



## **IBS POLICIES**

### **International Business School (IBS)**

#### **Sexual Harassment and Discrimination Policy**

This policy outlines the institution's commitment to preventing and addressing sexual harassment and discrimination, including procedures for reporting incidents and investigations.

#### **I. PURPOSE**

The purpose of this Sexual Harassment and Discrimination Policy is to affirm the International Business School (IBS) commitment to preventing, addressing, and eliminating sexual harassment and discrimination within its academic and professional community. This policy sets forth IBS's expectations for maintaining a safe, respectful, and inclusive environment and provides procedures for reporting incidents, conducting investigations, and resolving complaints.

#### **II. SCOPE**

This policy applies to all members of the IBS community, including students, faculty, staff, administrators, contractors, partners, and visitors. It covers all IBS-related activities, whether on campus, online, or at any off-campus programs or events.

#### **III. POLICY STATEMENTS**

IBS is committed to providing a learning and working environment free from sexual harassment, discrimination, and any form of violence, where all individuals are treated with dignity, respect, and fairness.

Sexual harassment and discrimination in any form are strictly prohibited and will not be tolerated. This includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature that creates a hostile, intimidating, or offensive environment.

IBS will take prompt and appropriate action to address incidents of sexual harassment or discrimination, protect the rights and well-being of all parties involved, and prevent recurrence of such behavior.

Retaliation against any individual who reports or participates in the investigation of sexual harassment or discrimination is strictly prohibited. Any act of retaliation will be subject to disciplinary action in accordance with IBS regulations.

#### **IV. REPORTING PROCEDURES**

Any member of the IBS community who believes they have experienced or witnessed sexual harassment or discrimination should report the incident to a designated official, such as a supervisor, program coordinator, department head, or the Office of Student Affairs/Administration.

Reports may be made in person, by phone, or in writing, and can be submitted anonymously if desired. IBS will make every effort to maintain the confidentiality of the reporting party, while ensuring that a thorough investigation and appropriate action can take place.

All reports will be taken seriously and investigated promptly, fairly, and impartially by trained officials or designated investigators.

## **V. INVESTIGATION AND RESOLUTION**

Upon receipt of a report, the designated IBS official will initiate an investigation to collect relevant information, interview witnesses, and determine whether a violation of this policy has occurred.

If a policy violation is substantiated, IBS will take appropriate disciplinary action against the responsible party. Possible sanctions may include:

Counseling or mandatory training

Written warnings

Suspension or expulsion (for students)

Termination or other disciplinary measures (for staff and faculty)

IBS will provide support and resources to affected individuals, including counseling, academic accommodations, and referrals to external support agencies, as necessary.

Both the reporting party and the accused will be informed of the outcome of the investigation and any sanctions imposed, subject to privacy and confidentiality requirements.

## **VI. PREVENTION AND EDUCATION**

IBS is committed to preventing sexual harassment and discrimination through ongoing education, awareness, and training programs. Mandatory training will be provided to all students, faculty, and staff.

IBS will provide accessible resources and guidance on sexual harassment and discrimination, reporting procedures, and support services available both on and off-campus.

The institution will regularly evaluate and update its policies, procedures, and educational programs to ensure their effectiveness in preventing and addressing incidents of sexual harassment and discrimination.

## **COMMITMENT STATEMENT**

By adopting this Sexual Harassment and Discrimination Policy, the International Business School (IBS) reaffirms its commitment to fostering a safe, inclusive, and respectful environment that supports learning, professional growth, and the well-being of all members of the IBS community.