



St. John Paul II

CATHOLIC COLLEGE



STUDENT HANDBOOK

“Be Converted & Live”



St. John Paul II
CATHOLIC COLLEGE



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St. John Paul II Catholic College 

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Students Handbook

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Registration

I.1 Registration I.1.1 The College is operating on a semester system. There are two semesters in an academic year. All students must familiarize themselves with the system.

I.1.2 An orientation programme will take place in the first week of the first semester. It is obligatory for all new students to attend the orientation programme.

I.1.3 All continuing students shall register on the first day of each semester before attending any classes. In the case of new students, registration must take place immediately after orientation.

I.1.4 No one shall be registered as a student of the college until all fees and other financial obligations are met.

I.1.5 All new students admitted into the College shall be registered subject to submission of satisfactory medical report or declare any disability or medical challenge.

I.1.6 All students enrolled through various scholarships are required to report to the Dean of students on the first day of each semester.



Students Rules and Regulations

INTRODUCTION

Every student admitted to the academy is subject to the rules which are prescribed by the Institute from time to time.

The smooth running of any academic institution requires order. To attain this order, specific rules are necessary. Students' Rules exist to ensure that all students have an enabling environment to successfully complete their studies in addition to safeguarding the rights of students, members of staff and all other persons at St. John Paul II Catholic College. Students are expected to adhere to the rules and as a general principle to conduct themselves at all times in a manner that would promote the good name of students themselves and the good reputation of the Institute

2. AMENDMENT

Rules will be reviewed from time to time and any changes will be published and communicated

3. FEES PAYMENT

Tuition Fees:

100% of Course Fees must be paid at the beginning of the Semester. On payment a student will be issued with a payment card as proof of payment that will enable the student to enter the classroom). The receipt or bank deposit slip must then be shown to the Registrar to complete the application.

Boarding Fees:

50% of Boarding Fees must be paid at the beginning of the Semester and the remainder at the beginning of the next month. On payment a student will be issued with a mattress and a payment card as proof of payment that will enable the

TUITION AND BOARDING FEES MUST BE DEPOSITED IN THE INSTITUTES BANK ACCOUNT AND THE DEPOSIT SLIP MUST BE PRESENTED TO THE BEEHIVE CENTRAL CASHIER WHERE YOU WILL BE GIVEN A RECEIPT. PLEASE INDICATE YOUR NAME AND NAME OF THE COURSE ON THE DEPOSIT SLIP.

Please note that all fees once paid are non-refundable.



4. COMMUNICATIONS ON CONCERNS

Any concerns (academic or welfare) from students should be addressed to the dean of students.

Matters will be referred as appropriate.

5. CONDUCT AND BEHAVIOUR

There are various forms of behaviour about which it is impossible to frame precise rules, but which are nevertheless of such kind that they are likely to bring the Institute into disrepute or would discredit the good name or are prejudicial to the peace, good order and good governance of the Institute. Such acts are stipulated below:

01. Students are required to be polite, courteous and respectful in speech and action towards the Management staff, Instructors, Workers, and Visitors and among themselves.
02. Students are not allowed to wear shorts, slippers, hats/caps, see through clothes, bareback/off-shoulder, crop tops and dark sunglasses on campus. Students must adhere to the Dress Code as advised by the Institute
03. Students are required to dress smartly, be clean and presentable at all times.
04. Cell Phones are not allowed to be used in workshops, classrooms, library, and assembly hall or during any other official activity of the school. Students are encouraged to switch Cell Phones to 'Manner Mode' while on campus.
- 0.5 Fighting within the campus or Boarding Facilities and use of obscene language is unacceptable. Immoral behaviour, stealing or destroying the Institute's property, leaving the Boarding Facilities without permission, instigating rebellious behaviour, (i.e., riots, boycott), are serious offences and will lead to immediate dismissal.
- 0.6. Theft, whether on campus or Boarding Facilities, will be reported to the Policy. Any students implicated in theft will lose their place on course of study and accommodation & will not have recourse to a refund.



0.7 Playing video games and loitering around corridors during class sessions is prohibited.

0.8 Students are forbidden to bring to the College any article, book or paper that is not required for their work in the College.

0.9 Students must help keep the institute neat and clean and also preserve and maintain the greeneries. Eatables / beverages are not allowed inside the study areas including labs, library, and workshops

10. While studying at the Institute, students will have to operate machines and tools carefully and observe all safety regulations and see that no damage is caused to self, others or to the Institute's property, machinery and equipment. In case it is found that they have caused any damage to the Institute's property they shall be required to reimburse or make good the damage caused

11. Students are forbidden to enter a lab without an Instructor's permission whilst the class in sessions. Students are not allowed to use the institutes labs and equipment without permission from the instructors.

12. Male students are not allowed to wear ear rings on campus

5.1. ACTS Subject to suspension or exclusion;

Definitions

Suspension : The process of temporarily withdrawing a student from attending school if they display behaviors described contrary to the rules and regulations set by the institution.

Exclusion : The process of excluding a student from continuing enrolment or re-enrolment at the institution.



ACTS Subject to Suspension or Exclusion

1. Conduct that intentionally obstructs or disrupts teaching or freedom of movement or other unlawful activities at the Institute.
2. Any behavior which disrupts the teaching, learning and an orderly atmosphere of the Institute.
3. Any damage or misuse of Institute's property. This may include abuse or misuse of the buildings, teaching aids, furniture, tools and machinery.
4. Students will pay for any damage they cause to the Institute building, tools or machinery due to negligence. Display of pictures and other items on the walls without permission from management is regarded as damage to Institute property.
5. The possession, consumption or being evidently under the influence of any alcoholic beverage will subject to an alcohol breathalyzer test.
6. Any person smoking or being in possession of any other tobacco including Indian hemp (Chamba) or any other form of drugs classified as such in the laws of Malawi.
7. Any person causing character defamation or damage image of any member of staff, student or any person connected to the Institute.
8. Any person causing physical abuse to others, or conduct intended to threaten bodily harm or to endanger the health or safety of any person 9
9. Open defiance of authority within the Institute by word or conduct
10. Instigating riots and/or rebellious behavior.
11. Theft within the Institute and its local environment
12. Persistent late coming for classes and unauthorized absence from lectures
13. Use of abusive language by anyone at the Institute.



14. Indecent body exposure and or possession of pornographic materials whether soft or hard copies.

15. Forgery, misrepresentation, alteration, or misuse of any Institute document, record, key, electronic device.

16. Every student club/society must have a member of Institute staff as Patron and advisor for it to function

17. Any club/society which has a function outside the Institute must be accompanied by a member of the Management or staff. Application to have a function outside the Institute must be routed through the Dean of Student. Members of a Club/Society will not leave the Campus unless this regulation is complied with.

18. All correspondence with institutions and organizations outside the Institute where the name of the Institute is used should be routed through the Principal.

5.2.

1. No food/drink shall be taken in the classrooms

2. No student is allowed to enter staff area. without authorization

3. Any form of bullying will not be tolerated.

4. Use of unauthorized electrical appliances is not allowed in any classroom

5. Students are not allowed to move Institute property from one room/building/place to another without permission.

6. Any damage of Institute property should be reported to Institute Administrator

7. Every student is required to play a part in the general upkeep of classrooms and surroundings.

8. All students must attend Beehive assemblies every Monday and St. John Paul II Catholic College assemblies every first Thursday of the month.

9. All students are required to obey any additional instructions, which may be issued from time to time by management.

NB: Individual or collective actions by students that constitute a breach of these rules shall be subject to disciplinary action through the disciplinary committee and where appropriate, criminal prosecution

Process of appeal

A student that wishes to make an appeal to a decision taken by the disciplinary committee should do so in writing to the registrar. The appeal will be considered by the Institute's Dean of students whose decision will be final.

Refer to the complaints procedure flow chart pasted on the 'Notice Boards'



2.3 Student Academic Performance

2.2.1 All students are required to read widely, attend all scheduled lectures and practical sessions in their registered courses.

2.2.2 Both continuous assessment and end of semester examination shall assess content that is representative of content in a given course in a semester.

2.2.3 A student who misses an examination without a valid reason shall be awarded a mark of '0' for that examination.

2.2.4 A student who fails in her/his course shall be required to write supplementary examination or repeat or withdraw from the programme as the case may be.

2.2.5 End of semester grade in any course(s) shall comprise 40% continuous assessment and 60% final examination.

2.2.6 Students who fail courses at the end of semester will not automatically register for course(s) in the following semester.

Plagiarism

Is the act of presenting someone else's work or ideas as your own, with or without their consent, and as such it is a serious academic offense.

Cases of plagiarism shall be handled as follows:

Is the act of presenting someone else's work or ideas as your own, with or without their consent, and as such it is a serious academic offense.

First Offence : The student shall be warned in writing and be given an opportunity to re-do and resubmit the work, which will be awarded a maximum score of 45%. To be handled by the concerned member of staff.

Second Offence: The student shall get a warning in writing from the Course coordinator and be awarded a score of zero for the work. To be handled by the Head of Department. concerned member of staff.

Third Offence: The concerned member of staff shall award a score of zero and report the matter to the Course coordinator who shall refer it to the Dean in writing, who will refer the issue to the disciplinary committee which may recommend suspension of the student pending decision of the examinations committee.



2.4 Examinations Policy

Scope

The policy applies to all students.

Consequences

Violation of the examination policy will result in disciplinary action through the disciplinary committee leading to either suspension or exclusion.

Objective

The goals of this policy are:

1. Instilling discipline and order to candidates sitting for both Local and International examinations.
2. To achieve orderly records for students enrolled in CBET courses

General Policy

- Students are expected in the examination room 30 minutes before the time indicated on the examinations time-table
- Students will be allowed to leave the examination room for a toilet break only if they are accompanied by an invigilator.
- Students caught Cheating or Discussing with each other in the Examination room will immediately be disqualified and shall be subject to disciplinary action through the disciplinary committee
- No Reference material shall be taken in to the Examination room unless stated by the Assessor/ examiner/ responsible trainer for the module being attempted
- Mobile phones, laptops and tablets are not allowed in the Examination room
- No food or drink shall be taken into the Examination room
- Students will not be allowed to sit for any exam or assessment if found in the possession, consumption or under the influence of any alcoholic beverage
- Students are expected to display their St. John Paul II Catholic College Identification Card and Fees payment card during Continuous Assessments, Mid-Semester Examinations and Mock Examinations.



- Students that do not attend classes will not be Assessed or allowed to sit for Continuous Assessments, Mid-Semester Examinations or Mock Examinations
- Medical issues or illness should be communicated well in advance to the Examinations Officer with proper supporting documents
- Failure to sit for exams without a valid reason will attract a penalty fee of MWK5,000
- Failure to sit for exam with a valid reason will qualify for deferred exams
- Remarking a paper attract a fee of K5,000
- Note that End of semester Mock Examinations is a preparation for International Examinations. This will not attract a provision of School Certificate from the College after the program.

Should you fail and want to re-sit for a paper, it shall attract a fee of K2,500.

Grading System	
80 - 100	Distinction
75 - 79	Merit
65 - 74	Credit
50 - 64	Pass



2.5 Disability Policy

I. Introductory Statement

I.1 St. John Paul II Catholic College is committed to a policy of equal opportunities for disabled staff and students and aims to create an environment which enables them to participate fully in the life of the College. This policy also extends to members of the public using College premises and services. The objective of the policy is to ensure that members of the College community with disabilities (mental or physical) have access to both facilities and a learning environment that is, wherever reasonably possible, comparable to that of their non-disabled peers. This policy recognises that disabled students and staff are an integral part of the College community. It takes as its starting point the premise that accessible and appropriate provision is not 'additional' but a core element of the overall service which the College makes available. The broad policy aims are based on the Disability Act 2012.

I.2 To advance disability equality, the College will:

- a) Ensure potential and current staff, students and visitors with disabilities are not discriminated against
- b) Ensure that anticipatory action is taken to provide inclusive learning and teaching and access to our facilities and services
- c) Ensure that reasonable adjustments are put in place for staff, students, applicants and visitors with disabilities
- d) Support the retention, development and progression of disabled staff and students
- e) Promote a positive working and studying environment for disabled staff and students
- f) Provide training and support for managers to ensure they are equipped to provide the necessary support and can respond appropriately to the needs of staff with disabilities.

2. Responsibilities

2.1 All staff of the College are expected to be aware of this policy and the legal framework and to treat disabled people, whether students, staff or members of the public, in accordance with these provisions. In particular, Heads of Departments and others in management positions will be responsible for ensuring that the policy and legal framework are communicated effectively through staff development programmes and are being implemented in their area. Disability training and support will be made available for managers.



3. Definition of Disability

A person has a disability if he or she has a physical or mental impairment that has a substantial and long term adverse effect on his or her ability to carry out normal daytoday activities Disability covers a wide range of physical and mental impairments, including physical and mobility difficulties, hearing impairments, visual impairments, specific learning difficulties including dyslexia, medical conditions and mental health problems.

4. Policies, Procedures and Activities

4.1 The College will ensure that in all policies, procedures, functions and activities, including strategic planning and resource allocation, consideration is given to the means of enabling disabled students and staff full participation in all aspects of the academic and social life of the institution.

4.2 The College's publicity, programme details and general information will be accessible to people with disabilities.

4.3 A continuing programme of adjustments will be established to make existing buildings accessible, based on priorities outlined in current access audits and financial resources.

5. Disclosure and Confidentiality

5.1 The College will develop an environment within which individuals feel able to disclose their disability. Encouragement and opportunity will be given to students and staff to disclose any disability that may have a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities so that a discussion can take place about disability-related reasonable adjustments or other support that may be required. Individuals can choose to bring someone to accompany them at meetings to provide extra support if required.

5.2 The College will also encourage students and staff to disclose any condition which in the short term has substantial impact on their day to day activities to ensure that appropriate support can be provided.



5.3 Disclosing a disability is a personal matter and it is up to individuals whether they decide to tell the organization and if so when to do this. However, if opportunities have been given to disclose a disability and an individual decides not to, the College cannot make adjustments. If you have concerns about disclosure and would like to discuss these confidentially contact the office of the registrar.

5.4 Disclosed information will be treated in the strictest confidence. The College will require explicit, informed and written authority for the giving of consent in respect of the processing, both internally within the College and externally by third parties, of any sensitive personal information which is disclosed.

5.5 Any member of staff who is unsure as to whether their particular medical condition is covered under this policy can request a meeting with an HR representative or the Registrar

5.6 If a disabled staff member or student is to work frequently on his/her own in hazardous situations or has special requirements in relation to fire or general evacuation the College would encourage them to bring this to the attention of their supervisor so that appropriate plans and arrangements can be made

6. Monitoring and Evaluation

6.1 The College will monitor the applications, admissions, academic progress and nature of impairment of disabled students. The College will operate systems to monitor and review the effectiveness of provision for students and staff with disabilities, evaluate progress and identify opportunities for enhancement. This includes monitoring representation of disabled staff and students in different college activities including sport, performances and recreation.

Students

7. Participation and Accessibility

6.1 The College will monitor the applications, admissions, academic progress and nature of impairment of disabled students. The College will operate systems to monitor and review the effectiveness of provision for students and staff with disabilities, evaluate progress and identify opportunities for enhancement. This includes monitoring representation of disabled staff and students in different college activities including sport, performances and recreation.



7.2 The College will ensure that students with disabilities will have access to the full range of support services, appropriate to their needs, which are available to their non-disabled peers. Where existing services cannot be made accessible, the College will make reasonable alternative services and arrangements available.

8. Teaching and Learning

8.1 The College will ensure that the requirements of disabled students are considered during programme validation and review and that appropriate amendments are made. Programme specifications that raise barriers to access by disabled people will be reconsidered and reasonable adjustments made to minimise such barriers.

8.2 Academic and academic support staff must plan and employ teaching and learning strategies, which make the delivery of the programme as inclusive as is possible and, where reasonable, allow adaptation to accommodate disabled students' individual requirements.

8.3 The College will ensure that, wherever possible, disabled students have equal opportunity to access academic and vocational placements, including field trips.

8.4 Assessment and examination policies, practices and procedures should provide disabled students with the same opportunities as their peers to demonstrate the achievement of learning outcomes, which may, in some cases, include alternative assessment and examination arrangements.

8.5 Where studying is interrupted as a direct result of a disability-related cause, in consultation with the student and considering the specific requirements of his or her disability, a plan will be agreed to ensure that the student's academic progress is not compromised.

9. Complaints

9.1 The College has in place policies and procedures to deal with complaints arising directly or indirectly from a student disability. In the first instance issues should be resolved at the academic level by the Trainer/Course Coordinator. Formal complaints should follow the same guidelines that apply for other complaints within the College. This policy should be read in conjunction with the other policies, regulations of the college



Staff

10. Promoting Disability Equality 10.1

The College will:

- a) Provide equal opportunities for individuals who are disabled in relation to recruitment, education, training, promotion, transfer and terms and conditions of employment;
- b) Ensure that disabled staff are given reasonable support, equipment and facilities necessary for them to carry out their duties successfully;
- c) Make reasonable adjustments to working arrangements and/or the physical working environment, where they disadvantage a disabled member of staff;



2.6 Student Dress Code On Campus and Official College

Students should wear clean and decent attire while on campus and/ or official College functions.

Female students should NOT wear:

- Dresses/ skirts that are above the knee line such as mini-skirts and shorts
- Dresses/ skirts with extending above the knee
- See through clothes
- No crop tops
- No bareback or off shoulders
- T-Shirts with obscene wordings and graphics
- Clothing that expose and/ or show inner wear
- No hats and caps
- No slippers
- No shorts

Male students should NOT wear:

- No hats and caps
- No slippers
- T-Shirts with obscene wordings and graphics
- Clothes that expose the chest and/ or tattoos on any part of the body
- Jewelry, necklaces and rings on ears or eyebrows
- No bare muscles
- No shorts
- No wearing of "shades" (sun glasses) in class, offices and around campus.



2.7 Sexual Harassment Policy

The College is committed to providing an institutional environment where all may pursue their studies, careers, duties and activities free from sexual harassment. Sexual harassment constitutes serious misconduct, and will result in disciplinary action. Sexual harassment shall not be tolerated by the College.

The focus of the Policy on Sexual Harassment is on the prevention and management of sexual harassment in the College; it should therefore be understood in the context: of other Colleges or College policies and statements, and on sexual offences; of constitutional protections against discrimination

The College is committed to ensuring that contractors providing services on the campus, including other Beehive Departments adopt similar policies and make these binding on all their employees and agents; and to ensuring that all future contracts between St. John Paul II Catholic College and third parties for the supply by the third party of services on campus will require this of contractors.

I. DEFINITIONS

1.1. **‘Alleged perpetrator’** means a person alleged to have committed an act of sexual harassment;

1.2. **‘Case Officer’** means the person assigned to present the College’s case in formal internal disciplinary proceedings, who may also be the person assigned to investigate the case;

1.3. **‘CCMA’** means the Commission for Conciliation, Mediation and Arbitration;

1.4. **‘Complainant’** means a person who lodges a complaint under this policy, or a person against whom an act or acts of sexual harassment as defined in the policy has or have allegedly been perpetrated;

1.5. **‘Confidentiality’** means ensuring that information is accessible only to those authorized to have access to it;

1.6. **‘Employee disciplinary procedure’** means the disciplinary procedure that applies to a category of staff;

1.7. **‘Employee’** means an employee of the College or a person who has agreed to be bound by the rules and policies of the College relating to staff;



1.8. **‘Manager’** means any employee of the College with managerial, supervisory or Warden’s responsibilities;

1.19. **‘RO’** means the Reporting Office, as may be designated by the Principal from time to time;

1.10 **‘Rules on conduct for students’** means the rules on the conduct of students

1.11 **‘Same-sex harassment’** means harassment where the alleged perpetrator and the victim are of the same sex;

1.13 **‘Serious misconduct’** means conduct as defined in the Employee Code of Conduct and the Rules on Conduct for Students;

1.14 **‘Sexual assault’** means conduct as defined in the Sexual Offences Policy;

1.15 **‘Sexual harassment’** refers to any unwelcome or uninvited conduct of a sexual nature which may be verbal, non-verbal or physical which violates the rights of a person. Sexual harassment includes, but is not limited to:

1.15.1 Any unwelcome sexual advances or requests of a verbal nature;

1.15.2 Any unwelcome requests for sexual favours;

1.15.3 Any unwelcome sexual advances or sexual favours made through text messages, email, Whatsapp or through any other social media;

1.15.4 Any verbal, nonverbal and physical conduct of a sexual nature which may include gestures and comments that embarrass, humiliate, intimidate, threaten or compromise the position of the person to whom the conduct is directed;

1.15.5 Repeated unwelcome sexual advances where the person to whom such behavior is conducted has indicated explicitly or implicitly that such behavior is unwelcome and unacceptable;

1.15.6 Unwelcome conduct which deliberately interferes with a person’s ability to work effectively or perform academically and which also has the effect of creating a hostile work, teaching, learning and residential environment;

1.15.7 Unwelcome physical conduct includes unwanted physical contact, touching, groping, massaging, rubbing oneself against another, patting, winking, fondling, tickling, suggestive handshakes, sexual assault and rape;

1.15.8 Unwelcome verbal conduct includes jokes, suggestive language, sexual threats, comments with sexual overtones, comments about a person’s body, inquiries or comments about a person’s sexual life, and the display of sexually inappropriate pictures, screensavers and pornographic material;



1.15.9 Unwelcome nonverbal conduct refers to gestures or sexually suggestive signals, swinging hips suggestively, indecent exposure, stalking, sending sexually explicit jokes and pictures, giving someone unwanted gifts, looking a person up and down suggestively, making facial expressions such as winking or licking one's lips, sending pornographic material through email, Whatsapp or any other social media.

1.16 Sexual harassment may be perpetrated by the following among others:

1.16.1 A senior college employee to a junior/subordinate employee or vice versa;

1.16.2 A college employee to a fellow employee of the same level/grade;

1.16.3 A college employee to a student or vice versa;

1.16.4 A student to a member of staff or vice versa;

1.16.5 A student to another student.

1.17 **Quid pro quo** means asking for a favour in return for something and quid pro quo harassment may take any of the following forms:

1.17.1 Quid pro quo harassment refers to when a person in authority influences or attempts to influence a person's employment status or remuneration in exchange for sexual favours, or the promise of employment in exchange for sexual favours;

1.17.2 Quid pro quo harassment refers to when a College employee influences or attempts to influence the admission of a student or the allocation of student accommodation by coercing the student to engage in sexual activity;

1.17.3 Quid pro quo harassment refers to when an academic member of staff offers to alter or influence a student's mark or grade in assessment in exchange for sexual favours;

1.17.4 Quid pro quo harassment refers to when a student coerces, sweet talks, entices, or blackmails an academic staff member to reward marks for work not done or shoddily done in exchange for sexual favours.

1.18 **Student** refers to any person registered with St. John Paul II LITI and is bound by the rules and ordinances of the College;

1.19 **Third parties** refer to any person who visits the College or who takes part in any College activities, suppliers and contractors of the College;

1.20 **College** refers to St. John Paul Leadership and IT Institute / Beehive Centre for Social Enterprise and its Departments

1.21 Sexual harassment excludes **consensual relationships**. Consensual relationships are romantic or dating relationships of a sexual nature where there is the unforced consent of both parties. If the interaction is consensual, welcome and reciprocated, it is not sexual harassment. However, St. John Paul Leadership and IT Institute



discourages romantic relationships between people in positions of unequal power such as Dean/Registrar and a junior member of staff and/or lecturer. Such relationships create a hostile working environment more so when the other party decides to terminate the relationship. Further, the person who is more senior in position will not be immune to sexual harassment claims;

1.22 The College does not approve relationships with students. There is likely to be conflict of interest with such relationships.

2. THE ROLE OF THE REPORTING OFFICE

2.1 The RO's shall provide a comprehensive sexual harassment response for the College. This will include the provision of supportive and protective measures to complainant, whether or not disciplinary proceedings are instituted.

2.2 Supportive measures may include, but are not limited to:

2.2.1 Measures to mitigate the impact of sexual harassment or the reporting thereof upon the complainant.

2.3 Protective measures may include, but are not limited to:

2.3.1 No-contact orders, where appropriate;

2.3.2 Change of academic classes and academic concessions, where appropriate;

2.3.3 Special leave (staff) or leave of absence (students), where appropriate.

2.4 While the primary aim of this policy is to assist complainants who allege sexual harassment, an alleged perpetrator may at any stage approach the RO for advice on the application and interpretation of this policy. In such instances the RO shall:

2.4.1 Provide the alleged perpetrator with a copy of this policy and of The College's disciplinary rules;

2.4.2 Advise the alleged perpetrator of her/his right to obtain legal representation and of the availability of counselling;

2.4.3 Advise the alleged perpetrator that the College may choose to follow the College disciplinary rules even if the complainant does not wish to do so;

2.4.4 Explain to the alleged perpetrator the protective measures available to the complainant.



3. EDUCATION AND TRAINING

3.1 Continuing education and training are necessary to ensure that employees, students and third parties are aware of the contents of this policy and are able, as appropriate, to implement it and to prevent sexual harassment.

3.2 All existing staff of the RO shall be trained appropriately.

4. CONFIDENTIALITY

4.1 Whilst the College commits itself to dealing with cases of sexual harassment expeditiously according to the laid down procedure, it also observes the sensitivity of the cases so related. As such, all such cases shall be given due consideration with respect to those issues and the responsible authorities dealing with issues of sexual harassment must ensure that the cases are investigated and handled in a manner that ensures confidentiality.

5. PROCEDURE

5.1 Formal Procedure

5.1.1 Any student or employee who believes that he/she has been subjected to sexual harassment should report the case to his /her immediate supervisor (in the case of employees) or Student Affairs department (in the case of students) immediately after the occurrence of the incident.

5.1.2 In the event that the aforementioned is the perpetrator of the sexual harassment, the matter should be reported to the next responsible persons in the College hierarchy in writing.

5.1.3 In the event that the responsible persons are the perpetrators of the harassment, then the matter should be reported to the Registrar in writing. The Registrar will investigate the complaint forthwith and report it to the Principal for a Disciplinary Hearing.

5.1.4 The Staff Code of Conduct and the college Student Rules and Regulations shall be adopted in the administration of the disciplinary hearing in the case of the College employees and students respectively.

5.1.5 The legal rights of the victims are not limited by this policy hence nothing herein shall deter a victim of sexual assault from pressing separate criminal /civil charges against the alleged perpetrator.

5.2 Informal Procedures

5.2.1 Any student or employee who believes that he/she has been subjected to sexual harassment shall have the right to choose whether to lodge their grievance formally or informally. However, if the informal procedure fails to provide satisfactory outcomes for the victim they may also lodge a formal complaint

5.2.2 In the event that they feel that the matter may be handled informally, then the Responsible Authority who receives the matter at hand may organise an informal



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meeting with the complainant and the alleged offender so that the issue is amicably handled in their presence.

In the event that the victim of sexual harassment has been affected so much that they may need counselling, then they may liaise with the Human Resources Department so that necessary arrangements can be made.

The policy shall be amended from time to time.