



HANBRIDGE INSTITUTE

Hanbridge Institute Harassment and Sexual Misconduct (HSM) Policy

Last Reviewed: 13 Dec 2024

Next Review Due: 12 Dec 2025

Applies to: All staff, students, contractors, and visitors at Hanbridge Institute

Contents

Introduction	1
1. Purpose and Scope	3
2. Definitions.....	3
3. Policy Statement.....	4
4. Reporting Channels and Support	4
5. Response and Action Steps	4
6. Education and Prevention.....	4
7. Confidentiality and Records.....	5
8. Freedom of Speech and Academic Integrity	5
9. Review and Accessibility	5

This policy outlines Hanbridge Institute's approach to preventing, addressing, and responding to all types of harassment and sexual misconduct (HSM) in the learning and working environment. It is created in compliance with Singapore's Protection from Harassment Act 2014.

1. Purpose and Scope

1. Protect students and staff from harm caused by harassment and/or sexual misconduct.
2. Establish clear procedures for reporting and addressing complaints.
3. Provide access to appropriate support services.
4. Promote awareness, understanding, and prevention of HSM.
5. Ensure compliance with Singapore law and international best practices.

This policy applies to conduct on-campus, during Institute-related activities off-campus, and in online environments, involving staff, students, contractors, and visitors.

2. Definitions

- **Harassment:** Unwanted behaviour that causes alarm, distress, or humiliation as defined in the Protection from Harassment Act 2014.
- **Sexual Misconduct:** Any unwanted or attempted unwanted conduct of a sexual nature, including harassment, assault, rape, or online sexual threats.
- **Intimate Personal Relationships:** Romantic or sexual relationships between staff and students are prohibited due to the potential conflict of interest and abuse of power.
- **Support Services:** Counselling, medical, academic accommodations, and safety support available for victims and others involved.

3. Policy Statement

Hanbridge Institute has a zero-tolerance policy regarding all forms of harassment and sexual misconduct. Allegations will be taken seriously, thoroughly examined, and resolved in accordance with fairness, impartiality, and procedural justice.

4. Reporting Channels and Support

- **Anonymous Online Reporting:**
Email: admin@hanbridge.edu.sg
- **Designated Academic:**
Nicole Lim, deputy Academic Director
Email: nicolelim@hanbridge.edu.sg
- **Designated Human Resources:**
Jessica Lin, HR executives
Email: jessicalin@hanbridge.edu.sg

Reports may be made verbally, in writing, or via email. Identified reports allow the Institute to provide more targeted and effective support.

5. Response and Action Steps

Upon receiving a report, Hanbridge Institute will:

1. Acknowledge the report within 2 working days.
2. Assess immediate safety and support needs.
3. Assign a trained investigator within 5 working days.
4. Take interim protective actions if needed (e.g., schedule changes, restricted contact).
5. Complete the investigation in 20 working days where feasible.
6. Inform all parties of outcomes and rationale.
7. Apply sanctions where necessary, including warnings, suspension, expulsion, or termination.

6. Education and Prevention

The Institute commits to:

- HSM awareness training for new students and staff.
- Refresher sessions for all staff.

- Awareness campaigns promoting respect, boundaries, and consent.
- Student co-led initiatives and forums to promote safety.

7. Confidentiality and Records

All HSM cases will be managed confidentially. Only staff directly involved in handling the case will have access to case information. Records will be stored securely and retained for at least five years for accountability and compliance purposes. The institute follows Singapore Personal Data Protection Act 2012.

8. Freedom of Speech and Academic Integrity

Hanbridge Institute upholds lawful freedom of speech as per the right to freedom of speech and expression in Singapore that is constitutionally guaranteed in Article 14 of the Singapore Constitution. In Singapore, while academic freedom is recognized, it's not absolute and is guided by the principle that educational institutions must operate within the law, maintain high academic standards, and not be used as platforms for partisan politics, while also respecting Singapore's social and cultural context.

Discussions of controversial or sensitive topics are not considered harassment unless they target or demean individuals. The balance of respectful discourse and student safety will be maintained.

9. Review and Accessibility

This policy will be:

- Reviewed annually and updated where required.
- Publicly accessible on the Institute website.
- Communicated to all students and staff annually.