

Harassment and Sexual Misconduct Policy

Policy #	POL-HR005	Version #	V1.0	Date of Review	NA
Approved by	G Rathakrishnan, CEO LSBF			Date of Approval	1 Jun 2025
Policy Scope	The Policy applies to all students and staff of LSBF as explained below in section 2				
Responsibility	The Human Resource department is responsible for the implementation and review of this policy.				

1. References

1. EduTrust Criteria (GD4), 4.6.1 Student Conduct and Attendance
2. OfS – Student Protection and Support - Condition E6 – Harassment and sexual misconduct
3. UEL’s Policy on Sexual Violence and Misconduct

2. Purpose and Scope of the policy

Purpose

LSBF takes reports of sexual violence and misconduct seriously and recognises the significant mental and physical impact these offences can have on individuals within our community. This policy is designed to guide LSBF in addressing incidents where allegations are made against students or staff concerning sexual violence or misconduct, whether occurring physically or virtually.

We acknowledge the profound effects such experiences can have on academic performance and professional wellbeing, regardless of when the incidents took place. LSBF is aware that certain groups within our community, such as members of the LGBTQIA+ community, women, and individuals with disabilities, may be disproportionately affected by sexual violence and misconduct. We are committed to ensuring that tailored and appropriate support, whether internal or external, is readily available for those impacted.

LSBF is unwavering in its dedication to fostering a culture where incidents of sexual violence and misconduct are not tolerated. We aim to provide a safe and inclusive study and work environment built on dignity and respect. At LSBF, all members of our community—students, staff, visitors, and contractors—share the responsibility of upholding an environment that celebrates diversity, challenges inequality, and supports the principles of inclusion, collaboration, and mutual respect.

Scope

This policy applies to:

All LSBF students,

All LSBF staff members,

Anyone who has witnessed an incident involving LSBF Staff/ Student

A student can tell any LSBF staff member if they have experienced sexual violence or misconduct. Telling someone (also called “disclosing”) does not mean the student is starting a formal investigation. That decision is up to the student.

Reports can be submitted by:

The person directly affected,

A staff member,

Someone who is not a student or staff member (this will be reviewed case by case),

Or a witness to the incident.

If a witness sends a report, the Investigation Committee will review the information. Depending on what is provided, they may start disciplinary action or hold the case while more information is gathered.

3. Policy Statement

3.1 Expected Behaviour

At LSBF, we expect all students to behave respectfully and responsibly, as members of our learning community. Everyone is responsible for their own actions, and while disagreements can happen, we have clear rules to handle unacceptable behaviour. This policy supersedes all other policies/ procedures w.r.t. handling student/staff conduct and behaviour related matters.

3.2 What is Sexual Violence and Misconduct?

Sexual violence and misconduct mean any unwanted sexual behaviour. This includes actions that make someone feel uncomfortable, unsafe, or disrespected.

Here are some examples:

- Whistling, catcalling, or making sexual jokes.
- Making inappropriate sexual comments.
- Spreading rumours about someone's sex life.
- Staring or leering in a way that makes someone feel uncomfortable.
- Sharing sexual messages or asking for sexual favours through messages or emails.
- Showing sexual body parts to someone without consent.
- Kissing or touching someone sexually without their agreement.
- Trying to have sexual contact without consent.
- Sharing or threatening to share private sexual photos, videos or messages without consent.
- Touching someone inappropriately through their clothes.
- Apart from the above list, any unwanted sexual behaviour can be reported under this policy.

3.3 Related Behaviours

- Sexual misconduct can happen alongside other types of abuse or violence, such as:
- Domestic abuse or relationship violence,
- Controlling or coercive behaviour,
- Emotional, financial, psychological, or physical abuse,
- Stalking or obsessive behaviour,
- Repeated unwanted contact that causes fear or distress.

3.4 How We Handle Reports

Because sexual violence and misconduct are serious, and can sometimes involve criminal behaviour, we take all reports seriously. These cases are handled under our Harassment and sexual misconduct handling process. The Investigation committee will carry out an investigation, review the case and make decision.

3.5 Risk Assessments

We may carry out a risk assessment before or during an investigation to help keep everyone safe. A team of senior staff will look at the situation and decide what temporary steps may be needed – for example, changes to classes, schedules, or access to services. This team will include staff trained in student support, safeguarding, and conduct policies.

3.6 Support and Rights of Everyone Involved

Everyone involved in a case will be treated fairly and with respect. The rights of each party are as follows:

Reporting Student has the right to:

- Report the incident and start a disciplinary process.
- Receive internal and external wellbeing support.
- Be supported by the Student Services team.
- Ask for reasonable adjustments if you have a disability.
- Provide evidence or name witnesses.
- Attend the hearing and bring a non-legal support person.
- Receive the decision (in most cases) and appeal it.

Reporting Staff Member has the right to:

- Report the incident and request disciplinary action.
- Receive wellbeing support (internal or external).
- Ask for support if you have a disability.
- Provide evidence or name witnesses.

Witness has the right to:

- Report the incident.
- Receive support and ask for adjustments.
- Share evidence or identify witnesses.

Responding Party (person accused) has the right to:

- Receive wellbeing support.
- Ask for disability-related support during the process.
- Provide evidence and witnesses.
- Attend the hearing and bring a support person.
- Receive the decision and appeal it.

Note: Reporting an incident does not always mean an investigation will begin. Each case is reviewed carefully. LSBF may not be able to confirm whether someone is a student or if

disciplinary action has been started, especially when reports come from outside the school. This is to protect everyone's privacy.

Support Systems provided by LSBF:

- Personal and emotional support (via internal counselling and AWARE)
- Academic flexibility (e.g., extensions or class changes)
- Procedural guidance
- Support for complainants, respondents, and witnesses
- Targeted support for vulnerable students

Support is available before, during, and after investigations.

Key terms used in the policy

Reporting Student: A student who tells LSBF they have experienced sexual violence or sexual misconduct by another LSBF student.

Reporting Staff: A staff member who tells LSBF they have experienced sexual violence or sexual misconduct by an LSBF student.

External Reporter: Someone who is not a student or staff member at LSBF, but reports experiencing sexual violence or misconduct by an LSBF student. These reports will be reviewed on a case-by-case basis.

Reporting Witness: Someone who tells LSBF that another person (not themselves) has experienced sexual violence or misconduct by an LSBF student.

Reporting Party: A general term used to describe anyone making a report. This includes the Reporting Student, Reporting Staff, External Reporter, or Reporting Witness.

Responding Party: A general term used to describe anyone who has been reported as the person responsible for the sexual violence or misconduct. This includes both staff and students.

Supported Parties: This term includes both the Reporting Party (anyone who reports an incident) and the Responding Party (the person the report is about). LSBF provides support to both during the process.

4. Principles

4.1 LSBF is committed to handling all allegations of sexual violence and misconduct in a process that is accessible, transparent, proportionate, timely, and fair. These principles are designed to uphold the integrity of the institution and enhance the overall student and staff experience



- 4.2 The disciplinary process under this policy operates independently of legal proceedings. It does not replicate criminal law and is not a legal forum. However, it adheres to the principles of natural justice, ensuring that all parties are treated fairly, with impartiality and transparency throughout the process.
- 4.3 All personal data shared under this policy is managed with strict adherence to data protection regulations. Information is shared only on a need-to-know basis and with appropriate justification. Disclosures are handled sensitively and proportionately to ensure fairness to all parties involved.
- 4.4 Panel decisions are based on the balance of probabilities—whether it is more likely than not that the reported behaviour occurred and constitutes a breach of LSBF’s Code of Conduct. In cases where this standard is not met or the evidence is insufficient, no further action may be taken.
- 4.5 Individuals who wish to raise an allegation are expected to do so in writing, providing their identity and contact details. Anonymous reports will not ordinarily lead to disciplinary action but may be reviewed on a case-by-case basis.
- 4.6 Where an allegation is received, LSBF will provide the Reporting Party with information regarding available options, including:

- Proceeding under this policy
- Referral to law enforcement
- Pursuing informal resolution

LSBF will respect the Reporting Party’s decisions and provide appropriate support, irrespective of whether external reporting occurs.

- 4.7 The Responding Party will be informed of:
- The nature and scope of the allegation,
 - Their right to respond,
 - The disciplinary process, and
 - The support services available to them.
- 4.8 LSBF aims to complete investigations and disciplinary processes within **90 working days** of the commencement of an investigation. This timeline may be extended depending on case complexity or parallel legal proceedings.
- 4.9 Both the Reporting and Responding Party may:
- Be accompanied to any formal meeting by a non-legal support person (e.g., friend or family member), who may not speak or act on their behalf.
 - Seek representation from LSBF-appointed support personnel, such as staff from the Student support team. These representatives may speak on the student’s behalf during disciplinary meetings.
- 4.10 The Responding Party has the right to appeal any disciplinary finding or sanction.
- 4.11 The Reporting Student may also appeal, provided they have received outcome documentation following authorisation by the Risk Assessment Team
- 4.12 All individuals involved in the disciplinary process, including the Investigation committee, are required to act with professionalism, impartiality, and discretion at all times.
- 4.13 All participants in the process must maintain confidentiality. Information shared during the process must not be disclosed without proper authorisation. Any unauthorised sharing of information will be treated as a breach of institutional policy and may result in disciplinary action.
- 4.14 LSBF may be obligated to share information with relevant internal or external bodies in exceptional circumstances, including where:

- There is a risk of harm to any individual or the LSBF community,
- Disclosure is necessary to prevent a crime, or
- Required by law.

4.15 Training Requirements:

Mandatory training will be conducted for:

- Students: During orientation, covering the policy on Harassment and Sexual Misconduct, their reporting rights, key points of contact and reporting procedure.
- Staff: During Induction, covering the policy on Harassment and Sexual Misconduct, their reporting rights, handling complaints, disciplinary process etc.,

5. Procedures

5.1 Disclosure and Reporting of an Incident

Students and staff at LSBF who experience or witness sexual violence or misconduct may report the incident through the following channels:

- By contacting the data protection officer directly via email at [privacy@lsbf.edu.sg].
- Postal Mail (mark Private & Confidential):
Attn: Data Protection Officer
London School of Business & Finance (Singapore Campus)
GB Building, 143 Cecil Street, #23-00
Singapore 069542.
- Students may also request guidance and emotional support from the student support services team, when necessary.
- All reports will be handled sensitively and in accordance with LSBF's data privacy policy.

5.2 Precautionary Measures Prior to Disciplinary Action

5.2.1 Purpose of Precautionary Measures

LSBF may, where appropriate, implement precautionary measures prior to the commencement of a formal disciplinary process. These measures are designed to mitigate risk and protect members of the LSBF community while a report of sexual violence or misconduct is being reviewed or investigated.

5.2.2 Nature of Precautionary Measures

Precautionary measures are not disciplinary sanctions. Their implementation does **not** imply that LSBF has made any finding of misconduct against the Responding Party. These are interim actions put in place solely to ensure the safety and well-being of all parties and the wider community. They may be applied before an investigation begins.

5.3 Authority and Risk Assessment

The decision to impose precautionary measures rests with the Investigation committee, appointed by LSBF Senior Management. This committee will:

- Conduct a formal risk assessment,
- Document the outcome and submit the recommendation to the relevant department for implementation.

5.4 Types of Precautionary Measures

Based on the outcome of the risk assessment, LSBF may impose one or more of the following precautionary measures:

- Partial Exclusion: Restriction from specific locations within campus.
- Full Exclusion: Restriction from all LSBF premises and in-person activities.
- Contact Restrictions: Prohibition from directly or indirectly contacting the Reporting party or other named individuals (e.g. a no-contact order).
- For Staff: LSBF may suspend a staff temporarily.

5.5 Minimising Academic Disruption

In applying precautionary measures, LSBF will consider the academic impact on the Responding Party if it is a student of LSBF. Reasonable arrangements may be made in consultation with the relevant academic department to support continuation of studies, where feasible.

5.6 Mutual No-Contact Orders

In cases where it is deemed necessary, LSBF may impose a mutual no-contact order preventing either party from engaging with the other or other named individuals.

5.7 Notification of Measures

The relevant party will be informed in writing of any precautionary measure imposed and the reasons for its application. Notification will typically be issued within **two working days** of the decision.

5.8 Right to Appeal

Both the Reporting party and the Responding party may appeal any precautionary measures imposed. Appeals must be submitted in writing to the investigation committee, clearly stating the grounds for the appeal. Appeals may be submitted at any time during the duration of the measures.

5.9 Review of Measures

All precautionary measures will be reviewed at regular intervals. LSBF will assess whether the measures should be continued, modified, or removed. Where a police or criminal investigation is ongoing, precautionary measures are likely to remain in place until the conclusion of those proceedings.

5.10 Breach of Measures

Any breach of precautionary measures by a Responding Party may result in:

- Further disciplinary proceedings, and/or
- Consideration of the breach during the formal Sexual Violence and Misconduct hearing.

6. Formal Disciplinary Process

6.1 Commitment to Due Process

Allegations of sexual violence and misconduct are serious in nature and will be addressed through LSBF's Formal Disciplinary Process. Where a student is found to have committed such misconduct, possible outcomes include suspension, exclusion from specific activities, or expulsion. All cases are heard by an independent Investigation committee.

6.2 Appointment of Investigating committee members

An impartial Investigation committee consisting of three members will be appointed by the Senior management. These individuals will have no prior involvement with, or knowledge of, any party involved in the case.

6.3 Investigation Procedure

The Investigation committee will:

- Review all submitted allegations, evidence, and witness statements.
- Meet with the Reporting Party to gather further context and clarify facts.
- Contact the Responding Party to provide an opportunity to respond to the allegation.
- Seek further evidence or testimony from relevant parties, as deemed necessary.

If the Responding Party chooses not to engage with the investigation, the process will continue in their absence. It is strongly advised that all parties participate fully.

Where no substantial evidence supports the allegation and the Reporting Party withdraws from the process, the case may be referred to the designated senior officer for resolution without a formal panel hearing.

6.4 Investigation committee Composition and Preparation

An investigation committee will be convened by the Senior management at LSBF. Appointed members will include:

A Chair, typically a senior LSBF leader (e.g. Dean, Director, HR or Head of Service),

Additional trained panel members with no prior involvement in the case.

Efforts will be made to ensure the Panel reflects the diversity of the institution. All members will act with impartiality and professionalism.

6.5 Notification of Hearing

- The Responding party will receive written notice of the hearing at least seven working days in advance.
- Where appropriate, the Reporting party will also be notified, with the same minimum notice period.
- Either party may request that the other not be present during specific portions of the hearing. Such requests must be submitted in advance to the Investigation committee and are subject to approval.

6.6 Hearing Format and Documentation

- Hearings will be conducted either in-person or via online platforms like Microsoft Teams. All relevant documentation, including the Investigating committee's report, will be shared with both parties at least three working days before the hearing.
- The Investigating committee will present a summary of the investigation findings at the hearing.

6.7 Witnesses and Representation

- Both the Reporting and Responding Party may call witnesses. Witness names must be submitted to the Investigation committee at least **five working days** before the hearing.

- The Investigation committee will determine the admissibility of any new witnesses not involved in the initial investigation.
- LSBF may also call witnesses. If new, the parties will be informed in advance, and the Chair will rule on their participation.

6.8 Accompaniment and Behaviour Standards

- Each party may be accompanied by a support person (non-legal representative). The name of the accompanying person must be provided at least five working days prior to the hearing. The Chair reserves the right to refuse admission to anyone not registered in advance or whose conduct at the hearing is inappropriate.

6.9 Non-Attendance

- If the Responding Party does not attend the hearing, the committee will proceed in their absence. Attendance is strongly encouraged.
- Students are advised to seek support and representation from the LSBF Student Services or an appropriate advisory team.

6.10 Conduct of the Hearing

At the hearing:

- The Investigation committee will present their findings.
- Both parties (if attending) may make statements and respond to questions.
- Proceedings will follow a formal agenda set by the Investigation committee.

6.11 Panel Deliberation and Outcomes

- Following the hearing, the committee will deliberate in private and reach a decision based on the evidence provided. The committee will aim to decide on the same day, where possible. Outcomes may include:
 - Dismissal of the allegation (no breach found on the balance of probability),
 - Determination that misconduct did not occur, but precautionary measures should continue,
 - Determination that misconduct occurred but no further action is taken,
 - Determination that misconduct occurred and a proportionate sanction is applied,
 - Recommendation for full exclusion or expulsion based on the severity of the case.
- If consensus cannot be reached, the Chair will have the casting vote.

6.12 Communication of Outcome

The committee's decision, including reasoning and any conditions, will be communicated in writing to the Responding Party, normally within three working days of the decision.

6.13 Post-Hearing Support and Implementation

Where outcomes include suspension or exclusion, the relevant department, in collaboration with Student Services/ HR, will support the Responding Party with a re-engagement or other plans as appropriate, upon approval by the senior management.

7. Appeals

7.1 Purpose and Scope of Appeal

The appeal process does not constitute a re-hearing of the original case. It is a procedural review intended to assess whether:

- The formal disciplinary process was conducted fairly,
- The decision-making process adhered to institutional procedures, and
- The final outcome was reasonable based on the evidence presented.
- Appeals are permitted only under specific, limited grounds and must demonstrate a potential failure in process or judgement.

7.2 Grounds for Appeal

A student may appeal the outcome of the committee only on one or more of the following grounds:

- **New and Material Evidence:** There is substantive new evidence that, for exceptional reasons, was not available or presented at the original hearing, and which is likely to have impacted the outcome.
- **Procedural Irregularity:** There was a significant failure to follow established procedures, and it is reasonably believed that this failure may have altered the outcome.
- **Bias:** There is documented evidence of actual bias or conflict of interest involving a committee member.
- **Disproportionate Sanction:** The sanction imposed exceeded the committee's authority, or was clearly disproportionate to the nature of the findings.

7.3 Admission of New Evidence

New evidence will only be considered where the appellant provides a clear justification for why it was not presented earlier and how it may have materially affected the previous decision. This justification must be submitted as part of the written appeal application.

7.4 Submitting an Appeal

Students/ Staff wishing to appeal must submit a formal written appeal to the Data protection Officer within 20 working days of the date on which the Committee's decision was communicated. The written submission must clearly:

- State the specific grounds for appeal (refer to Section 7.2), and
- Include any supporting documentation or explanation, especially in the case of new evidence.

7.5 Appeal Review and Panel Constitution

If the Data Protection Officer (or nominee) determines that the appeal meets the required threshold, an **Appeals Panel** will be convened. The Panel will be composed of:

- Two senior staff members, one of whom must be a Dean, Head of School, or Director of a Professional Service.
- Head of Registrar's Office.

7.6 Panel Chair and Composition

- The Chair of the Appeals Panel will be a senior LSBF staff member, typically a Dean or Department Head.
- Panel members must not have had any previous involvement in the case under appeal.
- Efforts will be made to ensure that the Panel reflects the diversity and character of LSBF.
- Panel members will be selected based on their impartiality and objectivity.

7.7 Record Keeping

All relevant documentation including the complaints, investigation reports, outcomes etc., are logged securely with the ODCQA (Quality Assurance) department and handled under PDPA.

7.8 Powers of the Appeal Panel

The Appeals Panel shall have the authority to exercise the following powers:

- Postpone the appeal hearing to a later date if additional information, clarification, or preparation is required.
- Uphold the original decision and sanction imposed by the Investigation Committee.
- Reduce the original sanction to a lesser penalty, where appropriate. The Appeals Panel does not have the authority to increase the original sanction.
- Upholding the Appeal: Accept the appeal and take appropriate action, which may include modifying the outcome or remedying a procedural breach.
- Direct that the case be reheard in full at the disciplinary stage by a newly convened Investigation Committee, particularly where procedural errors or new material evidence justify a fresh review.

8. Appeals Procedure

8.1 Invitation to Hearing

The Appeals Panel will issue formal invitations to attend the appeal hearing. The parties involved will include:

- The student/staff submitting the appeal (the appellant),
- The Chair of the original Investigation Committee or a representative from the Committee.
- No other individuals may attend the hearing unless approved in advance. However, the appellant may be accompanied, as outlined below.

8.2 Right to Be Accompanied

The appellant may be accompanied by:

- A friend, family member, colleague, or Student services team member.

The accompanying person:

- Must not be a hired legal representative or act in a legal capacity,
- May assist the appellant and speak on their behalf in a supportive role,
- Cannot directly answer questions on the appellant's behalf or make legal arguments.

8.3 Circulation of Case Papers

At least ten working days prior to the appeal hearing, all relevant documentation will be distributed to the Members of the Appeals Panel, The appellant and the chair of the Investigation Committee

8.4 Admission of Late Evidence

If new or late evidence is presented before or during the appeal hearing the Appeals Panel will decide whether it may be admitted. This decision will consider procedural fairness and whether admitting the evidence would disadvantage either party.

8.5 Non-Attendance

If the appellant opts not to attend the hearing, the Panel will base its decision solely on the written submissions. If the appellant fails to attend without reasonable cause, the hearing will proceed in their absence.

8.6 Determination by the Panel

The Appeals Panel will consider all available written and oral evidence and determine whether the original outcome was:

- Fair,
- Reasonable,
- Proportionate to the evidence and the circumstances.

If the Panel cannot reach a unanimous decision, the Chair shall have the casting vote.

8.7 Finality and Notification

The decision of the Appeals Panel is final, and no further institutional right of appeal exists.

Within ten working days of the hearing, a written outcome will be issued to the appellant and the Chair of the Investigation Committee/ representative from the committee.

This will include a Completion of Procedures (CoP) letter explaining whether the appeal was upheld or dismissed, and the reasons for the decision.

8.8 Closure of the Process

If no appeal is submitted within the stated appeal window, the disciplinary process is considered complete. Reporting Party may request a Completion of Procedures letter from the Investigation Committee at that point.

8.9 Raising a Formal Complaint

If either the Reporting Party or the Responding Party believes that the disciplinary process was mishandled or unfair (not the outcome itself), they may lodge a formal complaint through LSBF's Dispute Resolution procedure. If dissatisfied with the outcome of their complaint, students may escalate the matter to Singapore Institute of Arbitrators (SIArb), while staff may escalate the matter to the Ministry of Manpower (MOM). Escalation of complaints must be done within 12 months of the date on the Completion of Procedures Letter.

The Completion of Procedures letter will include:

- An explanation of the appeal outcome,
- Instructions on how to escalate the matter in case of dissatisfaction,
- The time limit for submission, and
- Where to obtain further advice and support.

9. Review

This policy complies with Condition E6 under Office of Students (OfS) requirements and is subject to annual review to ensure adherence and continual improvement.

10. Related Documents

1. POL-AC003 Student Disciplinary Policy
2. OPR-AC008 Student Disciplinary Procedures
3. OPR-SS001 General Orientation Process for Students

Revision History

Version No.	Date of Approval	Remarks
1.0	01 Jun 2025	1. New Policy introduced to comply with the recently released Condition E6: Harassment and Sexual Misconduct Policy under Office of Students (OfS) UK.