



# REPORTING UNWELCOME SEXUAL CONDUCT

## FOR UM STUDENTS & STAFF

University of Malta (UM) is committed to creating a positive studying and working environment; a safe space for all staff and students.  
At UM, any form of unwanted sexual conduct will not be tolerated.

## SAFETY FIRST

For immediate, grievous risk you may call:

**Emergency (Police/Ambulance)** 📞 112

**UM Campus Security** 📞 +356 2340 2803/  
+356 9990 8888

## PHASE 1 INITIAL REPORTING

If you feel you have been a victim of unwelcome sexual conduct you may:

- A** Report confidentially on  
✉️ [sexualharassmentcomplaint@um.edu.mt](mailto:sexualharassmentcomplaint@um.edu.mt)
- B** Your Report will be viewed by three of the Sexual Harassment Advisors who will take a decision regarding who of the Sexual Harassment Advisors is best suited to follow up your Report. The two appointed Advisors will meet with you and offer you support and guidance.

- If you feel comfortable and safe to do so, you are encouraged to tell the offender to stop any unwelcome conduct immediately.
- You will be advised about the informal or formal complaint options and procedures.
- You may decide to take no further action after the initial communication with advisors.
- Advisors will guide you to seek further support services if considered appropriate.

The implementation of the Sexual Harassment Policy includes the following procedures:

## PHASE 2 PROCEDURES

### 2.1 INFORMAL PROCEDURE

- i** Advisors meet the complainant to supportively listen to their account.
- ii** Complainant shall submit a written, dated and signed complaint including:
  - Details of act/s of unwanted sexual conduct
  - Dates and times
  - Places/locations (Online or in person)
  - Names of individuals involved
  - Names of any witnesses
  - Other relevant information**To be submitted within 6 months of the last incident.**
- iii** Advisors will provide the Respondent with a copy of the complaint **within 10 working days** of the complaint submission.

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## PHASE 2 PROCEDURES

Continued

### 2.1 INFORMAL PROCEDURE *Continued*

- iv** Advisors will **assess the complaint within 30 working days** since complaint submission and organise a meeting with the Complainant and Respondent, as applicable.
- v** If a resolution is achieved as a result of this informal process, a written copy of the Resolution shall be signed by both complainant and Respondent.
- vi** Resolution is to be signed by complainant and Respondent within **10 working days** of the signature version of the Resolution. If not,
  - The other party is informed of this;
  - The complainant/Respondent will be advised of the formal procedure option;
  - The complainant will be advised that they can forward the Complaint to the National Commission for the Promotion of Equality (NCPE).

### 2.2 FORMAL PROCEDURE

Both the complainant and the Respondent may opt for a formal procedure:

- i** Advisors forward the written complaint to the Respondent (Rector is placed in copy) within **10 working days** of the complaint submission;
- ii** Three (3) independent Case Reviewers are appointed by the Rector to determine the complaint outcome;
- iii** Complaint outcome report is completed and sent to Rector;
- iv** Within **10 working days** of receipt of the report, the Rector will send a copy of the report to the complainant and Respondent;
- v** Report may be appealed **within 20 working days** on the basis of i) procedural grounds or ii) new evidence;
- vi** If the Respondent is found guilty and the decision is not appealed:
  - Case is referred to the Designated Disciplinary Board.

### 2.3 ALTERNATIVE REPORTING

**Local Police Force** ➤ [pulizija.gov.mt/en/services/Pages/Report-an-Offence.aspx](https://pulizija.gov.mt/en/services/Pages/Report-an-Offence.aspx)  
**National Commission for the Promotion of Equality (NCPE)** ➤ [ncpe.gov.mt/en/Pages/Complaints.aspx](https://ncpe.gov.mt/en/Pages/Complaints.aspx)

*In the case of alleged sexual harassment involving minors, the Institution is legally obliged to report to Child Protection Services for immediate investigation.*

Should you resort to alternative reporting, UM will stop any further policy action but continues to advise both Complainant and Respondent.

#### GUIDING DEFINITIONS:

**Complainant** the alleged victim of Sexual Harassment in a UM context, and therefore the person lodging a complaint.  
**Respondent** the alleged harasser about whom a complaint is made.

