



DIRECTIVE ON THE METHODS TO BE APPLIED AND MEASURES TO BE TAKEN AGAINST SEXUAL HARASSMENT

Document Code: YG.OKN.044
Revision Number: 01
Publish Date: 13.09.2017
RevisionDate: 04.09.2019
Page Number: 1

FIRST PART

Purpose, Scope, Principle, Basis and Definitions

Aim

ARTICLE 1 – (1) The purpose of this Directive is; Our aim is to clearly define the steps to be followed in case of possible sexual harassment cases that may occur at Istanbul Okan University, to guide those who want to apply in this way, and to be enlightening for all parties.

Scope

ARTICLE 2 – (1) This Directive; Application channels and methods that can be used to get support and/or complain in case of sexual harassment; It also defines the duties and powers of the Commission for Prevention and Support Studies Against Sexual Harassment (CTOD). The principles and practices contained in this document cover all university members, university students, academic and administrative employees, and all individuals and business employees who receive services. This directive is valid for both events that occur within the university and actions that occur outside among university members but are carried into the university environment or have an impact on academic life and working environment.

Principle

ARTICLE 3 – (1) Istanbul Okan University Precaution and Support Principles Document against Sexual Harassment (Annex 1)

Rest

ARTICLE 4–(1) •Turkish Penal Code •Administrators of Higher Education Institutions• Faculty Members and Civil Servants Disciplinary Regulation •Higher Education Institutions Student Disciplinary Regulation •Student Disciplinary Directive •YÖK Gender Equality Attitude Document •Universal Declaration of Human Rights • CEDAW (All Kinds of Laws Against Women International Convention on the Elimination of Discrimination) •Istanbul Convention

Definitions

ARTICLE 5–(1) The terms mentioned in this directive are defined as;

- Sexual Harassment:** Situations referred to as "sexual harassment" in this directive are all sexual harassment, sexual assault, inappropriate situations and retaliation situations defined in the Istanbul Okan University Precaution and Support Principles Document against Sexual Harassment. Detailed definitions are found in the Istanbul Okan University Precaution and Support Principles Document against Sexual Harassment.
- Commission:** Commission on Precautions and Support Studies Against Sexual Harassment,
- Applicant:** A person or group who thinks that they have been directly or indirectly exposed to or witnessed sexual assault/harassment in any way. All university members, university students, academic and administrative employees, all service recipients and business employees can apply for both events that occur within the

SENATE DECREE		APPROVAL
NUMBER	206	
DATE	04.09.2019	



DIRECTIVE ON THE METHODS TO BE APPLIED AND MEASURES TO BE TAKEN AGAINST SEXUAL HARASSMENT

Document Code: YG.OKN.044
Revision Number: 01
Publish Date: 13.09.2017
RevisionDate: 04.09.2019
Page Number: 2

university and actions that occur outside among university members but are carried into the university environment or have an impact on academic life and working environment. . However, if people who are not members of the University complain about people who are members of the university, in cases where it has an impact on the university or academic life and working environment, and if the person complained about is a member of the university, they can apply to the Commission.

- d) **Complained against:** The person or group reported to have committed the sexual assault/harassment.

SECOND PART

Reporting Sexual Harassment and Application, Information to be reported in the application, Application period, Structure of the Commission, Duties of the Commission

Reporting and Applying for Sexual Harassment

ARTICLE 6 – (1) Any person or group who thinks that they have been directly or indirectly exposed to sexual harassment in any way and/or suspects that they have been exposed to it, who has witnessed it and/or learned about it, can apply, even if they are not sure about the nature of the incident.

The applicant can use the following channels regarding the issue:

- Any member of the commission,
- Any of the expert psychologists at Istanbul Okan University Psychological Counseling and Education Center (OPDEM).

The applicant can contact the above channels through any of the following methods:

- Through the contact phone number that will be open 24 hours a day, 7 days a week and answered by an authorized Commission member who has received the necessary training,
- By sending an e-mail to any Commission member,
- Through face-to-face meeting,
- In writing,
- The Commission's e-mail address can also be used. ctod@okan.edu.tr (Only Commission members can reach this e-mail address.)

Information to be reported in the application

ARTICLE 7–(1) In his application, the applicant may describe the event he experienced/suspects/witnessed using the channels above, or may request a meeting by simply stating that such a situation exists.

Name and contact information must be available so that the Commission can contact the applicant. The application can be made in person or electronically on the Commission's website. Registration is opened by the Commission for each application. The registration form does not include the identity information of the applicant. A registration number is given by the Commission for each application and subsequent transactions are carried out using this registration number. The registration form includes the date of the application, its subject and

SENATE DECREE		APPROVAL
NUMBER	206	
DATE	04.09.2019	



**DIRECTIVE ON THE
METHODS TO BE APPLIED
AND MEASURES TO BE
TAKEN AGAINST SEXUAL
HARASSMENT**

Document Code: YG.OKN.044
Revision Number: 01
Publish Date: 13.09.2017
RevisionDate: 04.09.2019
Page Number: 3

the applicant's requests. Other information to be added to the registration form is subject to the approval of the applicant. The Commission is obliged to maintain the confidentiality of this information during the application and evaluation process. The same rule applies to applications made electronically. If the application-related process is initiated, the applicant is informed about the process and the result. If any of the Commission members has an academic, administrative or private relationship with any of the parties to the incident that is the subject of the application, the Commission member in question will not be included in the application process. If the relationship in question is learned or noticed later, the Commission member leaves the application process.

Application period

ARTICLE 8 – (1) There is no specified period for application to the Commission. However, if it comes to applying to official complaint channels in the later stages of the process, there are specified application periods for these processes. Detailed information can be found under the Official Complaint Process heading below.

Persons who receive applications regarding sexual harassment inform the applicant about the Istanbul Okan University Precaution and Support Principles Document against Sexual Harassment, support mechanisms, relevant disciplinary process and judicial options. Then, with the approval of the applicant, it informs the Commission and transfers the process to the Commission. Applications are evaluated quickly and carefully. The response to applications is based on the subjective conditions of the application. Throughout the process, necessary care and attention is paid to avoid any behavior that may cause the applicant to be victimized again and damage the human dignity and sense of trust of the parties and to prevent the emergence of such behavior. During the support process, questioning and accusatory words, behavior, attitudes and insinuations that will increase victimization are avoided. All university units act in accordance with the obligation of speed and care.

Structure of the Commission

ARTICLE 9 – (1) The commission consists of one faculty member from each faculty, college and Foreign Languages Coordinatorship, one expert psychologist from OPDEM and one administrative employee, that is, 15 full members. For the continuity of the Commission, all members have a substitute.

Additionally, students may be invited to Commission meetings upon the request of the applicant. Commission members and/or the Student Union recommend a student (except the fourth year) who can take part in the commission's work. A student recommended by the Commission and/or the Student Union and approved by the Rector and who has received the necessary training also attends the relevant meetings of the Board as a temporary member. If one of the parties is an administrative staff, two administrative staff recommended by the Secretariat and approved by the Rector also attend the relevant meetings of the Board as temporary members.

All full and reserve Commission members and students who can participate in the work are appointed by the rector for a period of 3 years on a voluntary basis.

SENATE DECREE		APPROVAL
NUMBER	206	
DATE	04.09.2019	



**DIRECTIVE ON THE
METHODS TO BE APPLIED
AND MEASURES TO BE
TAKEN AGAINST SEXUAL
HARASSMENT**

Document Code: YG.OKN.044
Revision Number: 01
Publish Date: 13.09.2017
RevisionDate: 04.09.2019
Page Number: 4

Students, who can participate in studies with all full and substitute Commission members, must receive Gender Equality and Precaution and Support Training Against Sexual Harassment from an expert determined by contracted institutions before starting their duties. This training is repeated if necessary. It is mandatory for commission members to receive this training.

Duties of the Commission

ARTICLE 10 – (1) After listening to the applicant, the Commission evaluates the situation and informs him about the following options: (Details about each process are explained below.)

- Psycho-Social Support
- Medical (psychiatric, first aid, etc.) Support when necessary
- Verbal Warning
- Official Complaint

The Commission has adopted the principle of not causing any grievance to the parties during its work.

In addition, at least once a year and when necessary,

- Istanbul Okan University reviews the Precaution and Support Principles Document against Sexual Harassment and makes the improvements it deems necessary.
- It carries out training and information plans on the subject under the roof of the Gender Research and Application Center. These plans are organized in three stages:
 - 1) Mandatory training of commission members
 - 2) Awareness trainings to be given to university members (seminars, conferences, etc.)
 - 3) Single and multi-page brochures, posters, social media posts that will educate the university public
- Provides leadership to take general precautions.

THIRD PART

Application and Evaluation Process, Keeping of Documents and Records, Structure and Coordination of the Commission

ARTICLE 11 – (1) When an application is made to the Commission or the person receiving the application notifies the Commission, the Commission members first meet within two days at the latest to hear the applicant and/or evaluate the application. At this meeting, the Commission member, OPDEM representative, expert psychologist, the Commission member from the applicant's unit and the Commission member with whom the applicant directly communicates (if any) must be present at this meeting. Apart from this, it is sufficient for the absolute majority of the Commission members to attend the meeting.

At this meeting, the Commission encourages all applicants to receive psycho-social support, informs them about action options such as controlled communication, official complaint, verbal warning, and, when necessary, ensures that support is received from units such as first aid and psychiatry within the Istanbul Okan University Faculty of Medicine.

SENATE DECREE		APPROVAL
NUMBER	206	
DATE	04.09.2019	



DIRECTIVE ON THE METHODS TO BE APPLIED AND MEASURES TO BE TAKEN AGAINST SEXUAL HARASSMENT

Document Code: YG.OKN.044
Revision Number: 01
Publish Date: 13.09.2017
RevisionDate: 04.09.2019
Page Number: 5

The next process continues in line with the applicant's decision. The applicant is expected to decide which of the action options he will continue with the process; if he remains undecided, the Commission's support will continue to the extent he wishes.

(2) Psycho-Social Support Process

The aim of the psychosocial support process is to prevent the applicant from being psychologically or socially harmed by the sexual harassment situation, regardless of its severity. The Commission encourages and supports each applicant to receive psychosocial support. If the applicant wishes, he or she can meet with the expert psychologist at OPDEM or choose to receive external support. Expert psychologists at OPDEM prioritize such situations and start interviews immediately.

(3) Verbal Warning Process

The purpose of the verbal warning process is to inform the applicant that he or she is protected. It gives the message to the complainant that there has been a report of sexual harassment and that the institution is monitoring the situation.

If the person applying to the Commission wants the other party to be warned, but is afraid for any reason and/or does not want it to be known that he/she is complaining, the Commission may meet with the other party and ask him to warn him verbally and share the principles of the commission. This warning does not have any official nature.

(4) Formal Complaint Process

The Commission informs the applicant about official complaint channels. These:

- If the person complaining about is a student, see the relevant disciplinary process. Higher Education Institutions Student Disciplinary Regulation and Student Disciplinary Directive. In accordance with the aforementioned regulation and directive, the penalty for sexual harassment/assault is 2 semester suspension or expulsion from the higher education institution.

The investigation into such crimes committed by students must be completed and a decision must be made within 2 years at the latest from the date of the crime. Disciplinary investigation must be initiated within 3 months at the latest after the act is learned.

- If the person complaining about is an employee of Istanbul Okan University, see the relevant disciplinary process. Disciplinary Regulation for Administrators, Academic Staff and Civil Servants of Higher Education Institutions.

According to the aforementioned regulation, the penalty for sexual harassment is dismissal from teaching and public office.

Regarding such crimes committed by faculty members and administrative staff, the investigation must be completed and a decision must be made within 2 years at the latest from the date of the crime. Disciplinary investigation must be initiated within 6 months at the latest after the act is learned.

- If the person complaining about is not an employee or student of Istanbul Okan University, the internal disciplinary process cannot be carried out. However, judicial processes may continue or be initiated.

- The initiation of judicial processes is completely independent of the initiation of the disciplinary process within the university. In other words, the applicant may apply to the judicial authorities even if he has not initiated the relevant disciplinary process.

SENATE DECREE		APPROVAL
NUMBER	206	
DATE	04.09.2019	



DIRECTIVE ON THE METHODS TO BE APPLIED AND MEASURES TO BE TAKEN AGAINST SEXUAL HARASSMENT

Document Code: YG.OKN.044
Revision Number: 01
Publish Date: 13.09.2017
RevisionDate: 04.09.2019
Page Number: 6

Acts of sexual assault and sexual harassment are two separate crimes regulated in the Penal Code. Except for the severe form of sexual assault, these crimes are subject to complaint. If the applicant does not file a complaint within 6 months at the latest, no investigation or prosecution can be made thereafter.

If the applicant makes a formal complaint, the Commission shares the work it has done so far with the relevant authorities. It also continues to support the applicant throughout and after the process.

Once the formal complaint process has begun, verbal warning processes cannot be continued or initiated.

Keeping Documents and Records

ARTICLE 12 – (1) The Commission keeps records regarding applications in order to be able to submit its work to official complaint processes when necessary and to identify issues that require precautions at Istanbul Okan University. However, it is obliged to take maximum precautions to protect the confidentiality of these records and especially the identity of the applicant.

Structure and Coordination of the Commission

ARTICLE 13 – (1) The Commission carries out training and awareness-raising activities administratively within the Gender Studies Research and Application Center.

The coordination of the commission is provided by an executive board of three members, elected by the commission members for a period of three years.

The duties of the executive board are:

- Follow-up of the selection and assignment of commission members
- Organization of separate trainings for commission members and university members
- Following the actions determined to announce the Istanbul Okan University

Precaution and Support Principles Document and Directive against Sexual Harassment

- Determining the content of the commission's website (www.ctod.okan.edu.tr)
- Follow-up of ctod@okan.edu.tr e-mail address
- Ensuring the follow-up of the contact phone on a rotating basis
- Organizing applications and subsequent meetings
- Keeping archives
- Following up the initiatives determined by the Commission to prevent sexual

harassment

- Reporting to the Rector every 6 months regarding coordination issues

SENATE DECREE		APPROVAL
NUMBER	206	
DATE	04.09.2019	



**DIRECTIVE ON THE
METHODS TO BE APPLIED
AND MEASURES TO BE
TAKEN AGAINST SEXUAL
HARASSMENT**

Document Code: YG.OKN.044
Revision Number: 01
Publish Date: 13.09.2017
RevisionDate: 04.09.2019
Page Number: 7

**CHAPTER FOUR
Miscellaneous and Final Provisions**

Validity

ARTICLE 14 – (1) This Directive shall enter into force on the date of its publication.

Executive

ARTICLE 15 – (1) The provisions of this Directive shall be enforced by the Commission for Precautions and Support Studies Against Sexual Harassment.

REVISIONS

Record	Revision Number	Reason	Revision Date
YG.OKN.044	00	Senate Decree No:170	13.09.2017
YG.OKN.044	01	Senate Decree No:206	04.09.2019

APPENDIXES:

- 1) Istanbul Okan University Precaution and Support Principles Document against Sexual Harassment
- 2) Frequently Asked Questions
- 3) Organization Chart of the Commission for Prevention and Support Studies Against Sexual Harassment

APPENDIX -1 Istanbul Okan University Precaution and Support Principles Document against Sexual Harassment

Precaution and Support Principles Document against Sexual Harassment

Istanbul Okan University is committed to providing a positive learning, working and living environment for all members of the university. Exposure to non-consensual sexual behavior and violence can negatively affect a person's education and work life, as well as their mental and physical health, and can lead to traumatic effects on the person. Additionally, sexual harassment and assault constitute a crime as well as a violation of rights. Due to the difficulties experienced by those who are harassed in expressing this in institutional environments where hierarchical relations prevail, harassment is often made invisible and both the person and the institutional environment are harmed by this situation. On the other hand, although it is clear that it is mostly committed as a form of discrimination against women, people of all genders can be affected by harassment due to sexual orientation and gender identity. It is also possible that sexual harassment and assault can be directed at men and occur between members of the same sex. In this regard, all members of the Istanbul Okan

SENATE DECREE		APPROVAL
NUMBER	206	
DATE	04.09.2019	



**DIRECTIVE ON THE
METHODS TO BE APPLIED
AND MEASURES TO BE
TAKEN AGAINST SEXUAL
HARASSMENT**

Document Code: YG.OKN.044
Revision Number: 01
Publish Date: 13.09.2017
RevisionDate: 04.09.2019
Page Number: 8

University community know and accept that sexual harassment will not be tolerated under any circumstances.

Istanbul Okan University guarantees that sexual harassment and assault will not be ignored in any way and encourages individuals who think they have been exposed to or witnessed them to take relevant steps. In addition, with this document, it undertakes to raise awareness about sexual harassment, provide its stakeholders with measures and support mechanisms regarding sexual harassment, inform them about disciplinary procedures and follow up on sexual harassment cases. However, the purpose of the document is not to impose strict discipline on relationships between individuals, to prevent consensual relationships, to impose a certain sexual morality, to prevent freedom of expression and free discussion, to include all kinds of personal tensions and discomforts of a sexual nature in official processes and to meet harsh sanctions.

Entrance

For this purpose, Istanbul Okan University has established the Precaution and Support Studies Commission against Sexual Harassment, which will carry out training and awareness activities under the umbrella of the Gender Research and Application Center. The commission started its work in 2017. The duties of the commission are to organize training, promotion and similar activities to raise awareness about sexual harassment and assault at the university, covering all stakeholders of the university; It is defined as examining allegations of sexual harassment, assault and retaliation, providing support mechanisms to victims, providing expert support to investigators and relevant administrative units on sexual harassment issues, and cooperating with authorized bodies to take urgent measures in cases of serious harassment.

Scope

The principles and practices contained in this document cover all (university members, university students, academic and administrative employees, all individuals and business employees from whom services are received). It is valid for both events that occur within the university and actions that occur outside the university among university members but are carried into the university environment or have an impact on academic life and working environment.

With this document, the University undertakes to evaluate all allegations of sexual harassment and assault, and to take immediate measures in accordance with the

SENATE DECREE		APPROVAL
NUMBER	206	
DATE	04.09.2019	



**DIRECTIVE ON THE
METHODS TO BE APPLIED
AND MEASURES TO BE
TAKEN AGAINST SEXUAL
HARASSMENT**

Document Code: YG.OKN.044
Revision Number: 01
Publish Date: 13.09.2017
RevisionDate: 04.09.2019
Page Number: 9

relevant legislation when required by the proper functioning of the investigation and/or the protection of the complainant.

The occurrence of undesirable sexual attitudes and approaches between people who are not of equal status and who have a power asymmetry between them (instructor and student; administrator and employee, etc.) may create a situation that makes reporting difficult. In such a case, the Commission is obliged to take all kinds of precautions to prevent the notifying individual's education, academic and/or professional career, and employment status from being negatively affected. Reports of sexual harassment and assault have the potential to have negative effects on the career and social life of the person complained about. Therefore, intentional misrepresentations and notifications are subject to sanctions. The Commission is obliged to protect the confidentiality of the private lives of the individuals who apply and are complained about. Additionally, this policy document warns all constituents of the university against emotional and other personal reckoning over allegations of sexual harassment.

Definitions

A. Sexual Harassment:

Sexual harassment, in general, whether visual or verbal; It can be defined as disturbing attitudes and/or behaviors of a sexual nature that are not based on consent. It can be seen directly or implicitly. Sexual harassment can cause reactions such as confusion, shock, and incomprehension in the person exposed. For this reason, a person who thinks that he/she has been subjected to sexual harassment or attack should convey this situation to the unit (Prevention and Support Studies Against Sexual Harassment Commission) or person (academic advisor, psychologist, administrator, etc.) that will guide him/her, even if he/she is not sure about the nature of the incident he/she experienced. is the first step he will take.

Depending on the environment and context in which the incident occurs, persistently repeated behavior or a single incident may be considered sexual harassment. Continuity is not a prerequisite.

The following examples, but are not limited to this list, may constitute types of sexual harassment:

1. Actions that create disturbing, undesirable environments:

SENATE DECREE		APPROVAL
NUMBER	206	
DATE	04.09.2019	



**DIRECTIVE ON THE
METHODS TO BE APPLIED
AND MEASURES TO BE
TAKEN AGAINST SEXUAL
HARASSMENT**

Document Code: YG.OKN.044
Revision Number: 01
Publish Date: 13.09.2017
RevisionDate: 04.09.2019
Page Number: 10

- a. Making jokes, making sexual jokes, making compliments, or using slang words
 - b. Persistent behaviour to flirt
 - c. Disturbing with pornographic material
 - d. Asking questions or creating gossip about a person's sexual life
 - e. Making discriminatory words and actions regarding gender, sexual orientation or gender identity
 - f. Actions arising from threats, blackmail or insults and similar acts
 - g. Actions aimed at controlling a person's behavior:
 - h. Stalking, threatening, harassing by phone or electronically
2. Situations that may arise when a person abuses his position of professional or academic authority:
- a. Explicitly or impliedly stating that if the person does not comply with a sexual proposal, he/she will pay fees related to his/her student, academic or business life, and that if he/she complies, he/she will receive undeserved benefits.
 - b. If there is an imbalance of power between individuals (faculty member and student; administrator and employee, etc.) and/or if there is a possibility of retaliation, behaving or making insinuations with the request for a romantic relationship directly and/or via e-mail, internet or telephone.

B. Sexual Assault:

Sexual assault is the violation of a person's bodily immunity through non-consensual sexual behavior. Sexual assault can occur in two forms:

In the first form, sexual assault occurs as a violation of a person's bodily immunity without sexual intercourse. Examples of this type of sexual assault include; Depending on the characteristics of the situation, hugging, handling, caressing and touching can be counted.

In the second type of sexual assault, the person's bodily immunity is violated by inserting a sexual organ or other object into the body.

C. Inappropriate Situations:

It is inappropriate for employees (faculty, assistants, administrative staff) to engage in romantic and/or sexual relationships with students over whom they have academic or career-determining authority (such as students for whom they provide academic or individual counseling) and with students in their classes, even if consensual. This also applies to similar relationships between administrative employees.

SENATE DECREE		APPROVAL
NUMBER	206	
DATE	04.09.2019	



**DIRECTIVE ON THE
METHODS TO BE APPLIED
AND MEASURES TO BE
TAKEN AGAINST SEXUAL
HARASSMENT**

Document Code: YG.OKN.044
Revision Number: 01
Publish Date: 13.09.2017
RevisionDate: 04.09.2019
Page Number: 11

It is important to emphasize here that the main responsibility for the emergence of such sexual attitudes and approaches lies with the person who is in a higher position in the hierarchical ranking. This person is also responsible for taking on a role in preventing such a situation from occurring. If an authority relationship is later established between two people who had a consensual relationship before the authority relationship was established, the person in the higher position in the hierarchical ranking must end the authority relationship. (for example, delegating counselling to another faculty member or having the student change classes, etc.)

D. Retaliation:

Implicitly or openly making the work or educational life of the person difficult for the purpose of revenge/retaliation, or hindering his/her development (for example, losing grades if he/she is a student, preventing promotion if he/she is an employee) because he/she rejects sexual or emotional attempts and offers or wants/goes to complain thinking that he/she is being harassed.) is also considered a form of harassment.

Likewise, promising all kinds of privileges such as rewards, promotions, grades, etc. in case of acceptance of sexual or emotional efforts or offers is also considered a type of harassment.

Working Principles

A. Privacy Policy:

Istanbul Okan University ensures that the process is carried out in a way that protects the privacy of the private lives of individuals who apply and complain at all stages of handling sexual harassment and assault allegations. Persons involved in the reporting and/or complaint review process; they are responsible for maintaining confidentiality and handling the complaint with respect for the dignity of all persons involved.

B. Volunteerism Principle:

University members who believe they have been sexually harassed are encouraged to contact someone they trust. These people are informed about all support mechanisms, the rights of the complaining party, ways to complain, and the actions to be taken against abuse. However, it is up to the complainant to decide whether he or she

SENATE DECREE		APPROVAL
NUMBER	206	
DATE	04.09.2019	



**DIRECTIVE ON THE
METHODS TO BE APPLIED
AND MEASURES TO BE
TAKEN AGAINST SEXUAL
HARASSMENT**

Document Code: YG.OKN.044
Revision Number: 01
Publish Date: 13.09.2017
RevisionDate: 04.09.2019
Page Number: 12

wishes to resort to any of these mechanisms. Volunteerism is essential in the application and progress of the process. Additionally, no action is taken without informing the complaining party and obtaining his/her approval.

C. Declaration and Documents:

Sexual harassment is a phenomenon that often occurs between two people and is difficult to prove. This situation pushes people who are harassed to remain silent, thus creating an environment suitable for harassment. The prevention mechanisms introduced by this document will operate on the principle of understanding the nature of the incident through a more holistic reasoning regarding the nature of the harassment, the context of the incident and the individuals, even in the absence of clear evidence. Based on this, people who think they have been victimized are encouraged to report this situation, even if they are not sure of the nature of the incident. However, since the suspicion that may arise due to insufficient evidence in administrative and judicial investigation processes is interpreted in favor of the person who caused the victimization, people who are harassed should be sensitive about collecting and storing different types of materials (visual and audio records, witness statements, etc.) that can be used as evidence in the investigation, provided that they comply with the law. It is important. For example, keeping notes and messages from the complained person, keeping a record of the steps taken and their results, and asking for the support of witnesses, if any, are steps that can be followed. The person who thinks he or she has been sexually harassed will be provided with support throughout the entire process, from the point of reporting the situation.

D. Intentional Misrepresentations:

In cases where it is determined beyond any doubt that the complainant deliberately lied or made false statements during the process carried out after the applications made to the Commission, disciplinary sanctions will be applied in accordance with the relevant regulations. This document warns all constituents of the university against emotional and other personal reckoning over allegations of sexual harassment.

E. Protection of Applicant Rights:

The Commission is obliged to protect the confidentiality of all information and documents provided by the Applicant.

SENATE DECREE		APPROVAL
NUMBER	206	
DATE	04.09.2019	



DIRECTIVE ON THE METHODS TO BE APPLIED AND MEASURES TO BE TAKEN AGAINST SEXUAL HARASSMENT

Document Code: YG.OKN.044
Revision Number: 01
Publish Date: 13.09.2017
RevisionDate: 04.09.2019
Page Number: 13

The commission is obliged to provide all kinds of support mechanisms (psychological, procedural, legal, medical) to the person who has been victimized, and to direct them to appropriate resources if it is not within the university's facilities.

The Commission takes the necessary measures against any retaliation that may occur following the applicant's complaint.

The Commission does not initiate or carry out any action without informing the applicant and obtaining his/her approval.

APPENDIX.2: Frequently Asked Questions

1. What are the precautions and steps that people who think they have been exposed to sexual harassment/assault can take?

- Knowing that you are not alone/helpless and that Istanbul Okan University is/will be with you in this regard.
- Reading the Istanbul Okan University Precaution and Support Principles Document against Sexual Harassment.
- Staying away from situations and people that he thinks may be prone to sexual harassment.
- Clearly warning the person that the behaviour is disturbing and clearly saying "no" to unwanted sexual approaches.
- To contact the Commission on Precautions and Support Studies Against Sexual Harassment to get support and learn about your rights.
- To inform the person who shows disturbing behaviour and approaches that he will take official action if he does not stop his actions.
- Collecting and storing all kinds of materials (e-mails, notes, any written document, telephone messages, etc.) that can be used as evidence from the first moment.

2. What should we do to ensure that our behavior or attitude does not constitute harassment?

- Knowing that saying no means "no".
- Reading the Istanbul Okan University Precaution and Support Principles Document against Sexual Harassment.
- To apologize as soon as we realize that our behavior is inappropriate or as soon as it is pointed out to us, and not to ignore or belittle the discomfort caused.
- To be sensitive about the wishes, consent, attitudes and verbal expressions of others and not to proceed in sexual approaches without being sure whether the other party has consented or not.
- To get information, contact the Commission for Precautions and Support Studies Against Sexual Harassment.
- If the relationship in question is a hierarchical relationship, transferring all authorities and responsibilities regarding the offended person to someone else and not assuming teaching, administrative, consultancy or similar roles.
- Thinking about the following questions can guide us in this regard:

SENATE DECREE		APPROVAL
NUMBER	206	
DATE	04.09.2019	



**DIRECTIVE ON THE
METHODS TO BE APPLIED
AND MEASURES TO BE
TAKEN AGAINST SEXUAL
HARASSMENT**

Document Code: YG.OKN.044
Revision Number: 01
Publish Date: 13.09.2017
RevisionDate: 04.09.2019
Page Number: 14

- o Would other people find this behavior appropriate?
- o How would a person whose common sense I trust react to this situation?
- o Would I feel uncomfortable if a relative of mine was subjected to such behavior and attitude?
- o Is there anything that outside observers would misinterpret?
- o Is this behaviour, attitude or relationship style appropriate for the university environment?
- o How would I feel if I was treated the same way?
- o Can I easily explain this situation to my relatives?

3. What is “power inequality”?

If a person is in a position, where he or she has authority over another person and, through this authority, is in a position to significantly influence that person's academic or work environment, there is an inequality/imbalance of power between these individuals. There is such a power imbalance between manager and employee, between faculty member and student, between dean and faculty member, between lecturing assistant and student, and between consultant employee and student.

4. What kinds of relationships are inappropriate?

It is inappropriate for employees (faculty, assistants, administrative staff) to engage in romantic and/or sexual relationships with students over whom they have academic or career-determining authority (such as students for whom they provide academic or individual counselling) and with students in their classes, even if consensual. This also applies to similar relationships between administrative employees. It is important to emphasize here that the main responsibility for the emergence of such sexual attitudes and approaches lies with the person who is in a higher position in the hierarchical ranking. This person is also responsible for taking on a role in preventing such a situation from occurring.

5. I am concerned that if I complain that the assistant/faculty member/advisor has sexually harassed me, my grades in that course or my performance evaluation may be negatively affected. What assurance do I have that I will not face backlash?

By creating the Precautionary and Support Principles Document against Sexual Harassment, Istanbul Okan University, He declared that he sees sexual harassment as a serious crime and will not tolerate sexual harassment in any way, under any circumstances. All precautions will be taken to protect the academic and other rights of the complainant. This is the obligation of the University's top management.

6. What kind of regulations can be made to prevent an ongoing relationship based on consent from becoming a prohibited relationship?

If an authority relationship is later established between two people who had a consensual relationship before the authority relationship was established, the person in the higher position in the hierarchical ranking must end the authority relationship. For example, the faculty member or student may arrange for another faculty member to advise the student's thesis or participate in the thesis jury. If the relationship is between a faculty member and a student attending a particular class, the student should be transferred to another class of that course or, if possible, take another course.

7. I fell in love with a man/woman in one of my study classes. There won't be any harm in meeting him once, right?

SENATE DECREE		APPROVAL
NUMBER	206	
DATE	04.09.2019	



DIRECTIVE ON THE METHODS TO BE APPLIED AND MEASURES TO BE TAKEN AGAINST SEXUAL HARASSMENT

Document Code: YG.OKN.044

Revision Number: 01

Publish Date: 13.09.2017

RevisionDate: 04.09.2019

Page Number: 15

Romantic and/or sexual relationships are inappropriate between faculty members/administrative staff/graduate students/teaching assistants and students, as well as between superiors, subordinates, and their employees. Romantic and/or sexual relationships between individuals in a teaching, evaluation, coaching, academic, or individual advising relationship may prevent the person with higher authority from making objective decisions. This situation can be defined as “a conflict between one's personal interests and one's public or professional responsibilities.” At the same time, all actions taken to initiate such rapprochement, for example, in this case, an offer to meet, may not be perceived completely correctly by the person who is lower in the hierarchical structure.

APPENDIX.3: Organization Chart of the Commission for Prevention and Support Studies Against Sexual Harassment

Doç. Dr. Umut Azak
Komisyon Başkanı (İşletme ve Yönetim Bilimleri Fakültesi, Bölüm Başkanı)

Prof. Dr. Semih Bilgen
Üye (Mühendislik ve Doğa Bilimleri Fakültesi Dekanı)

Prof. Dr. Serap Keskin
Kızıroğlu
Üye (Hukuk Fakültesi, Öğretim Üyesi)

Dr. Öğr. Üyesi İlker Çayla
Üye (İnsan ve Toplum Bilimleri Fakültesi, Öğretim Üyesi)

Dr. Öğr. Üyesi Cüneyt
Başbuğu
Üye (Sağlık Hizmetleri Meslek Yüksekokulu, Program Başkanı)

Dr. Öğr. Üyesi Dilek Tina
Winchester
Üye (Sanat, Tasarım ve Mimarlık Fakültesi, Öğretim Üyesi)

Dr. Öğr. Üyesi N. Hanzade
Uralman
Üye (Uygulamalı Bilimler Fakültesi, Bölüm Başkanı)

Dr. Öğr. Üyesi Evra Çetin
Üye (Hukuk Fakültesi, Öğretim Üyesi)

Efsun Pınar
Üye (Öğrenci Dekanı)

Bircan Çınar
Üye (Yurtlar Müdürü)

SENATE DECREE		APPROVAL
NUMBER	206	
DATE	04.09.2019	