



## Harassment & Sexual Misconduct Policy

### 1. Policy Statement

CTS College is committed to fostering a safe, inclusive, and respectful environment for all members of our community. We uphold a zero-tolerance stance against all forms of harassment and sexual misconduct whether occurring in physical spaces, online environments, or any context connected to the College.

This policy applies to all stakeholders of CTS College, including students, staff, faculty, administrators, parents and guardians, contractors, alumni, visitors, and affiliated partners. It covers all modes of delivery—face-to-face, blended, and online learning as well as all official CTS College communications, systems, and events. We recognise that harassment and sexual misconduct can have serious and lasting impacts on individuals and the broader learning and working environment. CTS College is therefore committed to:

- **Preventing** such behaviours through awareness, education, and a culture of mutual respect;
- **Responding** to all reports promptly, fairly, and with sensitivity;
- **Supporting** all parties involved, with particular focus on survivor care and protection from retaliation;
- **Holding accountable** anyone found to have breached this policy, with sanctions appropriate to the nature and severity of the misconduct.

All members of the CTS community share responsibility in creating and maintaining a learning and working environment free from harassment and sexual misconduct. We expect everyone to treat others with dignity, act with integrity, and contribute to a culture of safety, consent, and accountability.

### 2. Purpose and Scope

This policy clearly states CTS College's zero-tolerance policy towards any form of harassment or sexual misconduct, whether in physical classrooms, campus spaces, or online platforms and communications. It applies to all members of the CTS community: students, staff, parents/guardians, contractors, visitors, and third parties, regardless of mode of delivery or location.

### 3. Definitions

#### A. Harassment

Any unwanted, intimidating, offensive or degrading behaviour concerning protected characteristics (e.g., gender, race, orientation, disability) or general personal targets. Includes bullying, verbal abuse, stalking or threatening communications.

#### B. Sexual Misconduct



A broad category including:

- Non-consensual touching or contact
- Sexual harassment or verbal/online sexual remarks
- Sexual assault or abuse, including rape or penetration without consent
- Stalking, coercion, or sexually manipulative conduct
- Image-based abuse or revenge porn
- Other disrespectful sexual behaviour perceived as hostile or harmful

**Note:** “Consent” must be affirmative, ongoing, and cannot be given if someone is incapacitated by drugs, alcohol, unconsciousness, or unable to understand.

### C. Online Abuse

Includes inappropriate messages, video or imagery, online stalking, trolling, sexting without consent, or any misconduct communicated electronically.

## 4. Reporting Channels & Support Systems

### 1. Reporting Options

- Informal or anonymous: via email or in person
- Formal: written reports
- Reports can come from complainant or observer

### 2. External Support & Referrals

CTS will maintain partnerships with external counsellor offering psychological or advocacy support.

Reference can be made to the Reporting and Support Procedures for Harassment and Sexual Misconduct procedure for detailed guidance on reporting procedures.

## 5. Investigation Process

- Upon receiving a report, a preliminary review will occur within 5 working days.
- If the report warrants further review, a formal investigation will begin within 10 working days.
- All investigations will be conducted with confidentiality, fairness, and respect for due process.
- Both the complainant and the alleged respondent will be given the opportunity to be heard.
- Where applicable, CTS may liaise with the awarding body in cases involving joint programmes or UK-based delivery.

## 6. Protection from Retaliation

CTS College strictly prohibits retaliation against anyone who:

- Files a sexual harassment complaint
- Cooperates in an investigation
- Opposes any act that violates this policy



Any retaliation will result in disciplinary action.

## 7. Support Services

Complainants and respondents will have access to:

- Confidential counselling through CTS's internal or referred resources
- Academic or work-related adjustments as appropriate (e.g., schedule changes, class/group reassignment)
- Guidance on external reporting options

## 8. Disciplinary Action

If a complaint is substantiated, disciplinary measures may include:

- A formal warning or reprimand
- Mandatory training
- Suspension or dismissal (for staff)
- Suspension or expulsion (for students)
- Contract termination (for vendors or contractors)
- Legal referral, where criminal acts are identified

## 9. Right to Appeal

Where the grievance has not been resolved to the complainant or respondent's satisfaction at the formal stage of this procedure, they have the right to appeal the decision.

- A complainant or respondent wishing to appeal a decision taken at a grievance hearing should inform CTS College and Executive Director in writing without unreasonable delay (normally within ten working days of the member of receiving notification of the response) and state the full grounds of their appeal, providing all necessary supporting information. The time limit may in exceptional circumstances be extended by agreement.

## 10. Non-Disclosure Agreements

CTS College does not use Non-disclosure agreements in relation to student allegations of harassment and sexual misconduct.

### Approval Signature

Ravi Ragoonath  
Executive Director

01/08/2025

Date