

Amendment to the ISU Anti-Harassment Policy

The ISU Academic Council recommends the implementation of the following amendment to the current ISU Anti-Harassment Policy (AHP).

This amendment to the AHP provides the process for potential issue resolution in cases of perceived harassment activities and misconduct.

1. The process of evaluation of any form of harassment cases follows the principles of professional privacy and confidentiality. Information about the case will only be made available to persons on a "Need-To-Know" basis.
2. The use of online applications or other electronic means in the initial claim process is highly discouraged. A personal interaction with designated persons is the preferred option.
3. Designated Contact Person(s) (DCP) will always be available to all ISU program participants, ISU staff, hosting institution personnel, lecturers, and guests to address issues of harassment in a secure and confidential environment. The DCP will be available at all sites and where applicable online.
4. The DCP together with the complainant will evaluate the situation and will decide on further actions. Further actions could be (in the order of increasing escalation steps):
 - a. Claimant defers action or declines to proceed
 - b. Recommend issue resolution on a personal level between the parties involved
 - c. Setting up a mediation process between the parties involved to try to find one or more acceptable solutions for them, and correcting the situation
 - d. Filing a formal complaint in writing with at least the names of the involved parties, the nature, location and time of the incidence.

The complainant is free to seek advice with their embassy or consulate and/or to file an official claim with local law enforcement. The DCP has no authority to file such a complaint with law enforcement.

5. The initial contact with the DCP and decision about further actions shall be made preferably in person and in exceptional cases by using electronic means.
6. If the DCP deems that the preliminary complaint is credible and requires follow-up (4d.), the complaint shall be properly documented as in 4d) above, including possible available additional information, witness statements and evidence.
7. The complainant may be contacted to supply additional information, regardless of the reporting mechanism.
8. The ISU President is informed about the formal complaint and will decide on the formation and membership of an official investigation board (IB)
9. The IB will select a chair. The IB will then decide if the allegations and the provided evidence are sufficiently substantiated to warrant a formal investigation. The IB will inform the ISU President about initiating a formal investigation process. The IB, however, may decide to defer the case back to the DCP for issue resolution according to 4a – 4c.
10. The IB will hold meetings and hearings as necessary and may ask for further evidence and may invite witnesses.
11. The IB will produce a formal report, presenting their findings and conclusion to the ISU President.
12. The ISU President decides on possible disciplinary actions and sanctions.
13. All persons filing prank or maliciously false reports using any means (app, in-person meeting, email, phone, zoom) may be subject to disciplinary action.
14. All persons who retaliate against persons filing reports or providing evidence may be subject to disciplinary action.
15. This process is applicable at locations and sites with ISU jurisdiction. Hosts and institutions providing support to ISU staff, faculty, lecturers and students in the execution of ISU programs may have their own anti-harassment policies and procedures which may supersede ISU's policy. Nevertheless, ISU will always provide at a minimum the DCP and may opt to execute an investigation according to the ISU-AHP and this process.
16. The process from initial claim (4) to closing actions (12) shall be concluded within a 3 month period.