

Policy: Harassment and Sexual Misconduct

1. Intent

To ensure that all students of At-Sunrice GlobalChef Academy ("the Academy") study and socialise in an environment grounded in inclusivity and respect, free from discrimination, bullying, harassment (including hazing and vilification), and sexual misconduct.

This Policy sets out expected standards of behaviour, reporting and support arrangements, accountabilities, and the Academy's commitment to natural justice.

2. Scope

This Policy applies to all students while engaged in conduct or activities connected to the Academy, regardless of location.

This includes campus and offices, classes, assessments, managed digital environments, placements and internships, field trips, conferences, and Academy-related social functions.

Where conduct occurs off premises and involves third parties, the Academy will liaise with relevant authorities and provide appropriate support services.

3. Definitions

- a. Unacceptable Behaviour: Actions or communications, including online conduct, that could reasonably cause distress or create a hostile, intimidating, or unsafe environment.
- b. Bullying (including cyberbullying): Repeated and unreasonable behaviour directed at a person or group that creates a risk to health or safety. A single incident may breach other policies. Low-level interpersonal conflict is not bullying.
- c. Discrimination: Direct or indirect unfair treatment based on a personal characteristic, whether real or imputed, including sex, gender, relationship status, pregnancy, parental responsibility, disability, race, nationality, age, religion, or political belief.
- d. Harassment: Unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment. Harassment may result from a single or repeated incident.

- e. Sexual Harassment: Any unwelcome sexual advance, request for sexual favours, or other conduct of a sexual nature that offends, humiliates, or intimidates, or that a reasonable person would anticipate might have that effect.
- f. Sexual Assault: Any unwanted or forced sexual act or behaviour without consent.
- g. Rape: A serious form of sexual assault involving non-consensual sexual penetration.
- h. Sexual Misconduct: Sexual harassment or sexual assault reported to, or responded to by, the Academy. Substantiated findings constitute a breach of this Policy and relevant codes of conduct.
- i. Consent: A free, informed, voluntary, and ongoing agreement to participate in an activity. Consent may be withdrawn at any time. Consent is absent where a person is unconscious, asleep, intoxicated, threatened, coerced, deceived, or lacks capacity.
- j. Hazing: Any act, with or without consent, that intentionally or recklessly endangers the physical, mental, or academic wellbeing of a student or staff member.
- k. Vilification: A public act that incites hatred, serious contempt, or severe ridicule against a person or group based on race, religion, sexuality, or gender identity.
- l. Bystander: A person who witnesses bullying, discrimination, harassment, or sexual misconduct.
- m. Vexatious Report: A report that is dishonest, malicious, intentionally misleading, or pursued to harass or cause detriment.
- n. Natural Justice (Procedural Fairness): A fair and transparent process ensuring parties are informed of allegations, given a reasonable opportunity to be heard, treated without bias, and subject to decisions based on evidence.
- o. Child Sexual Abuse: Sexual offences involving a person under 18 years of age. Any such case must be referred immediately to the Head of Student Services for reporting to the Singapore Police Force or relevant authorities.

4. Policy Commitment

The Academy does not tolerate discrimination, bullying, harassment, or sexual misconduct.

Reports will be managed sensitively, proportionately, and without bias. Confidentiality will be maintained to the greatest extent permitted by law and policy.

Support, education, and prevention initiatives will be provided to students and staff.

5. Definitions

- a. **Bullying (including cyberbullying):** Successive, repeated and unreasonable behaviour directed at a person or group that creates a risk to health or safety. Cyberbullying is bullying or harassment using electronic means such as social media and messaging platforms. Repeated behaviour means conduct that occurs more than once and may vary over time. Unreasonable behaviour is conduct a reasonable person would regard as victimising, humiliating, intimidating, or threatening. A single incident of unreasonable behaviour does not necessarily constitute bullying though it may breach other policies. Low level interpersonal conflict is not bullying.
- b. **Bystander:** A person who observes someone bullying, harassing, discriminating against, sexually harassing, or sexually assaulting another person.
- c. **Child Sexual Abuse:** Sexual assault of a child or young person as defined under the Children and Young Persons Act. This policy does not apply to child sexual abuse. Any case involving a student under 18 must be referred immediately to the Head of Student Services for reporting to the Singapore Police Force or other relevant authorities.
- d. **Consent:** The free and voluntary agreement to participate in an activity that may include intimate or sexual behaviour. Consent is absent if a person is under force, unconscious, asleep, intoxicated, threatened, intimidated, in fear of bodily harm, subject to authority, deceived about the nature of the act, or mistaken as to the identity of the partner. Consent may be withdrawn at any time.
- e. **Discrimination:** Direct or indirect unfair treatment based on a personal characteristic or attribute, whether real or imputed. Reportable grounds include sex, gender, relationship status, pregnancy, parental or family responsibility, disability, race, nationality, age, religion, or political belief. Direct discrimination treats a person less favourably than another. Indirect discrimination imposes a term that people with a particular attribute cannot

meet, where a higher proportion without the attribute can comply, and the term is not reasonable.

- f. Harassment: Conduct that intimidates, insults or humiliates a person because of one or more characteristics or that creates a hostile or intimidating environment. Harassment may result from a single incident or repeated incidents.
- g. Hazing: Any action or situation, with or without consent, that recklessly or intentionally endangers the mental, physical, or academic health or safety of staff or students. Hazing includes initiation rituals, challenges or other activities used to induct a person into a group.
- h. Vilification: A public act that incites hatred, serious contempt, or severe ridicule of a person or group on the ground of race, religion, sexuality, or gender identity.
- i. Vexatious Report: A report that is dishonest or intentionally misleading, malicious, pursued with undue persistence, intended to harass or cause detriment, or pursued in a manner that threatens or menaces a member of the Academy. Vexatious reports may result in disciplinary action.
- j. Natural Justice (Procedural Fairness): A fair and transparent process that requires the contributor and respondent to be informed of allegations, to have a reasonable opportunity to be heard, to be treated without bias or conflict of interest, and to have decisions made on evidence.
- k. Sexual Assault: Any unwanted or forced sexual act or behaviour without consent. Examples include groping, forcing another person to commit or view an act of gross indecency, or other non-consensual sexual contact.
- l. Rape: The most serious form of sexual assault and includes forced sexual intercourse, forced oral sex, digital penetration, or insertion of objects into the genital or anal cavities without consent.
- m. Sexual Harassment: Any unwelcome sexual advance, request for sexual favours, or other unwelcome conduct of a sexual nature that offends, humiliates or intimidates, or that a reasonable person would anticipate might have that effect. Examples include sexually explicit messages, repeated propositions after refusal, sexually suggestive remarks about a person's body, offensive sexual images, stalking, revenge sharing of intimate images, and coercion for sexual favours linked to educational or employment advantage.
- n. Sexual Misconduct: Instances of sexual harassment or sexual assault reported to, or responded to by, the Academy. Proven allegations of

sexual misconduct will be treated as breaches of this policy and of the relevant codes of conduct.

6. Staff and Student Relationships

Intimate relationships, consensual or otherwise, between staff and students are prohibited. To avoid doubt, this prohibition applies regardless of whether the staff member has any direct or indirect authority or other responsibilities over the student.

7. Consequences of Breach

Student breaches constitute misconduct and will be addressed under the Student Code of Conduct and related procedures. Sanctions may include a formal warning, no-contact directions, timetable or placement changes, suspension, or withdrawal, and may be accompanied by legal action where applicable.

8. Accountabilities and Responsibilities

The Academy encourages a bystander who has experienced or witnessed sexual harassment or sexual assault involving a student or staff to report the incident and records all reports to identify patterns and areas of risk and to monitor progress in eliminating such conduct.

The Academy supports individuals in making an informed decision about reporting to the Academy or to external authorities, recognising that this can be a complex choice, and strives to provide a single point of contact wherever possible while following due process and affording natural justice to all parties.

Individual wellbeing and the reduction of harm are primary considerations in every response.

9. Student Support Contact

The Head of Student Services coordinates support, explains reporting options, and ensures reports are handled fairly under this Policy.

Name: Mr Roy Rivera

Title: Assistant Director, Student Services & Academic Operations

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Phone: +65 6416 6688

Where appropriate, a delegated Student Services representative may act on their behalf.

10. Reporting and Support Pathways

Option Type	Who Can Use	Description	Contact / Method
Informal Reporting	Students, Staff, Bystanders	The Academy is informed of a concern without initiating formal procedures. Formal action may still be taken where there is serious risk or a legal requirement.	Head of Student Services or Student Services Representative (in person or via student_services@at-sunrice.edu.sg)
Formal Reporting	Students, Staff, Bystanders	The Academy is informed of a concern, and formal procedures are initiated under Academy policies.	Student Services Department (student_services@at-sunrice.edu.sg)
Anonymous Reporting	Students, Staff, Bystanders	Concerns may be raised without disclosing identity and will be assessed based on available information and risk.	National Anti-Violence and Sexual Harassment Helpline (NAVH): https://go.gov.sg/navh
Emergency Reporting	Anyone	Immediate danger or medical emergencies requiring urgent response.	Police 999 / Ambulance 995
Internal Support	Students	Practical and emotional support, whether or not a report is made.	Student Services Department (student_services@at-sunrice.edu.sg)
External Support	Students, Staff	Access to specialist counselling, crisis support, and advocacy.	Samaritans of Singapore (SOS): https://www.sos.org.sg Sexual Assault Care Centre (SACC): https://sacc.aware.org.sg

11. Related Policies

- a. **At-Sunrice Student Handbook**
 - 3.2 Student Code of Conduct**
 - 3.2.2 Sexual Harassment Policy**
 - 6.1 Student Misconduct Matrix**
- b. **At-Sunrice Employee Handbook**

4.10.1 Disciplinary Standard Matrix

12. Review

The Student Services Department will review this policy annually for effectiveness and continuous improvement.