GENERAL INFORMATION

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Updated in line with recommendations emerging from audit findings:

9.2.1.5 – updating text to refer to different instances of harassment that make up a 'case'
9.3.1.4 - updating text to refer to different instances of harassment that make up a 'case'
9.2.2.10 – correction of wrong cross-referencing
Added references to Collective Agreements in various sub sections of sections 9.2 and 12
Updated 9.2.1.5 and 9.3.1.4 to state that: *the 2 year timeframe constitutes an internal institutional boundary for the purpose of administrative handling and investigation. It does not prejudice or limit the complainant's right to pursue external legal, civil, or criminal remedies in accordance with Maltese law.*

Document change history

D	Document Change Tracking Number	Date released	Change originator
	19/2024	11.03.2024	Equality Consultative Committee

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Updated document numbering
Changed the title of Section 3 from Definition of terms to Types of Harassment
Changed the title of Section 9 from Dealing with Harassment to Procedures
Updated all instances referring to an employee to member of staff
Added the Important note in 9.1.2
Removed the following text from 9.2: *Where any of the indicated officials or reporting officers are the alleged harassers, or where there is any perceived conflict of interest, claims should be referred to the next higher official. (moved to 9.2.1.3)*
Updated the title of Section 9.2 to Formal Procedure (Staff)
Added the sub heading 9.2.1 – Filing a Harassment Report
Updated all instances referring to a harassment complaint to a harassment report
Updated par 9.2.1.3 with the regulations regarding cases implicating the HR Director/ DP Admin and CEO and added the Important note
Updated all instances referring to MCDB to IDB
Added sub heading 9.2.2 Investigating the Report
Added par 9.2.2.12
Updated the title of Section 9.3 to Formal Procedure (Students)
Added the sub heading 9.3.1 – Filing a Harassment Report
Added the Important note in 9.3.1.3
Added sub heading 9.3.2 Investigating the Report
Removed the text related to the procedure for cases in which the harasser is a member of staff of 9.3.2.1 and referred to text for pars 9.2.2.2 – 9.2.2.13 in order to avoid repetition of same text.

Instructions for document users with access to College Website

All MCAST employees can access current, controlled and approved documents related to the Quality Management System via the College website www.mcast.edu.mt.

*Document users are encouraged **NOT** to retain printed hard copies of the Quality Management System documents. If, however a hard copy of the document is required, the user is to ensure before use that the printed document is the current revision.*

Continuous Improvement

Procedures are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Contact your Document Controller on Ext 7148 ***today****!*

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1. INTRODUCTION

1.1. The Malta College of Arts, Science and Technology (the College) anti-harassment Policy document outlines what constitutes harassment and stipulates the procedures that the College shall adopt in cases of allegations of harassment at the College. This policy is to be read in conjunction with the College's Equality Policy, Grievance Policy and the College' Manual of Procedures.

1.2. All College staff members and students fall within the remit of this policy.

1.3. This policy document is in line with the respective Maltese legislation: The Equality for Men and Women Act Cap. 456, Art. 9, the Equality for Men and Women Act, 2003 (Cap 456) and under The Employment and Industrial Relations Act, 2002 (Cap 452). It is also in alignment with the Commission Recommendation of 27 November 1991 on the protection of the dignity of men and women at work (92/131/EEC). This anti-harassment Policy is subject to the Data Protection Act (Chapter 586 of the Laws of Malta).

2. POLICY

2.1. MCAST Commitment

2.1.1. The College is an equal opportunity educational entity and as such it will not tolerate any form of harassment at the College. The College believes that any form of harassment is an intolerable violation of the dignity of employees and students and that it may have negative effects on the College environment and the general wellbeing of staff and/or students. It is therefore committed to create a climate in which respect reigns. Though the management shall ensure that harassment does not feature within the College community nonetheless, it is aware that it may still occur and thus has adopted this policy and procedures for its guidance.

2.1.2. All harassment claims will be treated very seriously and confidentially, and all the necessary action will be taken to deal with the claim, as outlined in this policy document. In this regard, employees, students or clients of the MCAST are secured from being victimised for bringing a complaint of harassment, whether the harassment originates from another employee or from a student/ client of the MCAST.

2.2. Policy Aims

2.2.1. This policy aims to ensure that all employees and students at MCAST are:

a. treated with respect;
b. secured with dignity and personal development;
c. informed and educated on recognising unacceptable behaviour;
d. provided with information on means of redress to victims of harassment at the workplace and on campus;
e. provided with a proactive environment that aims to prevent any occurrence of harassment at the college.

2.3. Principles

a. ZERO TOLERANCE: MCAST believes that all forms harassment, are an intolerable violation of the dignity of employees/students and therefore does not tolerate any form of harassment at the workplace or on campus.

b. SAFEGUARD: Management shall ensure that the principles articulated in this policy and safeguarded and upheld. Noncompliance with these principles will lead to disciplinary and/or criminal proceedings.

c. SUPPORT: The MCAST strives to promote a dignified environment and a harmonious relationship among its employees and students in order to foster mutual respect, understanding and appreciation in the work environment and on campus.

d. INFORMATION: All MCAST employees/students are to be informed of these guidelines through formal and informal training and awareness programmes.

3. TYPES OF HARASSMENT

3.1. Harassment[1]

Harassment is unwelcome behaviour which may be negative, offensive or bullying which affects the dignity of employees at the workplace or students on campus, or during official duty outside the place of work or natural extensions thereof, such as whilst giving or being given a lift to and from work or engaging in social activities organised by the workplace or college[2].

The following may be considered as harassment[3] (the list is indicative and non-exhaustive):

- Making negative comments about a student's or employee's personal religious beliefs
- Using racist slang, phrases, or nicknames
- Making remarks about an individual's skin colour or other ethnic traits
- Displaying racist drawings, or posters that might be offensive to a particular group
- Making offensive gestures
- Making offensive reference to an individual's or a relations of the individual's mental or physical disability
- Sharing inappropriate images, videos, emails, letters, or notes
- Offensively talking about negative racial, ethnic, or religious stereotypes
- Making derogatory age-related comments
- Wearing hate-motivated symbols

3.2. Verbal Harassment

Verbal harassment is widely regarded as the most common type of harassment. This includes jokes, insults, innuendos, slurs, or any other derogatory remark directed toward an employee, co-worker or student.

3.3. Physical Harassment

Physical harassment is often more severe and can have a deeper impact on victims. It refers to any type of behaviour that intimidates or bullies others, such as hitting, pushing, touching, groping, or purposely rubbing against someone.

[1] https://www.upcounsel.com/harassment-in-the-workplace
[2] Article 29 of the Employment and Industrial Relations Act (Cap. 452) and Subsidiary Legislation 456.01 (Access to Goods and Services and their Supply (Equal Treatment) Regulations)
[3] https://www.thebalancecareers.com/examples-of-sexual-and-non-sexual-harassment-2060884

3.4. Supervisory Harassment

Because of their position of authority and the dynamics of power on campus, managers or administrators with a supervisory role are one of the more intimidating purveyors of harassment. With the ability to change wages, shifts, and job titles/promotions, supervisor harassment can leave an employee or a student feeling vulnerable, helpless, and trapped. Supervisory harassment includes all types of sexual and non-sexual harassment.

3.5. Co-worker Harassment

Although co-workers cannot leverage their position to gain a position of power or authority over another employee, they can still create a similarly offensive work atmosphere through the same types of verbal or written actions.

3.6. Sexual Harassment

Sexual harassment can be defined as behaviour of a sexual nature which is unwanted and unrequited, violates dignity, or creates an intimidating, hostile, degrading, humiliating or offensive environment. Sexual harassment is an intolerable violation of the virtue and respect of individuals. MCAST upholds a zero-tolerance policy towards sexual harassment within the workplace and treats all complaints and allegations very seriously. The Management makes it clear that all forms of sexual harassment is unlawful and will not be permitted or condoned at the College. Sexual harassment takes many forms, from relatively mild sexual comments to actual physical violence.

The following may be considered as falling under the term sexual harassment:

i. **Physical conduct of a sexual nature**: commonly regarded as meaning unwanted physical conduct ranging from unnecessary touching, patting or pinching or intentional brushing against another student/employee's body, to assault, and to coerce sexual activity. Recourse to such coercive conduct could lead to the institution of criminal charges[4].

ii. **Verbal conduct of a sexual nature**: this may include unwelcome sexual advances, propositions or pressure for sexual activity; continued suggestions for social activity outside the College after it has been made clear that such suggestions are unwelcome; offensive flirtations, suggestive remarks, insensitive jokes, innuendoes or lewd/obscene comments.

iii. **Non-verbal conduct of a sexual nature**: this includes the display whether by electronic or any other means, of pornographic or sexually suggestive pictures, objects or written materials, and making sexually suggestive gestures.

iv. **Gender-based conduct**: conduct that denigrates or ridicules or is intimidating or physically abusive of a student's or an employee's gender, such as derogatory or degrading abuse or insults that are gender related and offensive comments about appearance or dress. Such conduct can create an offensive working environment for the recipient.

[4] Chap 9 of the Laws of Malta

v. **Sexual bribery or blackmail (abuse of authority)**: conduct where a student/employee's refusal of, or submission to, unwanted sexual behaviour is used as a basis for a decision which affects that employee's access to employment, continued employment, training, promotion opportunities and other forms of compensation. This form of behaviour involves abuse of authority when a person holding direct or indirect (that is capable of influencing) managerial authority, threatens, influences, or actually takes a decision affecting the person harassed.

Note 1: The above list is not exhaustive and should not be considered as such. For sexual harassment to arise, sexual conduct must be unwelcomed. Sexual interaction, flirtation, attraction or friendship which is invited, mutual, consensual or reciprocated is not sexual harassment.

Note 2: When a case of sexual harassment is proven, it could constitute both a civil and a criminal offence. Criminal offences may include physical molestation or sexual assault, indecent exposure and obscene communications (telephone calls, letters etc.)[5].

4. EFFECTS OF HARASSMENT

The victim of harassment may experience emotional and physical stress, which may lead to a negative change in job performance. If harassment is not addressed, the MCAST may be negatively affected in terms of low morale amongst its employees/students, a higher rate of absenteeism, job turnover and low job/academic performance.

5. VICTIMISATION

It is unlawful to treat people unfairly because they have sought protection afforded to them by this policy or equality laws. Unlawful victimisation is unfair treatment for complaining about discrimination or harassment. It is also unlawful to be victimised for helping another person to make such a complaint. It is against the law because victimisation punishes people for speaking out and stops them from complaining.

6. FALSE ACCUSATIONS

6.1. MCAST will deal with all allegations as established by this policy and procedural document. Handling such issues, however, becomes further complicated if it is suspected that the allegation is false.

6.2. False accusations can relate to any kind of untrue claim of wrongdoing made by an employee or a student. The accuser may genuinely believe their complaint to be valid. Regardless of the intention, unfounded allegations can be distressing for the accused employee, and can be particularly damaging if the allegation is of a serious nature with disciplinary sanctions.

6.3. All procedures established in this document shall be adhered to irrespective of whether there is suspicion of untrue claims.

6.4. At the conclusion of the investigation, a report should be produced which summarises the evidence and any inconsistencies. The findings should be reviewed to determine if there is proof that the allegations are false, and if so, whether the accuser genuinely believed them to be true, or if they pursued a vexatious complaint.

[5] Chap 9 of the Laws of Malta

6.5. If the evidence suggests the accuser did believe and understand the allegations to be true, this would not be grounds for disciplinary action against them.

6.6. Where the evidence is clear that the allegations were deliberately made by the accuser and known by them to be untrue, then appropriate action under the disciplinary policy should be taken.

7. ROLES AND RESPONSIBILITIES

7.1. The MCAST Principal & CEO has ultimate responsibility for ensuring that this policy is implemented. All the Deputy Principals and Directors are accountable for delivering the commitments in their designated areas of responsibility.

7.2. The Deputy Principal responsible for Administration and the Director of Human Resources are responsible to disseminate the information, to follow up on all claims related to staff and to conclude all arising cases.

7.3. The Deputy Principal responsible for Student Support Services and the Director of the Student Support Services are responsible to follow up on all claims related to students and conclude all arising cases.

7.4. All staff and students of the College, those carrying out work or delivering services on behalf of the College, are required to adhere to this policy and everyone is expected to support the College in promoting good relations and challenging discrimination and harassment.

8. INFORMATION AND TRAINING

8.1. All staff, students and others to whom this policy applies are responsible for ensuring their own understanding of this policy and for seeking clarification on any aspect of the document as required.

8.2. Staff and students will be reminded of their responsibilities through the appropriate communication channels.

8.3. All MCAST employees are entitled to adequate, regular and ongoing training on the prevention of harassment at the place of work. The training programmes are aimed at underlining the seriousness of complaints related to harassment and that guidelines should be adhered to at all times. These guidelines will be explained in detail during the induction training of recruits at MCAST. On the other hand, students also need to be provided information about what constitutes appropriate and inappropriate behaviour.

8.4. With a view to attaining the aims of this policy, all MCAST employees and students are to be informed of these guidelines through formal and informal training programmes/events/material. The HR Department will provide and/or facilitate such training. These training programmes are aimed at explaining the guidelines on dealing with cases of harassment, the legal implications, and how assistance can be obtained from within and from outside MCAST.

8.5. MCAST employees will further be informed that they may also seek assistance from the representative trade union / employee representative. MCAST students can seek support from the MCAST Student council. Moreover, employees and students may also seek assistance from the National Commission for the Promotion of Equality (NCPE).

9. PROCEDURES

Any member of staff or student who believes that they have been subjected to harassment has the right to file a complaint. Staff and students have two options for reporting harassment: an informal and a formal route. All complaints shall be dealt with in a confidential manner.

It is important that such reports are carried out as soon as possible**.**

9.1. Informal Procedure (staff and students)

9.1.1. If members of staff or students believe that they have witnessed, or been subject to, any form of harassment they should make their unease and/or disapproval directly and immediately known to the harasser whenever possible.

9.1.2. If the situation is not immediately resolved, or if the individual is unable or uncomfortable to address the alleged harasser directly;

- **Members of Staff** should consider reporting the incident to the Human Resources Director and/or their own line manager;

- **Students** should consider reporting the incident to the Director of the Institute or/and the Director of Student Support Services. Students have the right to request representation from the MCAST Student Council.

IMPORTANT NOTE:

Victims of harassment are highly encouraged to seek help. Whether it is through the support of a colleague, a friend, or a superior, it is highly recommended that cases of harassment are duly reported. The college is committed to treat all cases of harassment very seriously and confidentially and to take any action necessary in order to safeguard such individuals.

9.1.3. Reporting shall trigger the formal procedure for dealing with Harassment. It remains within the right of the individual to seek redress through the formal procedures outlined in the policy.

9.2. Formal Procedure (Staff)

9.2.1. Filing a Harassment Report

9.2.1.1. Members of Staff who feel that they have been subject to harassment may choose to proceed to formally report the incident if:
- the informal process does not resolve the situation and therefore they still feel aggrieved, uncomfortable and/or unsafe;
- they wish to proceed directly through the formal route.

9.2.1.2. Harassment reports should be made in writing and where possible state the following:
- details about the harasser;
- the nature of harassment;
- details about the harassment (dates and times when the harassment occurred, etc.);
- names of potential witnesses to the alleged incident;
- any action taken by the individual to stop the harassment;

- other information about the case which the individual considers relevant

9.2.1.3. **Reports by staff members** involving alleged harassment by another member of staff shall be forwarded to the Director Human Resources (HR). It is important to note that in cases where the Director HR is directly or indirectly implicated in the case, or is subject to conflict of interest, the report is to be sent directly to the College Principal and CEO. Such cases shall also be brought to the attention of the President of the Board of Governors. Cases which implicate the College Principal and CEO shall be sent directly to the President of the Board of Governors.

IMPORTANT NOTE: Instead of formalising the report through an email, members of staff wishing to file a harassment report, may also seek a face-to-face meeting with the HR Director (or the College Principal and CEO). In such cases, the HR Director shall guide the staff member through the harassment reporting process.

9.2.1.4. Reports by staff members: involving alleged harassment by students are to be forwarded to the Institute Director, for the initiation of the Institute Disciplinary Board (IDB) process.

9.2.1.5. Reports of alleged harassment should be submitted as soon as reasonably possible. The College will formally investigate all reports received within two (2) years of the most recent alleged act or incident forming part of the complaint. This timeframe constitutes an internal institutional boundary for the purpose of administrative handling and investigation. It does not prejudice or limit the complainant's statutory right to pursue external legal, civil, or criminal remedies in accordance with Maltese law.

9.2.2. Investigating the Report

9.2.2.1. Harassment is considered as a form of serious misconduct at MCAST, as per the definition in DOC 038 Student Conduct Regulations. Therefore, **where the alleged harasser is a student,** all Harassment cases are to be dealt with by the IDB, the proceedings of which are explained in DOC 188 College Board Procedures.

9.2.2.2. In cases where the alleged harasser is a member of staff**,** the HR Director (or the Principal, in cases where accusations are being filed against the HR Director and/or the DP Admin) shall make the necessary arrangements in order to setup a Disciplinary Board who will investigate the case.

A letter shall be issued in order to notify the alleged harasser that a Disciplinary Board is being set up. The letter will also outline the allegations and inform the alleged harasser:

i. whether to continue reporting normally for work, or
ii. whether to report for work at another work base as a precautionary measure.

9.2.2.3. The alleged harasser shall, within 3 working days, inform the HR Director whether they shall be accompanied by a representative throughout the proceedings.
Nothing in this policy shall prejudice any right of representation provided by law or by the applicable Collective Agreement.

9.2.2.4. In taking action, the Director Human Resources shall ensure that all parties involved will be appropriately protected to avoid further harassment or uncomfortable situations for all concerned.

9.2.2.5. The disciplinary procedure to follow shall be in line with that stipulated in the respective Collective Agreement, as applicable. For all the other MCAST employees not covered by a Collective Agreement, the provisions of MOP_ADM_001_01 People Management shall apply.

Where the alleged harasser is a member of staff covered by a Collective Agreement, in the event of conflict or inconsistency, the provisions of the applicable Collective Agreement shall take precedence and override any conflicting provision of this policy.

9.2.2.6. Adverse action or retaliation against any student or employee who files such a complaint will not be tolerated.

9.2.2.7. Complaints made with the intention of spreading falsehoods or to threaten or damage reputation(s), will be subject to disciplinary action (refer to Section 10).

9.2.2.8. Provided that, any other professionals (such as psychologists, psychotherapists, psychiatrists, etc.) may be called upon to contribute to the disciplinary process to ensure the best outcome of the review process.

9.2.2.9. Provided that, if the complainant approaches the Grievance Office, they shall be redirected to the said procedures in this policy. The Grievance Office shall not open a casefile before confirming that procedures established by this policy have been exhausted. The Grievance Office shall deal only with any cases of alleged breach of the procedures outlined in this policy.

9.2.2.10. Provided that, if complainant decides to take their case to the Civil or Criminal Court, MCAST shall suspend all procedures once court proceedings commence. MCAST shall refrain from deciding on the case but shall nonetheless take any necessary measures needed to uphold the principles of the policy, including any protection and supportive measures referred to in 9.2.2.2 and 9.2.2.4.

Where the alleged harasser is a member of staff covered by a Collective Agreement, the provisions of the applicable Collective Agreement regarding concurrent court proceedings shall apply.

9.2.2.11. It is recognised that the procedure is meant to provide an expeditious method of resolving complaints of harassment. It is intended therefore, to operate strictly within the time limits prescribed for taking the various steps in this procedure. However, it is recognised that it will not always be possible to do so. Therefore, the parties may agree in writing to extend any time limits specified.

9.2.2.12. The alleged harasser shall have the right to appeal the outcome of the Disciplinary Committee hearing. Any appeal shall be conducted strictly in accordance with the provisions of the applicable Collective Agreement.

9.3. Formal Procedure (Students)

9.3.1.Filing a Harassment Report

9.3.1.1. Students who feel that they have been subject to harassment may choose to proceed to formally report the incident if:

- the informal process does not resolve the situation and therefore they still feel aggrieved; uncomfortable and/or unsafe;
- they wish to proceed directly through the formal route.

A) When the formal reporting route is chosen, the following steps should be followed:

9.3.1.2. Harassment reports should be made in writing and where possible state the following:

- details about the harasser;
- the nature of harassment;
- details about the harassment (dates and times when the harassment occurred, etc.);
- names of potential witnesses to the alleged incident;
- any action taken by the individual to stop the harassment;
- other information about the case which the individual considers relevant

9.3.1.3. Reports by Students are to be submitted to the Institute Director who will in turn forward them to the Director Student Support Services. The Director SSS will ensure that the necessary support is provided to the student and will be in charge of investigating.

IMPORTANT NOTE: Instead of formalising the report through an email**, students** wishing to file a harassment report, may also seek the guidance of the Counsellors at the MCAST Wellbeing Hub. In such cases, the counsellors shall assist the student and guide them in the process of drafting and submitting the report.

9.3.1.4. Reports of alleged harassment should be submitted as soon as reasonably possible. The College will formally investigate all reports received within two (2) years of the most recent alleged act or incident forming part of the complaint. This timeframe constitutes an internal institutional boundary for the purpose of administrative handling and investigation. It does not prejudice or limit the complainant's statutory right to pursue external legal, civil, or criminal remedies in accordance with Maltese law.

9.3.2.Investigating the Report

9.3.2.1.Harassment is considered as a form of **serious** misconduct at MCAST, as per the definition in DOC 038 Student Conduct Regulations. Therefore, **where the alleged harasser is a student**, all Harassment cases shall be dealt with by the Institute Disciplinary Board, the proceedings of which are explained in DOC 188 College Board Procedure.

In cases where the alleged harasser is a member of staff the process described in 9.2.2.2 – 9.2.2.12 above shall apply.

10. HARASSMENT REPORTS INVOLVING MINORS (UNDER 18 YEARS OF AGE)

10.1. In all cases of harassment, when the complainant is a Minor i.e. under 18 years of age, their parents or legal guardians must be present throughout the proceedings, and must report the case to the Child Protection Service [6].

10.2. Provided that this policy shall ensure the application of the relevant provisions of the Protection of Minors (Registration) Act (Chapter 518 of the Laws of Malta), in as much as any third party who becomes aware of conduct or an act amounting to sexual harassment**.** on a minor constituting a scheduled offence under the said Act, shall report such fact to the Principal, who, in turn, shall report such fact to the Commissioner of Police within forty-eight hours which shall commence to run from the notification of such report.

11. ALTERNATIVE RECOURSE

11.1. The presence of this policy does not preclude the complainant from pursuing other options including self-referral to the National Commission for the Promotion of Equality (NCPE), and/or Industrial Tribunal or from seeking legal redress through criminal proceedings or a civil action for damages.

12. DISCIPLINARY HEARINGS/MEASURES IN HARASSMENT CASES

12.1. It is important to note that, without prejudice to the provisions of Collective Agreements and other MCAST Policies, proven harassment by staff or students constitute misconduct which could lead to dismissal.

12.2. If an alleged case of harassment by members of staff is actually proven, sanctions maybe imposed depending on the severity of the case. Amongst others, the type of sanctions that may be imposed are:

- Reprimand
- Suspension without pay
- Downgrading
- Dismissal

Sanctions shall be imposed in accordance with the applicable disciplinary framework, Collective Agreement, policies and procedures in force at the time.

12.3. If an alleged case of harassment by students is proven, the Student Conduct Regulations[7] is applicable and classification of serious misconduct might be necessary as defined in the same policy. Amongst others, the type of sanctions that may be imposed are:

- Reprimand
- Suspension without stipend (where applicable)
- Dismissal

12.4. Where a lesser penalty is appropriate (such as a written warning), this will be administered in tandem with the necessary action to ensure that the victim is able to work or study without undue embarrassment or anxiety.

[6] https://fsws.gov.mt/en/CPS/Documents/MRG%20Document%2013.04.21.pdf
[7] https://www.mcast.edu.mt/wp-content/uploads/DOC_038_COI_CORP_REV_D_STUDENT-CONDUCT-REGULATIONS.pdf

12.5. Any member of staff/student unjustly accusing colleagues or lodging malicious complaints will themselves be liable to the sanctions outlined above.

13. POLICY MONITORING

13.1. In order to evaluate the effectiveness of the anti-Harassment Policy and procedures the College monitors the level and kinds of problems that occur.

13.2. Anonymised statistical data will be retained by the Data Analysis Office for reporting purposes. Anonymous statistical information will not contain the name of the complainant or the name of the person complained against.

13.3. The Office of the Principal is obliged to report annual statistics to the Board of Governors.

13.4. All data collected will be processed and stored in accordance with the provisions of the Data Protection Act, Chapter 586 of the Laws of Malta. All documentation pertaining to harassment claims shall be retained in hard copy by the respective Director in receipt of the complaints (as per Section 9.1.2). In line with the MCAST Data Protection Policy and Procedure, all data shall be deleted within 2 years of the case being concluded.

13.5. Owners: This policy and procedure document is owned by the Malta College of Arts, Science and Technology.

13.6. Review Date: The document will be reviewed periodically and as necessary by the Equality Consultative Committee.

14. CONCLUSION

14.1. MCAST is legally obliged to ensure that its working and learning environment is safe, dignified and respectful, free from any form of harassment including but not limited to harassment based on sex/gender, race, Language, sexual Orientation, Gender Identity, Gender Expression and Sex Characteristics, age, disability, family/Civil Status and religion. This policy presents the framework on how to address harassment in a respectful and dignified manner.

14.2. Every student, member of staff, and official College representative has the responsibility to refrain from any type of harassment in the College environment, and has the right to work and learn in a harassment-free environment.