

A Code of Conduct

On

Sexual Exploitation, Abuse, and Sexual Harassment (SEAH)

KAPILVASTU MULTIPLE CAMPUS

TAULIHAWA, KAPILVASTU



1. Preamble

Kapilvastu Multiple Campus (KMC) is committed to fostering an academic environment where dignity, respect, and equality prevail. Every individual—students, faculty, staff, and visitors—has the right to a safe and supportive learning and working environment free from **sexual exploitation, abuse, and sexual harassment (SEAH)**.

This Code of Conduct is developed in accordance with the UGC directives, KMC Strategic Plan, national laws of Nepal, and international standards aimed at preventing and responding to SEAH.

2. Purpose

The purpose of this Code of Conduct is to:

1. Prevent all forms of sexual exploitation, abuse, and sexual harassment.
2. Establish clear behavioral expectations for all members of the campus community.
3. Outline procedures for reporting, investigation, and disciplinary actions.
4. Promote gender equity, dignity, and accountability.

3. Scope

This Code applies to:

- All students of Kapilvastu Multiple Campus
- Campus administration, faculty, and staff
- Contract workers, consultants, and volunteers
- Visitors, guests, and affiliated individuals
- Off-campus activities related to campus programs (field visits, tours, research, internships, outreach programs, etc.)

4. Definitions

4.1 Sexual Harassment

Unwelcome sexual behavior—verbal, non-verbal, or physical—that creates an intimidating, hostile, or offensive environment.

Examples include but are not limited to:

- Unwanted touching or physical contact
- Sexual jokes, comments, or gestures
- Displaying sexually explicit materials
- Persistent unwanted invitations or requests for dates
- Sending inappropriate sexual messages or images



4.2 Sexual Abuse

Any physical or psychological act of a sexual nature committed against a person without their consent.

4.3 Sexual Exploitation

Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes.

This includes:

- Offering grades, privileges, or opportunities in exchange for sexual favors
- Manipulating or coercing someone for sexual benefit
- Using photos or videos of sexual nature for blackmail or profit

4.4 Consent

A clear, voluntary, and informed agreement to engage in a specific sexual activity. Lack of consent includes situations involving force, deceit, intoxication, intimidation, or power imbalance.

5. Guiding Principles

- **Zero Tolerance:** The campus maintains a zero-tolerance policy towards SEAH.
- **Confidentiality:** All reports and investigations will be handled discreetly.
- **Non-Discrimination:** No retaliation or discrimination against complainants.
- **Due Process:** All parties will be treated fairly and impartially.
- **Survivor-Centered Approach:** Safety, privacy, and well-being of victims will be prioritized.

6. Prohibited Conduct

The following actions are strictly prohibited on or off campus:

6.1 For All Campus Members

- Engaging in SEAH in any form
- Using authority or academic influence for sexual gain
- Making unwelcome sexual advances or comments
- Sharing or displaying sexually explicit content
- Stalking, online harassment, or cyber-bullying
- Retaliation against individuals who report or participate in an investigation



A handwritten signature in black ink, appearing to read 'K. H. Patel'.

6.2 For Faculty, Staff, and Authorities

- Engaging in romantic or sexual relationships with students under their supervision
- Manipulation through grades, academic benefits, or administrative power
- Misuse of campus property for sexual activities

6.3 For Students

- Coercing peers into unwanted sexual behavior
- Harassing classmates, faculty, or staff
- Sharing private or intimate materials without consent

7. Responsibilities

7.1 Campus Administration

- Ensure full implementation of this Code
- Provide safe reporting mechanisms
- Conduct awareness programs on gender equality and SEAH prevention
- Support victims with counseling and referrals

7.2 Faculty and Staff

- Maintain ethical boundaries and professional behavior
- Report any observed or suspected SEAH
- Participate in mandatory training sessions

7.3 Students

- Respect the rights and dignity of peers and faculty
- Avoid engaging in any form of SEAH
- Report incidents or suspicious behavior to appropriate authorities

8. Reporting Mechanisms

KMC provides multiple safe channels for reporting SEAH:

1. Campus SEAH Committee/Complaint Handling Committee (CHC)
2. Campus Administration Office
3. Confidential email hotline: **kmckpl@gmail.com**
4. Complaint box located in a private area of the campus
5. Direct reporting to trusted faculty or staff



Reports may be:

- Written
- Verbal
- Anonymous (though detailed information is encouraged)

9. Investigation Procedures

1. All complaints will be acknowledged within **72 hours**.
2. An investigation team will conduct a fair and impartial review.
3. Both the complainant and the accused will have the opportunity to provide statements and evidence.
4. Investigations will be completed within **30 working days** unless otherwise necessary.
5. Findings and recommended actions will be submitted to the Campus Chief.

10. Disciplinary Actions

Depending on the severity, actions may include:

For Students

- Verbal or written warning
- Mandatory counseling
- Suspension from classes or activities
- Suspension or expulsion from the campus

For Faculty/Staff

- Written warning and record in personnel file
- Suspension from duties
- Demotion or salary deduction
- Termination of employment
- Legal action as per Nepali law

For Visitors/Third Parties

- Removal from campus premises
- Reporting to legal authorities

11. Support Services for Survivors

KMC will provide:

- Confidential counseling
- Academic adjustments if needed
- Assistance in filing police or legal complaints



- Medical support referral
- No-contact orders or protective measures

12. Prevention and Awareness Programs

The campus will regularly conduct:

- Orientation for new students
- Annual training for staff and faculty
- Workshops on gender sensitivity and respectful behavior
- Posters, notices, and online awareness campaigns

13. Confidentiality and Data Protection

- All records related to SEAH cases will be kept confidential.
- Information will be shared strictly on a need-to-know basis.
- Personal details of complainants will not be disclosed without their consent unless legally required.

14. Monitoring and Review

The Code of Conduct will be reviewed:

- Every **two years** or
- As required by UGC guidelines or national law amendments

The SEAH Committee will submit periodic reports to the campus authority.

15. Declaration of Compliance

All campus employees, students, and associated individuals shall sign a declaration acknowledging that they have read, understood, and agreed to abide by this Code of Conduct.

