Chairperson. Female members should constitute more than half of the total membership. Additionally, the Committee may include representatives of teachers with gender equality awareness, staff, parents, students, and experts or scholars in the field of gender equality education.
- 4. The Committee shall appoint one Executive Secretary responsible for administrative matters, appointed by the Chairperson.
- 5. To handle occasional incidents or carry out specific tasks outlined in point 2, the Committee may establish ad-hoc working groups. The Chairperson shall designate a leader for each working group. Funding and personnel required for such groups

- shall be separately approved through project authorization, with support provided by relevant departments.
- 6. The Committee shall generally convene meetings once per semester and hold special sessions when necessary.
- 7. These guidelines shall be approved by the University Affairs Meeting and submitted to the President for final approval before implementation. Amendments shall follow the same process.
- Implementation Guidelines for Gender Equality Education at National Yunlin University of Science and Technology

English translation

Implementation Guidelines for Gender Equality Education at National Yunlin University of Science and Technology

Created during the 9th Administrative Meeting of the 93rd Academic Year on June 14, 2005

Amended and approved during the 1st University Affairs Meeting of the 101st Academic Year on October 17, 2012

Amended and approved during the 1st University Affairs Meeting of the 105th Academic Year on November 2, 2016

Amended during the 7th Gender Equality Meeting of the 103rd Academic Year on May 14, 2015

- To cultivate gender education resources, promote gender equality education, establish a
 gender-neutral education environment, and provide a safe campus, National Yunlin
 University of Science and Technology (NYUST) establishes these guidelines in
 accordance with Article 12 of the 'Gender Equality Education Act' and considering the
 university's specific circumstances.
- 2. Definitions:
 - Gender Equality Education: Refers to education that teaches respect for diverse gender identities, eliminates gender discrimination, and promotes substantive gender equality.
- 3. To foster gender equality awareness and provide a learning and working environment free from gender discrimination, sexual harassment, sexual assault, or bullying, NYUST shall establish the Gender Equality Education Committee. The Committee shall consist of five to twenty-one members with a term limit, chaired by the President. Female members shall constitute more than half of the total membership. The Committee may also include representatives of teachers with gender equality awareness, staff, parents, students, and experts or scholars in the field of gender equality education.
- 4. In committees such as the Faculty and Staff Performance Evaluation and Reward/Punishment Committee, Teacher Complaint and Review Committee, Teacher Review Committee, and Student Complaint and Review Committee, one gender should comprise more than one-third of the total membership. However, if the number of teachers of one gender is less than one-third of the total, this requirement does not apply.

- 5. Admissions and enrollment at NYUST shall not discriminate based on gender, gender characteristics, gender identity, or sexual orientation. Exceptions may be made for specific classes or programs based on historical tradition, specific educational goals, or other legitimate non-gender-related reasons, approved by the competent authority.
- 6. NYUST shall not treat students differently based on gender, gender characteristics, gender identity, or sexual orientation in teaching, activities, evaluations, rewards, penalties, benefits, or services. However, if the nature of the activity is suited for specific genders or identities, such distinctions may be made.
- 7. The university shall actively assist students facing disadvantageous situations due to their gender, gender characteristics, gender identity, or sexual orientation to improve their circumstances.
- 8. The university shall actively protect the educational rights of pregnant students and provide necessary assistance.
- 9. Pre-service education, training for new employees, ongoing professional development, and management training for administrative personnel shall include gender equality education content. The Educational Professional Courses offered by the Teacher Education Center shall include gender equality-related courses.
- 10. NYUST shall offer gender equality education or gender studies-related courses to promote gender equality awareness, develop curriculum plans and assessment methods that align with gender equality, and provide gender equality-related teaching materials and methodologies as needed. If necessary, relevant research units may be established.
- 11. When using teaching materials and conducting educational activities, faculty members shall exhibit gender equality awareness, shatter gender stereotypes, and avoid gender bias and discrimination. Faculty members should encourage students to pursue non-traditional gender fields of study. Curriculum design and activity planning should encourage students to reach their potential, and no gender-based differential treatment is allowed. The development, review, and selection of teaching materials should adhere to gender equality principles, balancing the representation of historical contributions and life experiences of different genders and presenting diverse gender perspectives.
- 12. The NYUST Gender Equality Education Committee shall formulate annual work plans and implement them according to the university's needs. The committee shall also establish regulations for preventing sexual harassment, sexual assault, and bullying on campus and make them publicly known.
- 13. NYUST shall review, improve, and establish a safe and gender-neutral campus environment, create a campus hazard map, and conduct regular seminars on personal safety to ensure campus safety.
- 14. These guidelines shall be approved by the University Affairs Meeting and submitted to the President for final approval before implementation. Amendments shall follow the same process.

• Regulations for the Prevention and Control of Sexual Harassment or Bullying on Campus at National Yunlin University of Science and Technology

English translation

Regulations for the Prevention and Control of Sexual Harassment, Sexual Assault, and Bullying on the Campus of National Yunlin University of Science and Technology

Revised and approved during the 9th Administrative Meeting of the 93rd Academic Year on June 14, 2005

...

Amended and approved during the 2nd University Affairs Meeting of the 108th Academic Year on June 3, 2020

Chapter I: General Provisions

- Article 1: These regulations are formulated in accordance with Article 20 of the Gender Equality Education Act and Article 35 of the Guidelines for the Prevention and Management of Sexual Harassment, Sexual Assault, and Bullying on Campus, and are hereinafter referred to as 'these regulations.'
- Article 2: In order to promote gender equality awareness, provide a learning and working environment free from gender discrimination, sexual harassment, sexual assault, and bullying, the University shall actively promote education for the prevention and management of sexual harassment, sexual assault, and bullying on campus. The following measures shall be taken:
 - (1) Conduct regular education and promotional activities on the prevention and management of sexual harassment, sexual assault, and bullying on campus for faculty, staff, and students, and evaluate their effectiveness.
 - (2) Provide regular in-service training for members of the Gender Equality Education Committee (hereinafter referred to as the 'Committee') and personnel responsible for handling campus sexual harassment, sexual assault, and bullying incidents.
 - (3) Encourage personnel mentioned in the previous clause to participate in workshops related to the prevention and management of sexual harassment, sexual assault, and bullying on and off-campus, and provide official leave and financial support when necessary.
 - (4) Disseminate information specified in these regulations through various channels, including incorporating them into faculty and staff contracts and student handbooks.
 - (5) Encourage victims or informants of campus sexual harassment, sexual assault, or bullying incidents to report or file complaints promptly to facilitate evidence collection and investigation.
- Article 3: The University shall collect information related to the prevention, management, and relief of campus sexual harassment, sexual assault, and bullying, and proactively provide this information to relevant personnel when handling incidents. This information shall include:
 - (1) Definitions, types, and relevant regulations regarding campus sexual harassment, sexual assault, and bullying incidents.

- (2) Protection of the rights of victims and the necessary assistance provided by the University.
- (3) Mechanisms for filing complaints, appeals, and seeking relief.
- (4) Relevant competent authorities and responsible units.
- (5) Groups and networks providing resource assistance.
- (6) Other matters deemed necessary by the Committee or the competent authority.
- Article 4: These regulations apply to incidents of campus sexual harassment, sexual assault, or bullying where the parties involved include the President, faculty, staff, workers, or students, and the other party is a student. The definitions of terms used in these regulations are as follows:
 - (1) Sexual Assault: Refers to behaviors defined as sexual assault crimes under the Sexual Assault Crime Prevention Act.
 - (2) Sexual Harassment: Refers to one of the following situations that does not reach the level of sexual assault:
 - a. Engaging in unwelcome and sexually suggestive or gender-discriminatory words or actions that affect the personal dignity, learning, or work opportunities or performance of others.
 - b. Using sexual or gender-related behaviors as conditions for oneself or others to obtain, lose, or diminish learning or work-related rights and interests.
 - (3) Bullying: Refers to the use of language, physical actions, or other forms of violence to degrade, attack, or threaten others based on their gender characteristics, gender identity, sexual orientation, or gender identity, excluding cases of sexual harassment.
 - (4) Gender Identity: Refers to an individual's self-recognition and acceptance of their gender identity.
 - (5) Teachers: Refers to full-time, part-time, substitute teachers, substitute instructors, instructors, voluntary service personnel assisting in teaching, educational interns who actively engage in teaching, and other individuals engaged in teaching or research.
 - (6) Staff and Workers: Refers to individuals, other than teachers mentioned in the previous clause, who perform fixed, regular tasks for the University, or engage in voluntary service assisting with University affairs.
 - (7) Students: Refers to individuals with student status, those transferring between academic systems without student status, those enrolled in continuing education programs, exchange students, student teachers, or research interns.

Chapter II: Definitions and Patterns of Campus Sexual Harassment, Sexual Assault, or Bullying

Section 1: Campus Safety Planning

- Article 5: In order to prevent and manage campus sexual harassment, sexual assault, or bullying, the following measures shall be taken to improve campus safety:
 - (1) Regularly review the planning and use of campus spaces and facilities, taking into account spatial layout, management and security, signage systems, emergency

- response systems and routes, lighting and spatial permeability, and other elements of space safety. The overall safety of the campus should be assessed.
- (2) Record spaces on campus where incidents of sexual harassment, sexual assault, or bullying have occurred and, as needed, create a map of hazardous areas on campus.
- (3) Regularly hold campus safety review sessions, inviting professional space designers, faculty, staff, students, and other campus users to participate. The results of the reviews and relevant records shall be announced, and the progress of improvements to hazardous areas on campus shall be reviewed.
- (4) The campus safety review sessions mentioned in the previous paragraph may be conducted using electronic means, and the results of the review and relevant records shall be announced. The progress of improvements to hazardous areas on campus shall be listed as part of the Gender Equality Education Committee's semester work report.

When reviewing the planning and use of campus spaces and facilities mentioned in the first paragraph, consideration shall be given to the special needs of students in terms of physical and mental abilities, or linguistic and cultural differences, providing safety planning and explanations that meet their needs. The scope should include campus dormitories, bathroom facilities, school buses, etc.

Section 2: Notes on Internal and External Teaching and Interactions

- Article 6: University faculty, staff, and students shall respect gender and individual differences when engaging in internal and external teaching activities, performing duties, and interacting with others.
- Article 7: When teachers engage in teaching, guidance, training, evaluation, management, counseling, or providing work opportunities for students, they shall not develop relationships that violate professional ethics in interpersonal interactions related to sex or gender.
 - If a teacher discovers that their relationship with a student is in violation of the professional ethics mentioned in the previous clause, they shall take the initiative to withdraw or report it to the University for handling.
- Article 8: University faculty, staff, and students shall respect the autonomy of others and themselves in terms of sex or physical bodies, avoid pursuing unwanted behaviors, and shall not use coercion or violence to resolve conflicts related to sex or gender.
- Article 9: When the perpetrator of an incident of campus sexual harassment, sexual assault, or bullying is a teacher, staff member, worker, or student of the University, the victim or their legal representative (hereinafter referred to as the 'applicant') or the informant may submit a written application to the University for investigation or complaint. However, the following situations are not subject to this limitation:
 - (1) When the perpetrator is the University's chief executive at the time of the incident or in their current position, an application for investigation or complaint shall be submitted to the Ministry of Education.

(2) When the perpetrator is concurrently working at another educational institution, an application for investigation or complaint shall be submitted to that institution. If the University accepts the situation described in Subparagraph 2 of the previous paragraph, it shall notify the representative appointed by the educational institution to which the perpetrator belongs in writing to participate in the investigation. The notified educational institution shall not refuse.
After completing the investigation mentioned in the previous paragraph, if an incident of sexual harassment, sexual assault, or bullying has been established, the University shall forward the investigation report and processing recommendations to the educational institution to which the perpetrator currently belongs for processing in

Chapter 3: Mechanisms, Procedures, and Remedies for Handling Campus Sexual Assault, Sexual Harassment, or Bullying

Sexual Harassment, Sexual Assault, and Bullying on Campus."

accordance with Article 35 of the Guidelines for the Prevention and Management of

Article 10: When the subject of investigation or the informant has been transferred from the University, the University shall notify in writing the representative appointed by the current school of the subject to participate in the investigation. The notified school shall not refuse.

After completing the investigation, if an incident of campus sexual assault, sexual harassment, or bullying has been established, the University shall forward the investigation report and processing recommendations to the current school of the subject for processing in accordance with Article 30 of the Guidelines for the Prevention and Management of Campus Sexual Assault, Sexual Harassment, or Bullying.

Article 11: When the subject involved in an incident holds two or more different roles, such as president, teacher, staff, worker, or student, the role in which they interacted with the victim shall determine their identity for the purpose of investigation and the jurisdictional school or organization for the incident.

If it is impossible to determine the subject's role at the time of the incident or during the transition between academic systems, and the subject's school enrollment has not been confirmed, the school responsible for processing the application for investigation or complaint shall conduct the investigation. The relevant school shall appoint a representative to participate in the investigation. However, when applying for investigation or complaint, if both the subject and the victim already hold student status, the school to which the subject belongs shall have jurisdiction over the incident.

Article 12: If there are two or more subjects belonging to different schools, the school of the subject that first receives the application for investigation or complaint shall be responsible for the investigation. The relevant school shall appoint a representative to participate in the investigation.

- Article 13: If the University, upon receiving an application or report, finds that it does not have jurisdiction over the case, it shall transfer the case to another competent authority within seven working days and notify the parties involved.

 In cases where applications for investigation or complaints are submitted during the transition between academic systems, if there is a dispute over jurisdiction, it shall be submitted to the higher authority for joint decision. If there is no higher authority, it shall be submitted to the relevant higher authorities for agreement.
- Article 14: If the president, teachers, staff, or workers of the University become aware of suspected incidents of campus sexual assault, sexual harassment, or bullying, they shall immediately report in writing or through other means to the Student Affairs Office's Health Education Section, the Secretary's Office, or the Campus Safety Center (on weekends). The Secretary's Office or Campus Safety Center (on weekends) shall, in accordance with relevant laws, report to the social welfare competent authority of the special municipality or county (city) and report to the Ministry of Education through the Campus Safety Incident Reporting System, no later than twenty-four hours.
 - (1) When reporting, unless there is a need for investigation, consideration of public safety, or special regulations, the names or other identifying information of the parties involved, including the subject and the informant, shall be kept confidential.
 - (2) After reporting an incident of campus gender-related incident in accordance with the law, the incident should be handed over to the University's Gender Equality

 Committee for investigation and handling. The Gender Equality Committee should contact the suspected victim or their legal representative, inform them of their rights and various remedies, actively encourage them to apply for investigation to the Gender Equality Committee, or assess the case as a report for investigation by the Gender Equality Committee.
- Article 15: Applicants or informants of campus sexual assault, sexual harassment, or bullying incidents may apply for investigation or report in oral, written, or electronic form. If they choose oral or electronic form, the receiving unit shall record it. After reading or allowing the applicant or informant to read the record and confirming that the content is accurate, the applicant or informant shall sign or affix a seal.

 The record made in written, oral, or electronic form shall include the following information:
 - (1) Applicant or informant's name, ID number, affiliation, title, residence, contact number, and application date for investigation.
 - (2) If the applicant is applying for investigation, the victim's date of birth should be included.
 - (3) If the applicant appoints a representative to apply for investigation, a letter of appointment should be attached, stating the representative's name, ID number, residence, and contact number.

- (4) The content of the application for investigation or complaint. If there is relevant evidence, it should also be recorded or attached.
- Article 16: For campus sexual assault, sexual harassment, or bullying incidents at the University, the Student Affairs Office's Health Education Section (Reception Extension: 2342, 2343; Email: shp@yuntech.edu.tw) shall be the receiving unit. After receiving the application, it shall be forwarded to the Secretary's Office, and a preliminary review may be conducted in accordance with Article 29, Paragraph 2 of the Gender Equality Education Act. The preliminary review opinion shall be submitted to the Gender Equality Committee for a decision on whether to accept. The Gender Equality Committee may appoint or rotate members to form a group of three or more for the decision.

The rotating review group mentioned in the preceding paragraph shall hold a meeting within the statutory period. The following matters may be decided upon at the meeting:

- (1) Determine whether it falls under the scope of the Gender Equality Education Act.
- (2) Determine whether it constitutes a campus sexual assault, sexual harassment, or bullying incident.
- (3) Decide whether to accept the application case.
- (4) Recommend whether to form an investigation team.
- (5) Recommend the list of members for the investigation team.

The heads of the academic units should review the reflected opinions on the teaching feedback form within fourteen days of receiving it. If the reflected opinions involve violations of relevant regulations of the Gender Equality Education Act, the Secretariat should notify the Secretary's Office in writing within twenty-four hours. Relevant procedures shall be carried out based on the notification and the process of reporting of reflected opinions involving violations of relevant regulations of the Gender Equality Education Act (Attachment 1) and the administrative and investigative procedures of cases (Attachment 2).

- Article 17: Within twenty days of receiving an application for investigation or report from the Student Affairs Office's Health Education Section, the Secretariat shall notify the applicant or informant in writing whether the case has been accepted.

 When the University receives an application for investigation or report, it shall not accept it in the following circumstances:
 - (1) It does not fall under the scope of the Gender Equality Education Act.
 - (2) The applicant or informant does not provide their real name.
 - (3) The same case has already been processed.
 - (4) The written notice of non-acceptance shall state the reasons. The notice of non-acceptance shall specify the reasons in accordance with Article 29, Paragraph 3 of the Gender Equality Education Act and inform the applicant or informant of the deadline for appeal and the receiving unit.

If the applicant or informant does not receive a notice within the deadline specified in the preceding paragraph or receives a notice of non-acceptance, they may submit a written appeal to the University Secretariat with reasons specified within twenty days from the day after receiving the notice or notice of non-acceptance. If the appeal is made orally, the Secretariat shall make a record. After reading or allowing the applicant or informant to read the record and confirming that the content is accurate, the applicant or informant shall sign or affix a seal.

Appeals of non-acceptance shall be limited to one.

Upon receiving an appeal, the University Secretariat shall submit the application for investigation or complaint to the Gender Equality Committee for reconsideration of the acceptance and notify the appellant of the results of the reconsideration within twenty days in writing. If there are valid reasons for the appeal, the Gender Equality Committee shall handle the investigation in accordance with the law.

Article 18: Campus sexual assault, sexual harassment, or bullying incidents reported by the media shall be treated as complaints. The University shall proactively refer such incidents to the Gender Equality Committee for investigation and handling. If a suspected victim is unwilling to cooperate with the investigation, the University shall still provide necessary counseling or assistance.

When handling bullying incidents and finding situations involving suspected sexual assault, sexual harassment, or bullying, the University shall treat them as complaints and refer them to the Gender Equality Committee for handling, as stipulated in Article 16.

Article 19: When the Gender Equality Committee handles campus sexual assault, sexual harassment, or bullying incidents, it may establish an investigation team for the purpose of investigation.

The composition of the investigation team shall generally consist of three or five members. The members should have a gender equality consciousness, with a female representation of over half the total members, and experts and scholars with expertise in investigating incidents of sexual assault, sexual harassment, or bullying should constitute over one-third of the total members. When necessary, the investigation team members may be partially or entirely outsourced. In cases where the involved parties are from different schools, a representative from the applicant's school should be included.

When conducting investigations according to legal regulations, the subjects, applicants, invited individuals or entities to assist in the investigation should cooperate and provide relevant information.

The counselors of the parties involved in campus sexual assault, sexual harassment, or bullying incidents, the responsible personnel for the affairs of the Gender Equality Committee of the jurisdictional school or organization, and the personnel handling the investigation and handling of campus sexual assault, sexual harassment, or bullying

incidents should recuse themselves from the investigation work of the incident. The personnel participating in the investigation and handling of campus sexual assault, sexual harassment, or bullying incidents should also recuse themselves from the counseling work for the parties involved.

For members of the investigation team, official leave (absence) registration should be recorded. Travel expenses or related costs should be covered by the relevant budget of the University.

Article 20: The term "experts and scholars with expertise in investigating incidents of sexual assault, sexual harassment, or bullying" referred to in the preceding Article refers to individuals included in the pool of professional talents for investigating incidents established by the central or municipal authorities or county (city) competent authorities for gender equality.

Article 21: When handling campus sexual assault, sexual harassment, or bullying incidents, the following procedures should be followed:

- (1) The subject should personally attend the investigation; in the case of minors, they may be accompanied by their legal representatives during the investigation.
- (2) If there is an unequal power relationship between the subject and the victim, informant, or individuals invited to assist in the investigation, confrontation should be avoided.
- (3) Necessary written documents may be prepared, within the scope of confidentiality obligations, for the purpose of investigation. These documents can be provided for review or communicated in essence to the subject, victim, or individuals invited to assist in the investigation.
- (4) Personal information of the subject, victim, informant, or individuals invited to assist in the investigation that can identify their identity should be kept confidential. However, in cases where investigation is necessary or for considerations of public safety, this limitation may not apply.
- (5) If the applicant withdraws their application for investigation, in order to clarify relevant legal responsibilities, the University may continue the investigation at the request of the subject or upon the resolution of the Gender Equality Committee.
- (6) If the victim or their legal representative requests not to notify their current school, their request should be respected, and the current school may not be notified to send representatives to participate in the investigation.
- (7) If the parties involved hold valid special education student certificates issued by competent authorities at all levels, the investigation team members should include professionals with expertise in special education.
- (8) When notifying the parties involved, relevant individuals, or entities to cooperate with the investigation and provide information, in accordance with Article 30, Paragraph 4 of the Gender Equality Education Act, the purpose, time, place, and potential consequences of failure to appear should be recorded.

- (9) The notification should clearly state that the parties involved may not privately contact or use the internet, communication software, or other channels to disseminate information about the incident.
- (10)Personnel from the jurisdictional school or organization may not inquire or investigate the case under any pretext, and may not request the parties involved to submit self-statements or affidavits.
- Article 22: All personnel involved in handling campus sexual assault, sexual harassment, or bullying incidents are subject to confidentiality obligations. Those who breach confidentiality shall be punished according to the Criminal Code or other relevant regulations.

Original documents containing names of parties involved, informants, and witnesses should be sealed and may not be accessed or provided to individuals other than investigative or judicial authorities, unless otherwise provided by law.

In addition to the original documents, any documents created by the personnel for the purpose of handling campus sexual assault, sexual harassment, or bullying incidents, and intended for external distribution, should have the real names and other identifying information of the parties involved, informants, and witnesses removed and replaced with codes.

- Article 23: In order to safeguard the educational rights or employment rights of the parties involved in campus sexual assault, sexual harassment, or bullying incidents, the relevant units of the University may, when necessary, take the following measures in accordance with Article 23 of the Gender Equality Education Act, and report to the Ministry of Education for reference:
 - (1) Flexibly handle the attendance records or performance evaluations of the parties involved and actively assist them in their studies or duties. They may not be restricted by regulations regarding leave, teacher evaluations, or student performance assessments.
 - (2) Respect the wishes of the victim, reduce opportunities for interaction between the parties involved.
 - (3) Prevent retaliatory actions.
 - (4) Prevent and reduce the possibility of the perpetrator repeating the offense.
 - (5) Other protective measures or assistance deemed necessary by the Gender Equality Committee.
 - In cases where the parties involved are not personnel of the University, their respective schools or organizations should be notified and take necessary measures as stipulated in the previous paragraph.
 - Necessary measures as stipulated in the preceding two paragraphs should be implemented after being approved by the Gender Equality Committee.
- Article 24: In accordance with Article 24, Paragraph 1 of the Gender Equality Education Act, the Gender Equality Committee should, based on the physical and mental conditions

of the parties involved, proactively refer them to relevant organizations to provide necessary assistance. However, the Gender Equality Committee should still handle the investigation and handling of the incident in accordance with this Act.

When the parties involved are not personnel of the University, their respective schools or organizations should be notified and provide necessary assistance as stipulated in the previous paragraph.

- Article 25: In accordance with Article 24, Paragraph 1 of the Gender Equality Education Act, the Gender Equality Committee should, when necessary, recommend that the University provide the following appropriate assistance to the parties involved:
 - (1) Psychological counseling and guidance.
 - (2) Legal consultation channels.
 - (3) Academic assistance.
 - (4) Financial assistance.
 - (5) Other protective measures or assistance deemed necessary by the Gender Equality Committee.

When the parties involved are not personnel of the University, their respective schools should be notified and provide appropriate assistance as stipulated in the preceding paragraph.

The assistance mentioned in the previous two paragraphs may be entrusted to professionals such as physicians, clinical psychologists, counseling psychologists, social workers, or lawyers. The required expenses should be budgeted and covered by the University.

Article 26: The investigation and handling by the Gender Equality Committee shall not be affected by whether judicial proceedings are in progress for the incident, or by the outcome of such proceedings.

The investigation procedures specified in the preceding paragraph shall not be suspended due to the subject losing their original status.

Article 27: In the interest of respecting professional judgments and the principle of avoiding duplication of questioning, the University shall determine the factual determination related to campus sexual assault, sexual harassment, or bullying incidents based on the investigation report of the Gender Equality Committee.

The Gender Equality Committee shall convene a meeting to review the investigation report and determine the veracity of the sexual assault, sexual harassment, or bullying behavior. If, based on its factual determination, the Gender Equality Committee makes recommendations for changing the status of the University or competent authority, the University or competent authority shall attach the investigation report reviewed and approved by the Gender Equality Committee and notify the subject to submit written statements and opinions within a specified period.

If the subject fails to submit written statements and opinions within the specified period, it shall be deemed that they have waived the opportunity to submit statements.

If written statements and opinions are submitted, the Gender Equality Committee shall convene another meeting to consider them. Except for situations as stipulated in Article 32, Paragraph 3 of the Gender Equality Education Act, a re-investigation shall not be conducted.

When deliberating and deciding on measures, the unit responsible for determining penalties may not request a re-investigation by the Gender Equality Committee, nor may it conduct its own investigation.

Article 28: After the Gender Equality Committee confirms the veracity of campus sexual assault, sexual harassment, or bullying incidents through investigation, the University shall, in accordance with Article 25, Paragraph 1 of the Gender Equality Education Act, issue warnings, record demerits, terminate employment, suspend employment, not renew employment, dismiss, terminate contract relationships, terminate utilization relationships, or impose other appropriate punishments on the perpetrator. If other agencies have jurisdiction over the incident according to relevant laws or regulations, the University shall transfer the case to the relevant authority for disposition. If it is proven that false accusations were made, appropriate punishment shall be imposed on the applicant or informant in accordance with the law.

The dispositions specified in Paragraph 2 of Article 25 of the Gender Equality Education Act shall be carried out by the school or competent authority responsible for the punishment of the perpetrator, and necessary measures shall be taken to ensure the perpetrator's cooperation and compliance.

Regarding the dispositions mentioned in the preceding paragraph, the school or competent authority responsible for the punishment shall discuss and decide on the nature, implementation method, duration, and cost of gender equality education related courses. The nature, implementation method, duration, and legal effects of non-compliance with the implementation of such courses shall be stated in the written notification of the disposition results.

Pursuant to Article 25, Paragraph 2, Subparagraph 2 of the Gender Equality Education Act, the perpetrator shall undergo eight hours of gender equality education related courses as planned by the Ministry of Education.

Article 29: The Gender Equality Committee shall complete the investigation within two months after accepting the application or complaint. If necessary, this period may be extended, with a limit of two extensions, each not exceeding one month. The applicants, informants, and the perpetrator shall be notified of such extension when it occurs.

After completing the investigation, the Gender Equality Committee shall submit an investigation report and handling recommendations in writing to the relevant units of the University.

The relevant units of the University shall, within two months after receiving the handling recommendations as mentioned in the preceding paragraph, independently

handle the matter in accordance with the Gender Equality Education Act, relevant laws, or regulations, and notify the applicants, informants, and the perpetrator of the results in writing, including facts and reasons. The relevant units may request the representative of the Gender Equality Committee to attend and explain before making a decision.

Before handling the matter as specified in the preceding paragraph, the relevant units of the University may require the attendance of a representative from the Gender Equality Committee.

- Article 30: When notifying the applicants and the perpetrator of the handling results, the

 University shall provide the investigation report and inform them of the deadline and
 the authority to whom an appeal can be submitted.

 If the applicants or the perpetrator are dissatisfied with the handling results of the
 University, they may submit a written appeal to the University's Office of the
 Secretary within twenty days from the day after receiving the written notification,
 stating the reasons for the appeal. If the appeal is made verbally, it shall be recorded,
 read to or made available for the applicants or the perpetrator to read, and after
 confirming that the content is correct, it shall be signed or sealed by them.
 Upon receiving the appeal, the University shall process it according to the following
 procedures:
 - (1) After receiving the appeal, the Office of the Secretary shall form a review panel and make a decision with reasons within thirty days, notifying the appellant of the appeal results in writing.
 - (2) The review panel referred to in the preceding paragraph shall include three or five experts and scholars in gender equality education, legal professionals, and others. The proportion of female members shall be more than half of the total, and the number of experts and scholars in campus sexual assault, sexual harassment, or bullying investigation shall be more than one-third of the total.
 - (3) The former members of the Gender Equality Committee and the former members of the investigation team shall not serve as members of the review panel.
 - (4) The review panel shall elect a convener from among its members and preside over the meetings.
 - (5) During the review meetings, the appellant may be given the opportunity to present their opinions as needed, and relevant members of the Gender Equality Committee or the investigation team may be invited to attend and explain.
 - (6) When the appellant presents valid reasons, the decision of the appeal may be referred back to the Gender Equality Committee for reconsideration.
 - (7) The appellant may withdraw the appeal in accordance with the provisions of the preceding paragraph before the decision of the appeal is delivered to them.
- Article 31: The University shall establish confidential records in accordance with Article 27, Paragraph 1 of the Gender Equality Education Act, and archive them as classified

documents for twenty-five years. If electronic storage media are used, electronic signatures or encryption may be employed as necessary.

The records established as stipulated in the preceding paragraph shall be divided into original records and report records.

The content of the original records mentioned in the preceding paragraph shall include the following information:

- (1) Time and manner of the incident.
- (2) Parties involved in the incident (including informants, victims, perpetrators).
- (3) Personnel, processes, and records of incident handling.
- (4) Documents produced during the incident handling, audio recordings of interviews, evidence obtained, and other relevant information.
- (5) Name, title, or student status information, family background, etc., of the perpetrator.
- (6) Draft investigation report submitted by the investigation team and meeting minutes of the Gender Equality Committee.
 - The report records mentioned in Paragraph 2 shall be the investigation report approved by the Gender Equality Committee. The content shall include the following:
- (1) The cause of the application for investigation, including the descriptions provided by the parties involved or informants.
- (2) Records of the investigation interview process, including dates and individuals involved.
- (3) Statements and defenses of the perpetrator, the applicant for investigation, witnesses, and other relevant individuals.
- (4) Inspection of relevant evidence.
- (5) Determination of facts and reasons.
- (6) Handling recommendations.
- Article 32: The University shall incorporate the provisions of Articles 7 and 8 of this regulation into employment contracts, contracts, or relevant declaration documents, and the undergraduate and graduate student handbooks on the University's website.
- Article 33: When the perpetrator transfers to another school for study or service, the University shall notify the school where the perpetrator is currently studying or serving within one month after becoming aware. The notification shall be limited to the time, manner, name, title, or student status information of the perpetrator, and the campus sexual assault or sexual harassment event that has been verified as true. As necessary, guidance, prevention education, or relevant measures and other necessary information shall be provided to the subsequent school. After tracking and guiding the perpetrator, if it is assessed that there is no recurrence, the disposition record of the perpetrator's improvement shall be noted in the content of the notification.

Chapter 4 Supplementary Provisions

Article 34: Retaliation against applicants, witnesses, and other relevant individuals shall not be tolerated. Retaliation refers to unfavorable and inappropriate behaviors and measures

against applicants, witnesses, and other relevant individuals. Unfavorable and inappropriate behaviors and measures include unjust performance evaluations, unfair academic or scholarly evaluations, improper assignment of coursework, unjust recommendations, public or private ridicule, verbal or written threats and bribery, and other similar forms of interference. If retaliation is confirmed, the punishment of the perpetrator shall be intensified. The University shall take proactive and effective measures to safeguard the educational and employment rights of the relevant parties.

- Article 35: This regulation, after being discussed by the Gender Equality Education Committee, reviewed by the administrative meeting and the university affairs meeting, and approved by the President, shall be implemented, and the same applies to amendments.
- Guidelines for the Protection and Counseling Assistance of Students' Right to Education in the Event of Pregnancy at National Yunlin University of Science and Technology

English translation

Implementation Guidelines for Protecting and Assisting the Educational Rights of Pregnant Students at National Yunlin University of Science and Technology

Created 2005, in the 9th Administrative Meeting of the 94th Academic Year

Amended and Approved 2014 in the 6th Gender Equality Education Committee Meeting of the 103rd Academic Year Amended and Approved 2015 in the 6th End-of-Term Expanded Administrative Meeting of the 104th Academic Year

- Article 1: To comply with the provisions of Article 14-1 of the Gender Equality
 Education Act and Article 11 of the Enforcement Rules of the Gender Equality
 Education Act, and in accordance with the "Guidelines for Protecting and
 Assisting the Educational Rights of Pregnant Students" and the "Attention
 Points for Protecting and Assisting the Educational Rights of Pregnant
 Students" formulated by the Ministry of Education, specific principles for
 counseling and handling pregnancy-related matters for students in various
 units of the University are stipulated in these guidelines.
- Article 2: In handling pregnant student cases, each unit should uphold a spirit of diversity and inclusiveness, actively safeguard students' basic human rights, and protect their educational rights. The process should adhere to professional ethics, respect privacy, and implement necessary confidentiality measures. At the same time, social resources and funding should be integrated to safeguard the rights and interests of pregnant or parenting students and provide maximum assistance.
- Article 3: Various teaching activities should be used to educate and promote preventive measures against unplanned pregnancies among students, and actively create a campus culture that is diverse, empathetic, inclusive, friendly, equal, and free

from discrimination.

- 1. Courses and activities related to teacher development, student learning, and parenting education should be carefully planned and emphasize the following points:
 - (1) Teaching students appropriate ways of communication and emotional expression while respecting others' bodily autonomy.
 - (2) Educating male and female students about pregnancy, contraception, miscarriage knowledge, attitudes, behaviors, and responsibilities.
 - (3) Enhancing teachers' ability to recognize student behaviors, and promoting their gender equality awareness and counseling competence.
 - (4) Strengthening the school's ability to prevent and handle sexual harassment incidents.
 - (5) Establishing a human rights campus and actively safeguarding students' rights to education and safety.
 - (6) Strengthening parenting education, improving parent-child emotional bonding and communication skills, and cultivating a positive attitude and consensus in facing problems together.
- 2. Effective communication mechanisms with the community should be established, and network relationships with health care, social welfare, police, and private psychological health organizations should be formed in advance to provide mutual support, cooperation, and resource sharing.
- 3 A dedicated mailbox, telephone, or email account managed by specific personnel should be set up, allowing pregnant students to seek help proactively while ensuring privacy and dignity. The basic spirit, functions, and usage methods of the dedicated mailbox should be promoted through meetings, teaching, or teacher training.
- Article 4: When safeguarding the educational rights of pregnant students and providing necessary counseling and assistance, the following principles and division of labor should be observed:
- (1) When an underage student is found to be pregnant, the Gender Equality Education Committee should immediately establish a task force, with the President serving as the convener. The Counseling Center should set up a single window, and the Director of the Counseling Center should serve as the executive secretary. Notifications should be made according to relevant regulations. The director of the office closely related to the student's academic and learning environment should be a member by default, and if necessary, a spokesperson can be designated. The University's crisis management mechanism should be activated. The same applies to cases where adult or married students require assistance due to pregnancy.
- (2) The task force may hire internal or external individuals with relevant expertise or experience in assisting pregnant students as members.

- (3) The task force should promptly prepare a division of labor table based on needs, ensuring unified responsibilities.
- (4) The task force should jointly discuss and implement consultation and counseling matters, fundraising, social resource integration, and data reporting as stipulated in the guidelines for protecting and assisting the educational rights of pregnant students.
- (5) The task force may be divided into counseling and administrative units based on responsibilities, with the following main tasks:

Counseling Unit:

- (1) Establish a counseling team, which should include the head of the student counseling unit, nurses, counseling professionals, mentors, and members of the Gender Equality Education Committee. External counseling professionals may also be appointed as consultants.
- (2) Select suitable counseling teachers for providing consultation and counseling.
- (3) The counseling team should hold case meetings to formulate counseling plans and make timely adjustments.
- (4) Maintain records of pregnant students and manage their data appropriately and ethically.
- (5) Counseling content should include:
 - i. Providing individual counseling and consultation for pregnant students.
- ii. Offering consultation and assistance for related decision-making by pregnant students.
- iii. Developing diverse and tailored education programs to assist students in completing their studies, safeguarding their educational rights, and providing guidance for further education if desired.
- iv. Utilizing social resources to assist pregnant students in arranging accommodations during pregnancy and addressing post-pregnancy or parenting needs.
- v. Providing family counseling and support for pregnant students and, as needed, offering consultation and assistance to the other party and their parents.
- vi. Assisting pregnant students and their parents with counseling and resource referrals.
- vii. Assisting in referrals to relevant social welfare resources.
- viii. Providing counseling to the task force and other teachers.
- ix. Offering group counseling for classes.
- x. Coordinating the provision of pregnancy-related health consultation, infant and child care assistance, and other healthcare support.

Administrative Unit:

- (1) The Academic Affairs and Student Affairs Offices should flexibly handle student attendance records, makeup exams, and remedial teaching in accordance with regulations related to student learning or grading assessment.
- (2) According to the needs of pregnant students, combine relevant resources to provide diverse and tailored education, including but not limited to:
 - i. Remedial teaching: Assisting in completing courses within the academic program.
- ii. Addressing needs arising from pregnancy: Prenatal and postnatal care,knowledge about preventing unintended pregnancies, and family life education.
- iii. Career planning: Career counseling and vocational training courses.
- (3) Integrate internal and external resources to support the counseling unit:
 - i. Provide funding arrangements for course scheduling, venues, teacher selection, and integration of internal and external resources to assist the counseling unit in implementing necessary counseling measures.
- ii. The Student Affairs and General Affairs Offices should cooperate with the counseling unit to assist pregnant and parenting students and their families in utilizing internal and external resources to address potential family life difficulties and childcare needs.
- (4) Provide an accessible learning environment for pregnant or parenting students. The General Affairs Office should plan facilities based on student needs, including:
 - i. Adequate classroom arrangements, adjustable desks and chairs, parking facilities, restroom locations, etc.
- ii. Additional procurement of sanitary equipment. Providing facilities related to breastfeeding, such as lactation rooms, refrigerators, and feeding rooms.
- Article 5: Relevant units must incorporate the prevention and handling of pregnant student incidents into the school's operational plan, effectively implementing these measures to create a truly friendly, non-discriminatory, and equal campus environment.
- Article 6: These guidelines have been approved in an administrative meeting and will be implemented upon approval by the President. They are also subject to amendments when necessary.

Activity examples

Gender Equality Activities webpage

https://yuntech-gender-equity.weebly.com/

Activity examples

• Digital/Online Gender-based Violence Prevention and Awareness Campaign

數位/網路性別暴力防治宣導

1/31/2023 0 COMMENTS



外流難防 檢舉申訴可移除

小華和女友交往一段時間,在同歡過程中偶爾留下紀錄,當做私密的小情趣,二人未曾想過影像會外流。然而,某天小華收到朋友傳來訊息,說在成人網站看到疑似他們的性愛影像,讓小華庭到十分震驚且不知所措,不知道影像是如何外流,也不知道該如何和女友說。朋友建議小華先在網站上檢舉,同時向相關的申訴管道及檢舉熱線求助,協助刪除禮外流的影像。

被偷拍不是你的錯 勇敢求助

Mike透過交友APP認識不少圈內人,除了透過網路聊天,偶爾也參加活動或相約出遊。某次網友Sam提出性邀約,但Mike拒絕了,沒想到Sam竟傳來Mike在游泳池更衣室的裸照,如果不肯出來開房間,就準備兩萬元來換檔案,否則照片就會外流。雖然Mike屈服並付過一次錢,但對方並沒有停止威脅與護邊。Mike決定向相關單位求助,先保留了所有的對話記錄及證據。準備採取司法行動。留了所有的對話記錄及證據,準備採取司法行動。留了所有的對話記錄及證據,準備採取司法行動。

• Stalking and Harassment Prevention and Awareness Campaign



Responsible unit

Counseling Center

https://scc.yuntech.edu.tw/pages/english/english.php https://www.facebook.com/counseltsx

Policy

National Yunlin University of Science and Technology's Regulations for the Prevention of Campus Sexual Harassment or Sexual Bullying

To enhance gender equality awareness, our school organizes a variety of activities each year, such as the "Women's Film Festival," "Gender Film Festival," "Classroom Discussions," and "Gender Equality Cinema," to promote gender equality concepts. These initiatives aim to help students understand and break stereotypes associated with gender interactions, while also teaching them to respect different gender expressions, gender identities, and sexual orientations.

By addressing the root causes of gender discrimination, bullying, and violence on campus, we strive to create a gender-friendly environment. Our ultimate goal is to cultivate the seeds of gender equality education in our students so that they can carry these principles with them, both in the school learning environment and in their future professional endeavors. We believe that by spreading the values of respect for diverse gender identities, we can deepen overall societal awareness of gender equality.

Activity / Evidence

Gender equality curriculum materials

https://scc.yuntech.edu.tw/pages/counsel/psychologicalGender.php

Examples

- ✓ Explanation of the Draft Amendment to Article 13 of the Regulations for the Implementation of the Gender Equality Education Act
- ✓ Gender Equality Education and LGBTQ+ Education after the Referendum
- ✓ 2018 Gender Gap Report
- ✓ Iceland Leads the World in "Equal Pay for Equal Work"! Companies Failing to Implement it Face a Fine of 15,000 Dollars per Day, Regardless of Gender, Race, or Sexual Orientation
- ✓ Paternity Leave Subsidy Applications in Our Country Surpass Japan and South Korea
- ✓ Taiwan, Is Gender Equality Achieved? Starting with Valuing Both Male and Female Victims
- ✓ Legal Issues: Elementary Students' Greatest Concerns about Gender Relations
- ✓ "Germany's Involved Dads: Part-Time Work Is Trending

2023 Gender Film Festival





2022 Female Film Festival



2022 Gender Film Festival.







Women's Film Festival

Women's Film Festival





Women's Film Festival

Women's Film Festival





Gender Film Festival

Gender Film Festival

II. Anti-harassment policy

YunTech has established campus sexual harassment prevention, complaint, and disciplinary regulations, which incorporate campus sexual assault, harassment, or misconduct laws into faculty appointments, contracts, and related statements, as well as

student handbooks. YunTech has also formed the Gender Equality Education Committee to implement gender equality education.

•YunTech "Prohibition of Sexual Assault and Sexual Harassment Statement"

https://admin3.yuntech.edu.tw/~aex2021 4hp1jegg/index.php/2022-12-03-00-16-30

National Yunlin University of Science and Technology 'Prohibition of Sexual Harassment' Statement

In accordance with Article 13 of the Gender Equality in Employment Act, Article 7 of the Sexual Harassment Prevention Act, Article 4 of the Guidelines for Measures to Prevent, Complain, and Punish Workplace Sexual Harassment, and Article 4 of the Guidelines for Sexual Harassment Prevention, National Yunlin University of Science and Technology (hereinafter referred to as 'the University') hereby issues this written statement prohibiting sexual harassment and sexual assault.

- 1. The University commits to protecting its faculty and staff from threats of sexual assault and harassment, creating a friendly work environment, and promoting the concept of gender equality to prevent sexual assault and harassment.
- 2. The University commits to regularly implementing education and training programs to prevent sexual assault and harassment. Reasonable plans for gender equality, sexual assault prevention, and harassment prevention courses shall be incorporated into inservice training or workshops, and relevant information shall be publicly disclosed.
- 3. The University commits to establishing measures to prevent sexual assault and harassment. In the event of sexual assault, harassment, or suspected incidents, a prompt review and improvement of prevention measures shall be undertaken.
- 4. The University commits to formulating regulations related to the prevention, complaint, and disciplinary measures of sexual harassment. A sexual harassment complaint channel shall be established to assist faculty and staff who have experienced sexual harassment in filing complaints or pursuing legal proceedings.
- 5. The University commits to handling sexual harassment complaints in a confidential, objective, fair, and impartial manner. The university shall be sensitive to power imbalances between the parties involved and take appropriate investigative measures to discover the truth and avoid causing further harm to the victim.
- 6. The University prohibits any retaliation or unfair treatment towards faculty and staff who report incidents of sexual assault or harassment, file sexual harassment complaints, or assist others in reporting or investigating such incidents.
- 7. The University commits that if a sexual assault or harassment incident is found to be substantiated after investigation, appropriate punishment or other disciplinary actions shall be taken against the perpetrator. The perpetrator shall be monitored, assessed, and supervised to prevent any recurrence of harassment or retaliation.
- 8. Preventing and combating sexual assault and harassment is everyone's responsibility. All faculty and staff of the University have a duty to ensure a work environment free from harassment.

•YunTech's Guidelines for the Prevention, Complaint, and Disciplinary Measures of Sexual Harassment

https://admin3.yuntech.edu.tw/~aex2021 4hp1jegg/images/11 Rule/15 Appeal Ass ure/1502 (本校性騷擾防治、申訴及懲戒要點).pdf

English translation

Guidelines for the Prevention, Reporting, and Discipline of Sexual Harassment at National Yunlin University of Science and Technology

Created in the 10th Administrative Meeting of the Academic Year 96 on June 3, 2008 Amended and approved in the 2nd Academic Affairs Meeting of the Academic Year 101 on May 22, 2013

Further amended and approved in the 2nd Academic Affairs Meeting of the Academic Year 107 on June 5, 2019

- National Yunlin University of Science and Technology (hereinafter referred to as
 the University) establishes these guidelines in accordance with Article 13,
 Paragraph 1 of the Gender Equality in Employment Act and the "Regulations for
 the Prevention, Reporting, and Discipline of Workplace Sexual Harassment"
 formulated by the Ministry of Labor, in order to create a friendly environment
 that prevents and addresses sexual harassment and protects the rights of
 victims.
- 2. The handling of prevention, reporting, and discipline of sexual harassment at the University shall be conducted in accordance with these guidelines, unless otherwise stipulated by other laws and regulations.
- 3. The term "sexual harassment" as referred to in these guidelines shall be categorized based on the relationship between the parties involved, as follows:
 - (1) Applicable to the Gender Equality in Employment Act:
 - (a) Any person, while performing their duties as a faculty or staff member of the University or while in the workplace, who engages in verbal or behavioral conduct with sexual demands, connotations, or gender discrimination, thereby creating a hostile, coercive, or offensive work environment that violates or interferes with the dignity, personal freedom, or job performance of the victim.
 - (b) Superiors who make explicit or implicit sexual demands, engage in behavior with sexual connotations, or exhibit gender discrimination toward subordinates or job applicants as conditions for establishing, continuing, altering, or providing terms related to labor contracts, assignment, compensation, performance evaluation, promotion, demotion, rewards, or penalties.
 - (2) Applicable to the Sexual Harassment Prevention Act:

 In addition to sexual offenses, behavior related to sex or gender that is imposed on others against their will, and falls under one of the following circumstances:

- (a) Using such behavior to obtain, lose, or diminish the rights related to work, education, training, services, projects, or activities of the victim, based on the victim's compliance or refusal.
- (b) In ways that involve displaying or broadcasting text, images, sound, video, or other items, or through discriminatory or insulting words or actions, or by other means, causing harm to the dignity of others or creating situations that evoke fear, hostility, or offense, or improperly affecting their work, education, training, services, plans, activities, or normal life proceedings.
- 4. Incidents of sexual harassment under the Gender Equality in Employment Act and the Sexual Harassment Prevention Act involving staff and employees of this institution (including contract employees and various temporary personnel under contract) shall be subject to the provisions of these guidelines. However, those cases handled under the Gender Equality Education Act shall not be subject to the provisions of these guidelines.
- 5. To prevent and address incidents of sexual harassment, this institution shall undertake the following measures and initiatives:
 - (a) Conduct education and training on preventing sexual harassment.
 - (b) Issue written statements prohibiting workplace sexual harassment.
 - (c) Establish a dedicated hotline, fax line, special mailbox, or email address for receiving complaints, and publicly disclose these guidelines.

Hotline: 05-5342601 ext. 5815 (faculty and staff), 2427 (contract workers)

Fax: 05-5312035

hired as needed.

Special mailbox: Sexual Harassment Complaints, 1st floor of the Administration Building (Document Exchange Center)

Email: gender@yuntech.edu.tw

- (d) Handle complaints confidentially, ensuring that complainants are not subjected to any form of retaliation or adverse treatment.
- (e) Provide counseling, medical treatment, and other necessary assistance to complainants, and refer them to relevant departments within the institution or specialized organizations for psychological and medical support as needed.
- 6. For cases involving complaints of sexual harassment under the Sexual Harassment Prevention Act and the Gender Equality in Employment Act, the Gender Equality Education Committee (hereinafter referred to as the Gender Equality Committee) is responsible for investigation and review. However, in cases involving complaints of sexual harassment by faculty and staff, parent representatives and student representatives shall not participate.

 The proportion of female representatives in the Gender Equality Committee's investigative team shall not be less than half, and experts and scholars may be

7. Complaints of sexual harassment may be lodged within the statutory time limits (within one year of the incident according to the Sexual Harassment Prevention Act; within ten years of the incident according to the Gender Equality in Employment Act), either verbally or in writing, to the Human Resources Office (for faculty, staff, contract employees, and various temporary personnel) or to the General Affairs Office (for technical and labor workers) of this institution. However, in the case of verbal complaints, the receiving personnel or department should create a record. After reading it aloud to the complainant or allowing them to review it and confirming its accuracy, the complainant should sign or affix their seal.

The aforementioned written or verbal records shall include the following details:

- (a) Complainant's name, gender, date of birth, national ID number, employing unit and title, residential address, contact phone number, and date of complaint.
- (b) If there is a legal representative or appointed agent, their name, gender, date of birth, national ID number, occupation, residential address, contact phone number, and relationship with the complainant should be specified. In the case of an appointed agent, the appointment letter should be attached.
- (c) The facts and content of the complaint.
- (d) Relevant evidence or witnesses that can be obtained.
- If the complaint letter or verbal record does not comply with the above stipulations, but the situation can be rectified, the complainant should be notified to make corrections within 7 days.
- 8. Complaints of sexual harassment shall not be accepted under the following circumstances:
 - (a) Complainants who submit their complaint after the deadline.
 - (b) Complaint letters or verbal records that are not corrected within the time limit specified in the preceding Article, Paragraph 3.
 - (c) Cases that have already been resolved.

When this institution declines to accept a sexual harassment complaint, it should notify the parties involved in writing within 20 days of receiving the complaint or referral. If the case falls under the application of the Sexual Harassment Prevention Act, simultaneous notification to the Yunlin County Government is also required.

The aforementioned notification should state the reasons and indicate that the parties involved have the right to appeal to the Gender Equality Committee within 10 days from the day following the receipt of the notification. The appeal period is calculated from the date the decision on the complaint is delivered to the parties. However, if the grounds for appeal arise or are discovered later, the period is calculated from the date of discovery. The appeal should be accompanied by written reasons and will be subject to deliberation by the Gender Equality Committee.

Following the conclusion of a case, complaints on the same matter shall not be

submitted again.

In cases involving complaints of sexual harassment by victims who are not employees of this institution, appropriate emergency measures shall still be taken. If the Sexual Harassment Prevention Act is applicable, the complaint letter and relevant materials should be forwarded to the Yunlin County Government within 7 days.

- 9. When investigating incidents of sexual harassment, the following investigation principles should be adhered to:
 - (1)The investigation of sexual harassment incidents should be conducted in a non-public manner, protecting the privacy and personal rights of the parties involved.
 - (2)The investigation of sexual harassment incidents should uphold the principles of objectivity, fairness, and professionalism. The guidelines set forth in Article 15 of the Sexual Harassment Prevention Guidelines should be followed, and the parties involved should be provided with ample opportunity to present their views and defenses.
 - (3) When the victim's statement is clear and no further inquiry is necessary, redundant questioning should be avoided.
 - (4)In the investigation of sexual harassment incidents, relevant parties may be notified to provide explanations, and scholars or experts may be invited to assist.
 - (5)In cases where there is an unequal power dynamic between the parties involved or witnesses, confrontational interactions should be avoided.
 - (6)Investigating personnel may, for the sake of investigation necessity, create additional written documentation within the bounds of their confidentiality obligations, which can be made available for the parties involved to review or be informed of its essence.
 - (7)All personnel involved in handling sexual harassment incidents should maintain confidentiality regarding the name of the parties involved or any other identifying information, except when investigation necessity or public safety considerations require otherwise.
 - (8) During the investigation of sexual harassment incidents, taking into account the mental and physical condition of the parties involved, proactive referral or provision of psychological counseling and legal assistance is permissible.
 - (9)Anyone involved in actions such as filing complaints, reporting, disclosing, initiating litigation, giving testimony, providing assistance, or participating in any other capacity during the process of sexual harassment complaints, investigations, inquiries, or hearings shall not be subject to inappropriate discriminatory treatment.
- 10. The Human Resources Office shall forward the complaint case to the Gender Equality Committee within 3 days of acceptance and notify the complainant in

writing. Except in cases of force majeure, the Gender Equality Committee shall commence the investigation within 7 days of receiving the transferred complaint case and complete the investigation within two months, with the possibility of a one-month extension if necessary. If a decision of non-acceptance is made, it shall be carried out within 20 days in accordance with the provisions of Section Eight.

The results of the investigation and handling of sexual harassment incidents shall be communicated to the complainant in writing, and suggestions for disciplinary actions or other measures may be proposed and submitted to relevant departments within this institution for review.

The written notification shall include the reasons for the handling results and avenues for appeal or further complaints.

If the complainant or the party concerned objects to the result of the case review or if the investigation is not completed within the specified period, they may submit an appeal to the Gender Equality Committee in writing within 20 days from the expiration of the deadline or from the day following the receipt of the investigation result notification. Alternatively, an appeal may be submitted to the Yunlin County Government (under the Sexual Harassment Prevention Act) within 30 days. If the subject of the complaint is the president of this institution, the case shall be referred to the Ministry of Education for resolution.

- 11. If the complainant withdraws their complaint during the deliberation period of the case, a written notice of withdrawal should be submitted. Upon receipt by the Gender Equality Committee, the case shall be closed for record, and the complainant shall not be allowed to submit another complaint on the same matter.
- 12. The investigation and handling by the Gender Equality Committee shall not be affected by ongoing judicial proceedings related to the incident.
- 13. The parties involved in a sexual harassment incident may apply for mediation in writing or verbally to the Gender Equality Committee. In cases where mediation is successful, a mediation agreement shall be drawn up and signed by both parties.
 - However, in cases of severe circumstances, the Gender Equality Committee may still proceed with further deliberations.
- 14. If it is confirmed through investigation that a member of the faculty or staff of this institution has engaged in acts of sexual harassment, the Gender Equality Committee may, based on the severity of the circumstances, recommend appropriate measures such as receiving relevant education and training, undergoing psychological counseling, or other suitable disciplinary actions. The recommended disciplinary actions shall be in accordance with relevant personnel regulations, and the division of responsibilities for carrying out the

disciplinary actions shall be as follows:

- (1) Human Resources Office: Responsible for the disciplinary actions of faculty and staff (including contract employees and various temporary personnel).
- (2)General Affairs Office: Responsible for the disciplinary actions of technical and labor workers.

The Human Resources Office or General Affairs Office shall complete the review within two months after receiving the aforementioned recommendations. If the case involves criminal offenses, assistance should be provided to the complainant in filing a report.

In cases where a sexual harassment complaint is found to be false after investigation, this institution may, based on the severity of the circumstances, impose disciplinary measures on the complainant in accordance with relevant laws and regulations. The Human Resources Office or General Affairs Office may request a representative from the Gender Equality Committee to attend and explain before reaching the aforementioned review.

If the individual subject to disciplinary actions disagrees with the review outcome, administrative remedies may be sought in accordance with relevant personnel regulations.

- 15. If this institution receives a sexual harassment complaint that is not related to the accused party's department or unit, it shall take appropriate emergency measures in accordance with Article 13 of the Sexual Harassment Prevention Act and forward the complaint letter and relevant materials to the Yunlin County Government within 7 days.
- 16. This institution shall ensure post-review follow-up and oversight by the Gender Equality Committee regarding the results of sexual harassment case reviews, ensuring the effective implementation of disciplinary actions or measures to prevent the recurrence of similar incidents or retaliatory actions.
- 17. Members serving on the investigation team for sexual harassment cases at this institution should have their official duties registered, and they may be entitled to travel expenses or writing fees in accordance with laws or school regulations. Non-institutional part-time committee members attending meetings may receive attendance fees according to regulations. The necessary expenses shall be uniformly covered under the relevant budget items of the Human Resources Office.
- 18. These guidelines, following discussion by the Gender Equality Committee and approval by the administrative and academic meetings, shall be implemented upon the approval of the president and shall also apply to future revisions.

•YunTech Workplace Bullying Prevention and Complaint Handling Procedures

https://aex.yuntech.edu.tw/images/11 Rule/15 Appeal Assure/1504 (本校職場霸凌防治及申訴處理作業要點).pdf

English translation

Guidelines for Prevention and Handling of Workplace Bullying and Complaints at National Yunlin University of Science and Technology

Created and Approved in the 8th Administrative Meeting of the 110th Academic Year on April 19, 2022

National Yunlin University of Science and Technology (referred to as the 'University' hereafter) aims to establish a healthy and friendly work environment, ensuring employees are free from bullying, enabling them to work with peace of mind. These guidelines outline the prevention and handling of workplace bullying and complaints for University employees (referred to as the 'Guidelines' hereafter).

Definitions:

- (1) Employee: Refers to the University's faculty, technicians, workers, campus police, and individuals employed by the University to perform work for wages.
- (2) Workplace Bullying: Refers to continuous offensive, threatening, intimidating, isolating, or humiliating behavior that occurs in the workplace through the abuse of power or unfair punishment. It leads to the victim feeling frustrated, threatened, embarrassed, isolated, injured, and may result in significant psychological and emotional stress.
- The University shall prevent workplace bullying, protect employees from threats of workplace bullying, establish a friendly work environment, and enhance correct work attitudes among supervisors and subordinates. In cases of workplace bullying or suspected incidents, a review and improvement of preventive measures shall be promptly conducted.

To enhance awareness of workplace bullying prevention measures and complaint channels among employees, the University may use various means such as meetings, printed materials, the internet, and training courses to disseminate relevant information.

To prevent workplace bullying and provide employees with a bullying-free work environment, the University establishes the following complaint channels. Relevant information shall be prominently displayed in the workplace:

(1) Complaint hotline: (05)552-5807

(2) Complaint fax: (05)531-2035

(3) Complaint email: aex@yuntech.edu.tw

(4) University unit supervisors and personnel office directors.

The University has established a Standard Operating Procedure (SOP) for handling workplace bullying cases (Attachment 1) to facilitate the processing of such incidents.

Procedures for Handling Workplace Bullying Complaints:

- (1) When an incident occurs, the involved party shall personally or through an authorized representative submit a written complaint or record to the personnel office (Attachment 2).
- (2) The complaint or record shall include the following details and be signed or stamped by the complainant or their authorized representative:
 - i. The appellant's name, identification document number, employing unit, title, residence address, contact phone number, and date of complaint.
 - ii. If there is a legal or appointed representative, their name, identification document number, residence address, and contact phone number should be provided. The appointed representative should also attach a letter of authorization (Attachment Three).
 - iii. Date, time, and location of the occurrence of the complaint incident, details of behavior, process, content during the incident, relevant evidence or witnesses.
- (3) If the complaint or record does not meet the requirements stated in the preceding point, but the situation can be rectified, the complainant shall be notified to make corrections within fourteen days.
- (4) For workplace bullying complaints under Paragraph 1, they shall be filed within one year of the incident. For ongoing workplace bullying cases, the time limit shall begin from the date of the last incident within one year.
- To address workplace bullying prevention and complaint cases, the University shall establish the Employee Workplace Bullying Prevention and Complaint Investigation Task Force (hereinafter referred to as the 'Task Force'). The Task Force shall consist of seven members, appointed by the President from administrative faculty and staff representatives from the personnel office, and may engage social justice professionals or expert scholars as required. The gender proportion of Task Force members shall not be less than one-third.

The convener of the Task Force shall be elected (nominated) by the members of the Task Force and may also preside over meetings and conduct business when necessary. In the event the convener is unable to attend, a designated Task Force member shall act as chairperson.

Before a decision is reached by the Task Force, the complainant may withdraw their complaint in writing (Attachment Four). A withdrawn complaint may not be refiled for the same matter.

The University shall provide a copy of the complaint along with relevant documents to the respective units or individuals for explanation within ten days of receiving the complaint. The University shall then prepare a proposal and related documents within twenty days of the aforementioned notice's delivery to the Task Force. If the respective units or individuals fail to provide explanations within the specified period, the Task Force shall send a reminder letter. If the provided explanations are inadequate, a follow-up explanation may be required. If no response or an insufficient response is received by the deadline, the Task Force may proceed with evaluation. The period mentioned in Paragraph 1, for correction according to Point Five, shall be counted from the day after the correction. For those who did not make corrections, the period shall be counted from the day after the correction deadline.

Task Force meetings shall generally be held in a non-public manner.

For the evaluation of complaint cases, the involved parties or related individuals may be invited to provide testimony. If necessary, social justice professionals or expert scholars may also be invited to assist with the evaluation and may receive attendance fees.

When deemed necessary for a comprehensive understanding of the case, the Task Force may resolve to appoint three members for a field investigation.

The Task Force shall make a determination regarding the evaluation of complaint cases, either confirming or dismissing the allegations. If the allegations are confirmed, appropriate recommendations for disciplinary measures or other actions shall be proposed. If the allegations are dismissed, a recommendation for necessary actions shall still be provided, taking into account the evaluation circumstances. If the complainant is proven to have made false accusations, recommendations for disciplinary measures and other appropriate actions shall be proposed (Attachment Five).

Decisions on complaints shall be accompanied by reasons and communicated in writing to the parties involved, with relevant units required to process the matters in accordance with regulations. Complaint cases should be evaluated within two months from the day of acceptance, with an extension of forty-five days possible if necessary, and the parties involved shall be notified.

Complaint cases falling under any of the following circumstances shall be subject to a decision of non-acceptance:

(1) The complaint does not meet the stipulated requirements and cannot be notified for correction, or despite notification, the correction is not made within the specified period.

- (2) The complaint is filed after the complaint period has elapsed.
- (3) The complainant is not the victim of workplace bullying or their legal representative.
- (4) A new complaint is filed for the same matter that has been previously decided or withdrawn.
- (5) Complaints filed for issues that do not fall within the scope of workplace bullying.
- (6) Lack of specific factual content or failure to provide true name, employing unit, and residence address.
- Parties who disagree with the decision of the complaint evaluation may seek remedies according to the applicable laws.
- Personnel involved in the processing, investigation, and evaluation of workplace bullying complaint cases shall maintain confidentiality regarding the details of the complaint. Violators shall have their participation terminated by the convener, and depending on the severity, the case may be reported to the President for appropriate legal actions and termination of their participation.
- Individuals involved in the investigation and evaluation of workplace bullying complaint cases, as well as those listed in Paragraph 8, Item 6, who provide assistance in evaluation, shall voluntarily recuse themselves if they fall under any of the following circumstances:
- (1) They themselves or their spouse, former spouse, blood relative within the fourth degree of consanguinity, or in-law relative within the third degree of affinity are parties involved in the incident.
- (2) They or their spouse, former spouse, have a shared interest or obligation with the parties involved in the case.
- (3) They are currently or were previously legal representatives or assistants to the parties involved in the case.
- (4) They have previously been a witness or expert witness in the case.

 Individuals subject to recusal should recuse themselves. If they fail to do so or if there are other concrete reasons to suspect bias in performing their duties, the parties involved may submit a written request for recusal to the Task Force, specifying the reasons and facts.
- If a workplace bullying case is already subject to judicial proceedings or has been transferred to the Control Yuan or the Disciplinary Court for trial, the Task Force may decide to temporarily suspend the investigation or evaluation.
- If the parties involved require counseling, medical treatment, or other assistance, the University may facilitate referrals to professional counseling or medical institutions and continue to monitor the follow-up situation of the case.
- For workplace bullying complaint cases, post-tracking assessments and supervision should be carried out to ensure the effective implementation of the disciplinary measures or

- actions determined through the complaint process and to prevent occurrences of retribution.
- The necessary expenses for the Task Force shall be covered by the relevant budgetary allocation of the University.
- Matters not covered by this document shall be handled in accordance with relevant laws and regulations.
- After being approved by the administrative meeting, this document shall be implemented upon endorsement by the President; the same applies to any future amendments.