



UNIVERSITI PUTRA MALAYSIA GUIDELINES ON PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA)

THE POLICY

IN exercise of the power conferred by Section 20 (1) of the Constitution of UPM, the Board of the University made the following Policy :

UNIVERSITI PUTRA MALAYSIA POLICY (ZERO TOLERANCE TOWARDS SEXUAL HARASSMENT)

Universiti Putra Malaysia (UPM) is committed to providing a safe and peaceful campus environment to UPM citizens. Acts of sexual harassment can threaten the safety and peace of the UPM citizens. The University shall not tolerate any act of sexual harassment whether verbal, non-verbal, visual, psychological, or physical towards the UPM citizens regardless of who commits the act:

- employee to employee;
- employee to student;
- employee to UPM client;
- UPM client to employee;
- student to student;
- student to employee;
- student to UPM client;
- UPM client to student.

All UPM citizens shall avoid any act of sexual harassment and adhere to this Policy. The University considers the act of sexual harassment as a serious offence and the University has zero tolerance towards any act of sexual harassment and shall take appropriate action including disciplinary and legal action against the perpetrator.

Made 13 October 2020

YAM Tengku Syarif Laksamana Perlis Dato' Seri DiRaja Syed Razlan Syed Putra Jamalullail

Chairman of the Board

Universiti Putra Malaysia



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PADA menjalankan kuasa yang diberikan oleh seksyen 20(1) Perlembagaan UPM, Lembaga Pengarah Universiti membuat Dasar berikut:

DASAR UNIVERSITI PUTRA MALAYSIA (TOLAK ANSUR SIFAR MENGENAI PERBUATAN GANGGUAN SEKSUAL)

Universiti Putra Malaysia (UPM) komited menyediakan persekitaran dalam kampus yang selamat dan sejahtera kepada warga UPM. Perbuatan gangguan seksual boleh mengganggu gugat keselamatan dan kesejahteraan warga UPM. Universiti tidak akan bertoleransi dengan apa-apa perbuatan gangguan seksual sama ada perlakuan itu secara lisan, bukan lisan, visual, psikologi atau fizikal ke atas warga UPM tanpa mengambilkira perbuatan gangguan itu dilakukan oleh:

- pekerja kepada pekerja;
- pekerja kepada pelajar;
- pekerja kepada pelanggan UPM;
- pelanggan UPM kepada pekerja;
- pelajar kepada pelajar;
- pelajar kepada pekerja;
- pelajar kepada pelanggan UPM;
- pelanggan UPM kepada pelajar.

Semua warga UPM hendaklah menjauhi perbuatan gangguan seksual dan hendaklah mematuhi Dasar ini. Universiti menganggap perbuatan gangguan seksual adalah suatu kesalahan serius dan Universiti mempunyai tolak ansur sifar terhadap apa-apa perbuatan gangguan seksual dan akan mengambil tindakan sewajarnya termasuk tindakan tatatertib dan guaman ke atas pelaku perbuatan itu.

Dibuat 13 Oktober 2020

YAM Tengku Syarif Laksamana Perlis Dato' Seri DiRaja Syed Razlan Syed Putra Jamalullail

Pengerusi Lembaga Pengarah

Universiti Putra Malaysia

**UNIVERSITI PUTRA MALAYSIA POLICY
(ZERO TOLERANCE TOWARDS SEXUAL
HARRASSMENT)**

**GUIDELINES ON PROTECTION
FROM SEXUAL EXPLOITATION
AND ABUSE (PSEA)**

**GUIDELINES IN MANAGING
SEXUAL HARRASSMENT**



UNIVERSITI PUTRA MALAYSIA GUIDELINES ON PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA)

GUIDELINES ON PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA)

1.1. INTRODUCTION

Universiti Putra Malaysia (UPM) places human dignity at the centre of its teaching, research, professional and community outreach activities. At the heart of UPM's efforts to impact integrity in its core businesses is its engagement with communities at large including marginalised communities, vulnerable adults, and children. Working with various groups of people may expose those with vulnerability to sexual exploitation and abuse. These issues must not be tolerated since they violate universally recognised international norms and standards and have always been unacceptable behaviour.

These guidelines correspond to the policy On Zero Tolerance Towards Sexual Harassment (minutes of meeting LPU 146/07 dated 13 October 2020) in Universiti Putra Malaysia. The guidelines define UPM's commitment to the protection from sexual exploitation and abuse (PSEA) of vulnerable adults and children involving UPM's Stakeholders. UPM has zero-tolerance towards sexual exploitation and abuse. UPM takes seriously all concerns and complaints about sexual exploitation and abuse involving UPM's Stakeholders. UPM initiates a rigorous investigation of complaints that indicate a possible violation of this policy and takes appropriate disciplinary action, as warranted.

Note:

The term 'sexual exploitation and abuse (SEA) is used interchangeably depending on the sentence structure.

1.2. DEFINITIONS

Terminology	
Children	<ul style="list-style-type: none">• A child is any individual under the age of 18
Vulnerable adults	<ul style="list-style-type: none">• Those aged over 18 years and who can be identified as unable to take care of themselves/ protect themselves from harm or exploitation; or• who, due to their gender, mental or physical health, disability, ethnicity, religious identity, sexual orientation, economic or social status, or as a result of disasters and conflicts, are deemed to be at risk.



**UNIVERSITI PUTRA MALAYSIA
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Terminology	
UPM Stakeholders	<p>1. UPM Internal Stakeholders</p> <p>This term includes all UPM Board Members, UPM Staff, and UPM Students.</p> <ul style="list-style-type: none"> • UPM Board Members are all elected members on the board of directors of UPM or supervisory committee of UPM. • UPM staff are all registered employees in all categories/ranks and type (permanent/contract) • UPM students are all UPM active registered students. <p>2. UPM External Stakeholders</p> <p>This term includes all Collaborators, or other Groups with formalised engagement with UPM.</p> <ul style="list-style-type: none"> • UPM Collaborator includes volunteers, interns, and international and local consultants, in addition to individual and corporate contractors of these entities and related personnel. This includes UPM entities and subsidiaries, and their employees and individuals/stakeholders who have entered a collaboration/partnership, sub-grant, or sub-recipient agreement.
UPM Clients	<ul style="list-style-type: none"> • Individuals who receive materials, equipment, interventions such as training, awareness-raising, mentoring or other personal support or services from UPM.
Sexual exploitation	<ul style="list-style-type: none"> • Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another.
Sexual abuse	<ul style="list-style-type: none"> • Sexual abuse means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
Victim	<ul style="list-style-type: none"> • UPM client who it is alleged has been the subject of sexual exploitation and abuse during his/her engagement with UPM. • UPM client who has sexual exploitation and abuse perpetrated against him/her or an attempt to perpetrate sexual exploitation and

Terminology	
	abuse against him/her. He/she is treated as a survivor for security and needs assessments, and to highlight the resilience of the affected individual.
The subject of the complaint (SoC)	<ul style="list-style-type: none"> The person against whom the allegation, complaint or concern has been raised.
Suspicion of misconduct	<ul style="list-style-type: none"> A concern that has been raised through any of the reporting pathways. This suspicion is assessed at an initial case conference/decision-making-panel.
Allegation of misconduct	<ul style="list-style-type: none"> If at the case conference/decision-making / panel stage, there is a decision to investigate the suspicion of misconduct then it is treated as an 'allegation of misconduct.
Zero tolerance	<ul style="list-style-type: none"> This means that every single concern is fully responded to and where necessary prompt action (including investigating and taking disciplinary action, if applicable) is taken. It means that we will hold our people to account against the same standards and subject them to the same processes, like everyone else regardless of their position or reputation within the organisation.
Code of conduct	<ul style="list-style-type: none"> Peraturan-Peraturan Tatatertib Badan-Badan Berkanun, Akta Badan-Badan Berkanun (Tatatertib dan Surcaj) 2000 [Akta 605] Garis Panduan Pengendalian Kes Gangguan Seksual di UPM (Pelajar)

1.3. SCOPE OF APPLICATION

These guidelines apply to all UPM's Stakeholders. The use of the term 'protection from sexual exploitation and abuse' (PSEA) throughout these guidelines refers to the vulnerable adults as well as children.

All transactions/ interactions/ agreements made between and within the stakeholders are therefore deemed to uphold the respective University's Constitution, Guidelines, Code of Conduct and Regulations.



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To emphasise UPM's commitment in ensuring an environment free from SEA, a statement on PSEA will be made available to all stakeholders through our online and offline communication.

1.4. GUIDELINES STATEMENT

- (i) We are fully committed to safeguarding vulnerable adults and children from all forms of sexual exploitation and abuse.
- (ii) We take very seriously our responsibility and duty to ensure that we, as an organisation, and anyone who represents us does not in any way harm, abuse or commit any other act of exploitation, or abuse against anyone or place them at risk of the same.
- (iii) We promote safe practices, approaches, interventions, and environments that respects, recognises and responds to the specific safeguarding needs and addresses the protection risks of the different gender and other identities.
- (iv) We will not tolerate inequality, discrimination, or exclusion when dealing with SEA related cases.
- (v) We respond to persons who may require protection and or psycho-social support and intend that their welfare and best interests will always be the paramount consideration.
- (vi) We ensure all who work with and engage with us understand and are supported in their meeting safeguarding roles and responsibilities.
- (vii) We take positive action in supporting survivors, improving safeguarding capacity, reporting, investigating, preventing anyone who might be a risk to others from becoming involved with us and taking stringent measures against any UPM's Stakeholders who perpetrates an act of violence against others.

Note: *These guidelines are named in line with the internationally used and recognised Protection from Sexual Exploitation and Abuse termed as 'PSEA'. These guidelines form part of the UPM's Stakeholders terms and conditions of engagement and may be subject to change at the discretion of UPM.*



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1.5. UPM CORE PRINCIPLES AND STATEMENT OF COMMITMENT FORM THE BASIS OF THESE GUIDELINES.

1.5.1 Core Principles

To protect the vulnerable adults and children, and to ensure the integrity of UPM core activities, the following 6 Core Principles must be adhered to:

- (i) Sexual exploitation and abuse by UPM's Stakeholders constitute acts of gross misconduct and are therefore grounds for termination of the engagement.
- (ii) Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of the majority or age of consent locally. Mistaken belief in the age of the child is not a defence.
- (iii) Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour by UPM's Stakeholders is prohibited.
- (iv) Sexual relationships between UPM's Stakeholders and UPM's clients that involves improper use of rank or position are prohibited since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of UPM's core businesses.
- (v) Where the UPM's Stakeholder develops concerns or suspicions regarding sexual abuse or exploitation by a fellow internal stakeholder, he/she must immediately report such concerns via the established reporting mechanisms.
- (vi) UPM's Stakeholders are obliged to create and maintain an environment that prevents sexual abuse or exploitation and promotes the implementation of these Guidelines. UPM administrators at all levels have responsibilities to support and develop systems, which maintain this environment.



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1.5.2 UPM's Commitment

UPM is dedicated to fulfilling the following commitments to prevent and respond to sexual exploitation and abuse as highlighted in the six Core Principles above.

(i) **Safe Organisational Culture:**

UPM will make every effort to create and maintain a safe organisational culture for all those who work for and with UPM, as well as those in the communities where UPM operates through robust prevention and response work, offering support to survivors, and holding those responsible for sexual exploitation or abuse to account.

(ii) **Reporting SEA:**

- (a) Ensure that we have multiple channels for UPM's Stakeholders and others to safely report sexual exploitation and abuse. These channels should be designed in consultation with local communities and staff to ensure that they are safe and accessible.
- (b) Ensure that everyone who works on behalf of UPM and those we serve have information about how to access these safe reporting channels.
- (c) Provide training and information to all UPM's Stakeholders, particularly focal points for receiving complaints, to ensure they understand their obligations and how to discharge their duties should they receive a complaint. A particular emphasis should be made on confidentiality.

(iii) **Responding to SEA Reports:**

UPM will respond in a professional and timely manner to all concerns or allegations of sexual exploitation or abuse. All concerns or allegations will always be taken seriously, and investigated and acted upon where appropriate, in line with our safeguarding principles listed below.



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- (a) **Robust and accountable case management:** All allegations of SEA, and subsequent follow-up, will be documented in a secure and confidential database to ensure accountability.
- (b) **Investigations:** UPM will carry out independent, safe, and discreet investigations, through trained investigators working with the PSEA focal points, recognising the rights of and duty of care to everyone involved, including the complainant and/or survivor, witnesses, and the subject of the complaint (SoC).
- (c) **Accountable decision-making:** UPM will take swift and appropriate action against UPM's Stakeholders who are found to have committed SEA. This may include administrative or disciplinary action, and/or referral to the relevant local authorities if appropriate and safe to do so. An independent and gender representative conference/decision-making panel will be assigned in every investigation to ensure impartiality, transparency, and accountability.
- (iv) **Survivor Support:** Survivors of SEA are entitled to specialised support services. UPM commits to refer survivors to competent support services as appropriate and available and according to the wants and the needs of the survivor. Support may include psychosocial support such as counselling and medical assistance, Assistance will be made available regardless of whether a formal internal response is carried out (such as an internal investigation).
- (v) **Embedding PSEA into UPM Work**
 - (a) **Safer Recruitment:** In compliance with applicable laws, UPM is committed to preventing perpetrators of SEA from being (re)hired or (re)deployed. UPM will ensure robust recruitment screening processes for all personnel, including UPM's Stakeholders. As part of this, all application forms, interviews, and references must address safeguarding and equality requirements and attitudes.



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- (b) Collaboration/Partnership Agreements:** UPM will ensure that, when engaging in collaborations/partnerships, sub-grant or sub-recipient agreements or other forms of formalised engagement, these agreements include clauses on PSEA (Appendix 1.1: Klausula PSEA dalam kontrak)
- (c) Training and Awareness:** UPM's Stakeholders must receive as part of their induction training/orientation/briefing on PSEA and Safeguarding when they join UPM, including a briefing on UPM's policies and values, the Code of Conduct, information about how to report concerns, and advice about where to seek further information about safeguarding and safer practices across the organisation. Anyone working directly with beneficiaries on behalf of UPM must receive information on PSEA through an awareness / refresher campaign.
- (d) Beneficiary Accountability:** UPM commits to promoting accountability towards our beneficiaries and the communities where we work by:
- being transparent about UPM's programme, activities, and services provided to the beneficiaries; and
 - raising awareness about UPM's PSEA.
- (e) Safe Programming:** UPM's Stakeholder are required to take measures to avoid causing inadvertent harm to civilians, contribute to reducing existing threats related to PSEA. This includes embedding good practice and SEA prevention measures including assessment, complaints, and feedback mechanisms, and monitoring and evaluation throughout the business operation.

1.6. ROLES AND RESPONSIBILITIES

All UPM's Stakeholders: Everyone who works on behalf of UPM share an obligation to prevent and respond to PSEA. It is the responsibility of all UPM's Stakeholders to uphold the Core Principles and Commitments of these guidelines as embedded under this Universiti Putra Malaysia Policy (Zero Tolerance Towards Sexual Harassment).



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1.6.1 Director and Trustees: UPM Board of Directors hold overall accountability for these guidelines and their implementation.

1.6.2 Top Management University, Management Committee: Must ensure that all UPM's Stakeholders understand and comply with these guidelines:

(i) Vice Chancellor

Responsible to implement and manage the guidelines and ensure compliance among the university's top management.

(ii) Registrar

Responsible to provide support to prevent and respond to SEA alongside their substantive roles. Raising awareness and promoting best practices by receiving concerns, supporting survivors and reporting concerns in a confidential manner.

Responsible for robust recruitment, induction training, and performance management to prevent SEA. The registrar is also responsible for promoting awareness of these guidelines and for supporting/developing systems that create and maintain a safe working environment. This also includes the responsibility for ensuring that all UPM's Stakeholders receive regular PSEA training, with a particular emphasis on staff who are in direct contact with the people they serve.

(iii) Deputy Vice Chancellor (Student Affairs)

This office is responsible to implement and manage the guidelines and ensure compliance among all its stakeholders.

Responsible to provide support to prevent and respond to SEA alongside their substantive roles. Raising awareness and promoting best practices by receiving concerns, supporting survivors, and reporting concerns in a confidential manner.



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- (iv) Jawatankuasa Anti Rasuah dan Integriti (JARI):
This committee is responsible to monitor and evaluate the process outcome of the guidelines.
- (v) **Responsibility Centres: Heads of Responsibility Centres** are responsible to implement and manage the guidelines and ensure compliance among all its stakeholders.

1.7. RAISING A COMPLAINT OR CONCERN

UPM's stakeholders have a responsibility to report any suspicion or concern of SEA. Any individual can raise a concern/complaint to UPM about an incident they have experienced, witnessed, or heard about concerning a UPM's Stakeholder without fear of retribution. UPM's Stakeholders must not investigate allegations or suspicions themselves.

UPM maintains a zero-tolerance Policy for retaliation against anyone for reporting sexual exploitation or abuse, assisting in making a complaint, or participating in an investigation. Anyone who makes a good-faith complaint of sexual exploitation or abuse, assists, testifies, or participates in any investigation or proceeding or who reasonably opposes such conduct in the workplace will not be adversely affected in the terms and conditions of his or her employment and will not be discriminated against or discharged for engaging in such activity. Complaints of retaliation will be promptly investigated. If retaliation is substantiated, appropriate disciplinary action, including possible dismissal, will be taken.

1.8. ASSOCIATED POLICIES

These guidelines are complementary to the set of standards of behaviour that all UPM's Stakeholders are required to adhere to in the UPM Code of Conduct and any further codes or related policies defined by UPM.



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2. ORGANIZATIONAL MANAGEMENT AND HUMAN RESOURCE SYSTEMS

PREAMBLE

Managers and Human Resource teams will ensure a robust recruitment screening process for all personnel, including employees, volunteers, consultants, and other representatives. Therefore, the UPM's management and HR systems are accountable to zero tolerance towards SEA by the following tasks.

2.1 MANAGEMENT AND HUMAN RESOURCE SYSTEMS

(i) Job Announcement and Application Stage

- UPM's HR hiring process shall include applicant's declaration to be free from any legal misconduct and termination of past employment, and consent to the disclosure of any misconduct or termination information by their former employers before they can apply for position in UPM. Additional clauses may be applied for roles that require direct interaction with vulnerable groups to protect risks (OKU status) (*Appendix 2.1: Borang Permohonan Jawatan*)

(ii) Interview Stage

- Include SEA as one of the elements to be assessed under 'Integrity' on assessment (*Appendix 2.2: Borang Penilaian Temuduga*)

(iii) Reference Checks

- Verify references and vet for previous misconduct (e-Vetting) in accordance with local laws regarding employment, privacy, and data protection. Consider verbal/oral reference checks for positions to complement written references:
 - How do you know the candidate?
 - Do you have any suspicions that the candidate violated your organisation's Code of Conduct, including sexual exploitation and abuse in workplace?
- The job offer will be considered as void if there is any affirmation to previous misconduct or fail to consent to the disclosure of any misconduct, or if former misconduct is discovered during the vetting process.

(iv) Induction Process

- All newly appointed staff will be required to sign an oath taking form (*Appendix 2.3: Public Service Oath Taking Form*) when joining UPM. The form declares obligation to follow all related acts under Akta Badan-Badan Berkanun (Tatatertib dan Surcaj) 2000 (Akta 605), and UPM policies.
- All newly appointed volunteers and associated personnel will be required to sign a Surat Persetujuan Penerimaan Lantikan (*Appendix 2.4: Surat Persetujuan Penerimaan Lantikan*) when joining UPM.

(v) Performance Management

- Supervision and performance appraisals include adherence to code of conduct and participation in training (or similar) that include PSEA.
- In cases of confirmed inappropriate behaviour, take robust disciplinary action (e.g., dismissal, suspension, written censure or other administrative/corrective measures) and, where this involves possible criminal conduct, report the incident to law enforcement authorities.
- Maintain a database of disciplinary measures on staff, including dismissals, to avoid rehiring them at a later point in time.

2.2 COLLABORATOR / COOPERATION / SERVICES AGREEMENT

UPM will ensure that when engaging in collaboration, cooperation or services, sub-grant, or subrecipient agreement, the agreement incorporates PSEA.

- (i) Guidelines on zero tolerance towards SEA will be made visible to collaborator / supplier via centre of responsibilities' office and the university website. It is the responsibilities of stakeholders to respond to PSEA; accordingly, failing which the contract/agreement may be terminated.
- (ii) PSEA measures, and SEA cases, in collaborator, supplier and contractor organisations are monitored.



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3. PROTECTION OF SEXUAL EXPLOITATION & ABUSE (PSEA) AWARENESS, PREVENTION AND RESPONSE TRAINING

PREAMBLE

Registrar office is responsible to create awareness, prevention and response toward sexual exploitation and abuse among the internal stakeholders of University Putra Malaysia (UPM).

Specifically, this training aims at:

- Defining sexual exploitation and abuse.
- Identifying the types of exploitation and abuse.
- Identifying what constitutes sexual exploitation and abuse.
- Identifying the implication of sexual exploitation and abuse.
- Recognising guidelines (national and UPM) that prohibits sexual exploitation and abuse.
- Providing information regarding steps and proper channel to report in the case of sexual exploitation and abuse.

3.1 STRATEGY

Under this initiative, there are several strategies that can be implemented by recognising the role of UPM as the employer in providing the awareness of sexual exploitation and abuse to its employees.

3.1.1 Accountability

Organisational accountability is the key to PSEA. The organisation is responsible for matters regarding complaints, support, investigation, and confidentiality. It is the responsibility of UPM to identify and review the current guidelines or the policy regarding sexual exploitation and abuse if there's any. This is to ensure that it is in-line with the UPM's overall objective of becoming a world class university.

3.1.2 Prevention

It is the role of UPM to continue to inculcate and strengthen the organisational culture of prevention and deterrence. It begins from the university's management where awareness and prevention on sexual exploitation and abuse are actively promoted through openness and sustained actions that reflect consistently on the university's core values and leadership.

3.2 APPROACH

What this training covers:

3.2.1 Mandatory PSEA Awareness, Prevention and Response Training.

The PSEA Awareness and Prevention and Response Training should be made **compulsory** to all UPM's internal stakeholders. The most ideal platform to organise this training for the new UPM staff is through the yearly *Program Transformasi Minda* (PTM) as one of the compulsory modules. This is an excellent way for the new staff to get exposure and information regarding sexual exploitation and abuse at the workplace.

The PSEA Awareness Training course also will be made available among current UPM's internal stakeholders throughout the year. The staff can get more information and knowledge regarding sexual exploitation and abuse as well as prevention and response at the workplace through a blend of lectures, group discussions, seminars, and interactive workshop activities.

The module for the training will be prepared by collaborating with the UPM Human Resource Department and Centre for Academic Development (CADE). It will be conducted every quarter of the year. There will be an open email invitation to all UPM's internal stakeholders. The training will be conducted through physical and online when necessary. Proposed topics for the module include:

- (i) Core Standard 1: Guidelines on Sexual Exploitation and Abuse
- (ii) Core Standard 2: Organizational Management and Human Resource Systems
- (iii) Core Standard 3: Protection of Sexual Exploitation & Abuse (PSEA) Awareness, Prevention and Response Training
- (iv) Core Standard 4: Reporting and Awareness
- (v) Core Standard 5: Assistance and Referrals
- (vi) Core Standard 6: Investigations

3.2.2 The PSEA Awareness, Prevention and Response Online Training / refresher campaign. Sometimes, UPM staff do not understand which behaviours are considered improper in the workplace and it is important to provide them with PSEA awareness training. Also, it is important that UPM staff can access sexual exploitation and abuse training online so that it is accessible to all. The idea of the PSEA online training is to make the sexual exploitation and abuse training more engaging and as a result, more effective. Thus, the online sexual exploitation and abuse training provides some distinct advantages including:

- (i) The ability to standardise training.
- (ii) Flexibility and control of the venues and time training is provided.
- (iii) Eliminating any bias that may occur related to the person conducting the training session.
- (iv) Provide a learning management system (LMS) to provide key ideas for the training.

3.2.3 Target Audience for the PSEA training

- (i) New and current academic staff and non-academic staff
 - Top Management group
 - Lecturers
 - Medical staff
 - Administrative staff
- (ii) New and current UPM Student
 - undergraduate
 - postgraduate

3.2.4 SEA Research and Survey

The survey will be conducted on the SEA issues by UPM's stakeholders. This can be implemented during the training and throughout the years. The data will be collected for the purpose of the improvement of training and communication efforts. Apart from measuring the level of understanding, the survey will identify the knowledge gained, attitude towards the issue, and experiences.



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4. REPORTING AND AWARENESS

PREAMBLE

This section elaborates the reporting mechanism for both staff and beneficiaries to report SEA allegations and the reporting channels, including the development and dissemination of awareness raising and reporting mechanism posters accessible to stakeholders.

4.1 Guidelines Approach

These guidelines detail how Universiti Putra Malaysia achieves its obligations and applies to all UPM Stakeholders regardless of their locations. These Guidelines are guided by the following framework principles.

4.1.1 Zero Tolerance

Universiti Putra Malaysia has zero tolerance for any forms of sexual exploitation and abuse.

4.1.2 Safeguarding

Universiti Putra Malaysia is committed to all UPM Stakeholders as outlined in the definitions as having the right to safeguarding and protection from sexual exploitation and abuse irrespective of ability, ethnicity, faith, gender, sexuality, and culture. A key principle within this is that all processes are victim led. UPM commits to victims leading the complaint process where it is possible and appropriate to do so.

4.1.3 Shared Responsibility

For these guidelines and practices to be effective in reducing the risks to beneficiaries and communities, all UPM Stakeholders must share the responsibility for implementation and improvement. As such, a failure at one level of the organisation constitutes a failure at all levels of the organisation.

4.1.4 Effective Communication

Universiti Putra Malaysia effectively communicates with all UPM Stakeholders in simple and accessible language to create a positive and accessible culture where responsibilities for PSEA are clear.

4.1.5 Confidentiality and Anonymity

Complaints can be made anonymously. Every effort will be made to maintain confidentiality throughout the complaints process. Information that identifies individuals involved in a complaint will be limited to essential personnel and will not be shared further without obtaining the informed consent of those involved, except if someone's life is at risk, a child is at risk, or as required by law in consultation with legal counsel and where safe to do so. Non-identifying information will be shared as per reporting requirements. UPM Stakeholders involved in the complaints process will be made aware of the importance of maintaining the confidentiality and may be asked to sign a confidentiality agreement. Employees who breach confidentiality may be subject to disciplinary action up to and including termination of employment, and others who work with UPM may have their relationship with UPM terminated. In some cases, such breaches may constitute breaking the law.

4.1.6 Transparency

Universiti Putra Malaysia publishes annually information on the disciplinary actions taken against its personnel, including in cases of sexual harassment, exploitation, and abuse.

Universiti Putra Malaysia also provides real-time reports on the allegations of sexual exploitation and abuse to the Investigating Committee. In addition, consolidated data on allegations and substantiated cases of sexual exploitation and abuse are published in the Info UPM.

4.2 How to report

4.2.1 Designating PSEA focal points

The main objective of a PSEA focal point is to help senior management actively prevent and respond to sexual exploitation and abuse by strengthening the PSEA guidelines implementation and supporting the development and delivery of a PSEA action plan.

The PSEA focal point role might involve:

- (i) Monitoring and oversight of the PSEA action plan
- (ii) Working in coordination with a PSEA network/other actors

- (iii) Co-leading the development/review of a PSEA guidelines
- (iv) Holding Code of Conduct briefings with emphasis on PSEA
- (v) Being the internal focal point (not investigator or case handler) for SEA complaints and concerns
- (vi) Contributing to developing and updating a guide on referrals to health and other services that SEA victims may need, in cooperation with gender-based violence and legal expertise
- (vii) Helping to ensure that PSEA is included in every plan, program activity, and donor cooperation agreement
- (viii) Serving as liaison between the organization and donors on PSEA issues
- (ix) The extent of responsibilities will vary depending on the role and whether it's focused on strengthening PSEA within a program, service, organization or group of organizations.

4.2.2 Focal Point's Contact Detail

Stakeholder	Focal Point Contact Details
UPM Staff & External Stakeholders	Seksyen Integriti, Pejabat Pendaftar
UPM Students	Seksyen Pengurusan Kebajikan Bahagian Hal Ehwal Pelajar

4.2.3 Reporting Mechanisms that are Safe and Trusted

Recognising that reporting procedures in cases of SEA are very different, Universiti Putra Malaysia will create an environment where, in both situations, individuals, communities, UPM's Stakeholders feel safe to report violations and trust that immediate and decisive action will be taken against perpetrators.

In cases of SEA, complaint mechanisms will be safe, gender-sensitive, and appropriate to the context. They will be developed in consultation with affected communities, particularly those most vulnerable, and linked to services for victims. An SEA risk assessment and a contextualised needs assessment will inform the development of new complaint channels and reinforce existing channels.



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Reports of actual or suspected SEA from or against an UPM Stakeholder shall be sent to the Integrity Unit through any of the following points of contact on the proviso that any changes regarding the contact details shall be communicated and disseminated appropriately:

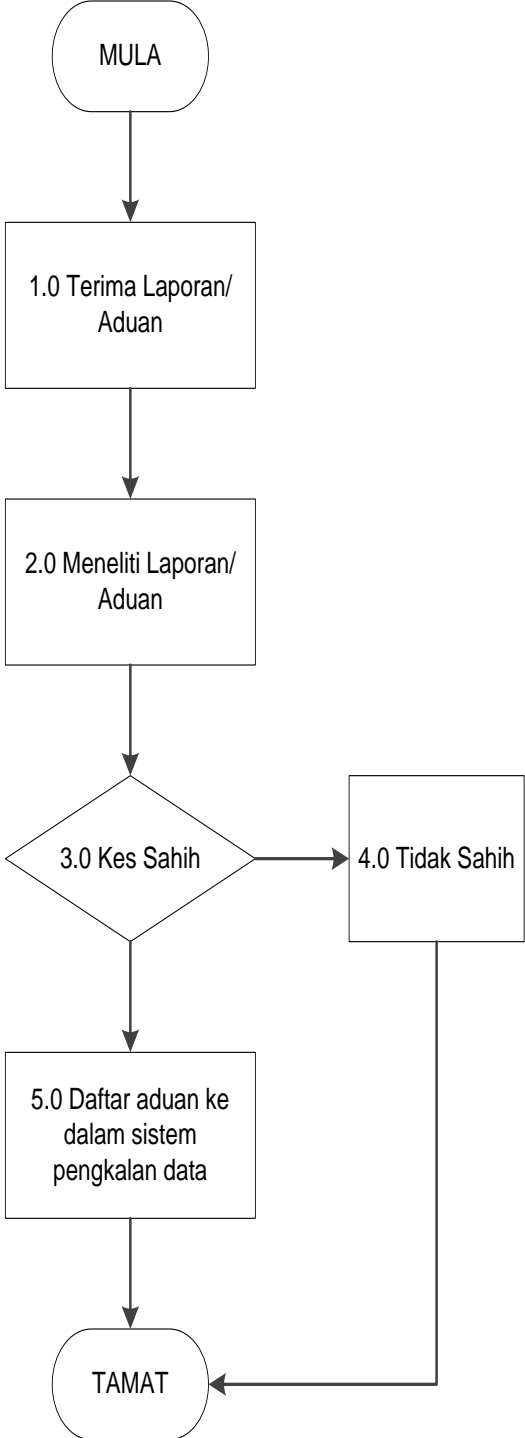
Email: kb_bgi@upm.edu.my

Mailing address: Seksyen Integriti, Pejabat Pendaftar, UPM Serdang, Selangor

Phone number: 03-9769 2011/ 2017

Victims can also report directly to the unit in-charged by visiting the above-mentioned office. If agreed and requested by the victim, the referral and consent for release of information will be signed. (Appendix 4.1: Sexual Exploitation and Abuse Complaint Form)

4.3 CARTA ALIR

Tanggungjawab	Carta alir	Perincian
<p>Pengadu</p> <p>Pejabat Pendaftar</p> <p>Pejabat Pendaftar</p> <p>Pejabat Pendaftar</p>	 <pre> graph TD MULA([MULA]) --> 1.0[1.0 Terima Laporan/Aduan] 1.0 --> 2.0[2.0 Meneliti Laporan/Aduan] 2.0 --> 3.0{3.0 Kes Sahih} 3.0 --> 4.0[4.0 Tidak Sahih] 3.0 --> 5.0[5.0 Daftar aduan ke dalam sistem pangkalan data] 4.0 --> TAMAT([TAMAT]) 5.0 --> TAMAT </pre>	<p>1.0 Menerima laporan/aduan serta bukti dokumen sokongan yang berkaitan daripada pengadu melalui Borang Aduan Salah Laku Gangguan Seksual.</p> <p>2.0 Meneliti laporan/aduan yang diterima dan memastikan kes adalah dibawah kategori <i>Sexual Exploitation and Abuse(SEA)</i> yang melibatkan pihak berikut:</p> <ul style="list-style-type: none"> i. Publik dalaman ii. Pelajar UPM iii. <i>Collaborators (others, vendor, entity, subsidiaries)</i> <p>3.0 Menentukan laporan/aduan yang diterima adalah sah serta memenuhi kategori yang dinyatakan di Langkah 2.0</p> <p>4.0 Jika YA, proses ke langkah seterusnya. Jika TIDAK, proses tamat.</p> <p>5.0 Merekod dan mendaftarlaporan/aduan yang diterima ke dalam Sistem Pangkalan Data Aduan Salah Laku Gangguan Seksual untuk dibawa ke Jawatankuasa Aduan Salah Laku Gangguan Seksual UPM</p>



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4.4 Raising Awareness, Communication and Dissemination of Information

Universiti Putra Malaysia (UPM) will prepare a communication strategy to support the dissemination and implementation of these guidelines and to raise awareness across UPM of the issue of SEA and its potential ramifications, as well as the reporting channels. The plan will include:

1. Availability of these guidelines on UPM's Internet websites at all levels of the organisation.
2. Communication materials such as flyers, posters, social media news feed, booklet, Public Service Announcement (PSA) video to inform UPM Stakeholders about these guidelines, including measures establishing focal points at all responsibility centres (PTJ) in the organisation and introducing PSEA Alert dedicated to responding to possible PSEA incidents from the complainant.
3. Communication campaign such as roadshow to inform UPM Stakeholders and in UPM programmes, and direct delivery mechanism managed by, operating in the name of, or funded by UPM.

4.5 PSEA Campaign highlights:

- (i) UPM PSEA
 - a) Organizational Management And Human Resource Systems
 - b) Sexual Exploitation & Abuse (SEA) Awareness, Prevention And Response Training
 - c) Reporting And Awareness
 - d) Assistance And Referrals
 - e) Investigations



UNIVERSITI PUTRA MALAYSIA GUIDELINES ON PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA)

5. ASSISTANCE AND REFERRALS

PREAMBLE

Universiti Putra Malaysia has a system to ensure survivors of SEA receive immediate professional assistance, by referring them to the relevant service providers. These guidelines provide information on referral pathways for victims of SEA in a manner that maintains a victim-centered approach.

5.1 GUIDELINES FOR REFERRAL

- 5.1.1 All actions taken are to be guided by respect for the victim's choices, wishes, rights, and dignity. The safety of the victim is the number one priority
- 5.1.2 People have the right to choose to whom they will or will not tell their story. Maintaining confidentiality means not sharing any information to anyone. Maintaining non-discrimination means providing equal and fair treatment to anyone in need of support. Sharing available information and let the victim decide if he/she wants to access them, at any time.
- 5.1.3 The Integrity Unit can refer for PSEA support and assistance, as follows:
- (i) Medical assistance
If there are any signs of injury, pain, sexual assault - immediately refer to the nearest clinic/ medical center.
 - (ii) Psychosocial support
If there are obvious signs of emotional and psychological trauma or behavioral changes after the abuse.
 - (iii) Police
If the victim wants to make a police report or if there is a safety and security risk to others.
 - (iv) Legal services
If the victim wishes to seek legal advice.
 - (v) The contact list for referrals for PSEA support and assistance is as per 5.2.



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5.2 LIST OF LOCAL SERVICE PROVIDERS

SERVICE PROVIDERS	CONTACT INFO
INTERNAL SERVICE PROVIDERS	
Medical Services:	
UPM Teaching Hospital	+603-9769 5500 +603-9769 8301 hpupm.contact@upm.edu.my
University Health Centre	+603-9769 7334 +603-9769 7332 (Emergency - 24 hours) pku@upm.edu.my
Counselling/Psychology services:	
Counseling Division	+603-9769 2082 +603-0000 0000 kaunselor@upm.edu.my
Security services:	
Security Division	+603-9769 7990 / +603-9769 7470 / +603-9769 1999 (24 hours) bku@upm.edu.my
EXTERNAL SERVICE PROVIDERS	
Please note that this directory is not exhaustive and correct at time of compilation (August 2021)	
National Services/Emergency services:	
Royal Malaysia Police (PDRM)	<u>Bukit Aman (rmp.gov.my)</u> IPD Serdang +603-8074 2222
Ministry of Women, Family and Community Development Department of Social Welfare Pejabat Kebajikan Masyarakat Daerah/ Cawangan (PKMD/C)	<u>https://www.ikm.gov.my/</u>
Talian Kasih Malaysia	Hotline: 15999 WhatsApp: +6019 2615999
Emergency Line Malaysia	Hotline: 999



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SERVICE PROVIDERS	CONTACT INFO
Medical services:	
One Stop Crisis Centre (KL General Hospital)	Tel: +603 2615 5320 Address: 23 Jalan Pahang, 50586 Kuala Lumpur
Legal services:	
Kuala Lumpur Legal Aid Centre For Legal Aid Centres in other states: https://www.malaysianbar.org.my/article/find/bc-legal-aid-centres/legal-aid-centres/find-legal-aid-centres	Tel: +603 2991 1121/ +603 2692 1122 Address: Union3.03, Level 3 Wisma Badan Peguam Malaysia, No.2 Leboh Pasar Besar 50050 Kuala Lumpur
Telenita - All Women's Action Society Malaysia (AWAM)	016-237 4221 (Mon-Sat, 10am till 5pm)
Hotline and Shelter services:	
Women's Aid Organisation (WAO)	+603-3000 8858 (24 hours)
P.S. The Children (PSC)	Hotline: 016 721 3065 SMS/WhatsApp: 016 721 3065
Tenaganita (focused on refugees and migrants experiencing human rights violations)	Hotline: 012 335 0512/ 012 339 5350 (24 hours) general@tenaganita.net
Crisis Preparedness and Response Centre (CPRC) Kebangsaan	TINA +6018-988 8058 Phone: +603 88810200, +603 88810600, +603 88810700 cprc@moh.gov.my



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5.3 REFERRAL PATHWAY

An incident of SEA is disclosed/received
immediately commence the required response actions

Give honest and clear information about services available. If agreed and requested by survivor, **obtain informed consent** and make referral; accompany the survivor or arrange for transportation to access services where applicable.

Next steps:

Immediate Response Refer to relevant services with the consent of the victim or caregiver/guardian ¹	
<p style="text-align: center;"><i>Medical/health care entry point:</i> Nearest Medical centre</p> <p style="text-align: center;">If there are signs of injury, reports of pain, sexual assault – refer immediately to nearest medical care</p> <p style="text-align: center;">In an emergency ambulance on 999</p>	<p style="text-align: center;"><i>Psychosocial support entry point:</i> Women’s Aid Organisation WAO Helpline : 03-79563488 TINA via Whatsapp/SMS on +6018 988 8058 (24 hours hotline).</p> <p style="text-align: center;">If there are signs of emotional and psychological trauma, significant changes in behaviour after abuse</p>

If the survivor wants to pursue police/ legal action - or - if there are immediate safety and security risks to others Refer and accompany survivor to police - or - to legal assistance/protection officers for information and assistance with referral to police	
<p style="text-align: center;"><i>Police/ Security</i> Nearest Police Station</p> <p style="text-align: center;">If there are immediate safety and security risks to the victim and others</p>	<p style="text-align: center;">Legal Assistance Counselors or Protection officers All Women Action Society +603 7877 0224 or +603 7877 4221. Women’s Aid Organisation 03-79563488</p> <ul style="list-style-type: none"> ● If personal safety is under immediate threat ● Legal assistance: if the victim wants to pursue legal action.

¹ For child victims under the age of 18 years



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Follow-up and other services after Immediate Response

Make available **ongoing support for referrals** according to needs of survivors. Over time and based on survivor's choices can include any of the following :

- Health care/medical services
- Mental health/Psychosocial services
- Women and child protection agencies including for basic needs such as food, shelter, or other material assistance
- Legal assistance services, including legal counselling, legal representation, etc.

5.4 REFERRAL RULES/FORMS/ GUIDELINES/ACT

INTERNAL SERVICE PROVIDERS	ACT/GUIDELINES/RULES/FORMS
1) Registrar Office	(i) Statutory Bodies (Discipline & Surcharge) Act 605 (ii) Borang Aduan (iii) Etika Kerja Universiti Putra Malaysia
2) Integrity Section	(i) Statutory Bodies (Discipline & Surcharge) Act 605 (ii) Borang Aduan (iii) Etika Kerja Universiti Putra Malaysia
3) UPM Teaching Hospital	(i) Counseling Referral Form (ii) Borang Rujukan Bantuan Perubatan
4) Security Division	(i) Arahan Kerja Siasatan Dalaman (UPM/OPR/BKU/AK04/SIASATAN) (ii) Laporan Kejadian (iii) Garis Panduan Merakam Percakapan (iv) Garis Panduan Pemeriksaan (v) Laporan Siasatan Awal (vi) Borang Pernyataan (vii) Dairi Siasatan (viii) Laporan Barang Kes
5) Counseling Division	(i) Handling Risky Client Guideline: Sexual Harassment (ii) Prosedur Perkhidmatan Sesi Kaunseling Individu (UPM/OPR/HEPA/P002) (iii) Referral Case Counseling Form: (UPM/HEPA/BR01/BKUPM)



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	<ul style="list-style-type: none">(iv) Borang Penilaian Prestasi Klien Dirujuk (OPR/HEPA/BR04/BKUPM)(v) Log Status Kes rujukan (OPR/HEPA/BL01/BKUPM)(vi) Borang Laporan Sesi Kaunseling Individu (OPR/HEPA/BR02/BKUPM)
6) University Health Centre	<ul style="list-style-type: none">(i) Buku Panduan Perkhidmatan Perubatan(ii) Sistem e-Klinik
7) Student Affairs Division	<ul style="list-style-type: none">(i) Panduan Pengurusan Tatatertib Pelajar Yang Dipertuduh Atas Kesalahan Boleh Daftar Di Mahkamah(ii) Panduan Pengurusan Tatatertib Pelajar(iii) Garis Panduan Pengendalian Kes Gangguan Seksual di UPM



UNIVERSITI PUTRA MALAYSIA GUIDELINES ON PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA)

6. INVESTIGATIONS

PREAMBLE

Universiti Putra Malaysia has a process for investigation of allegations of SEA. These guidelines detail the process for reviewing allegations of SEA and deciding on the need for investigation and other next steps.

6.1 FOCAL POINT FOR INVESTIGATION

Focal point is to establish investigation team according to the nature of the case.

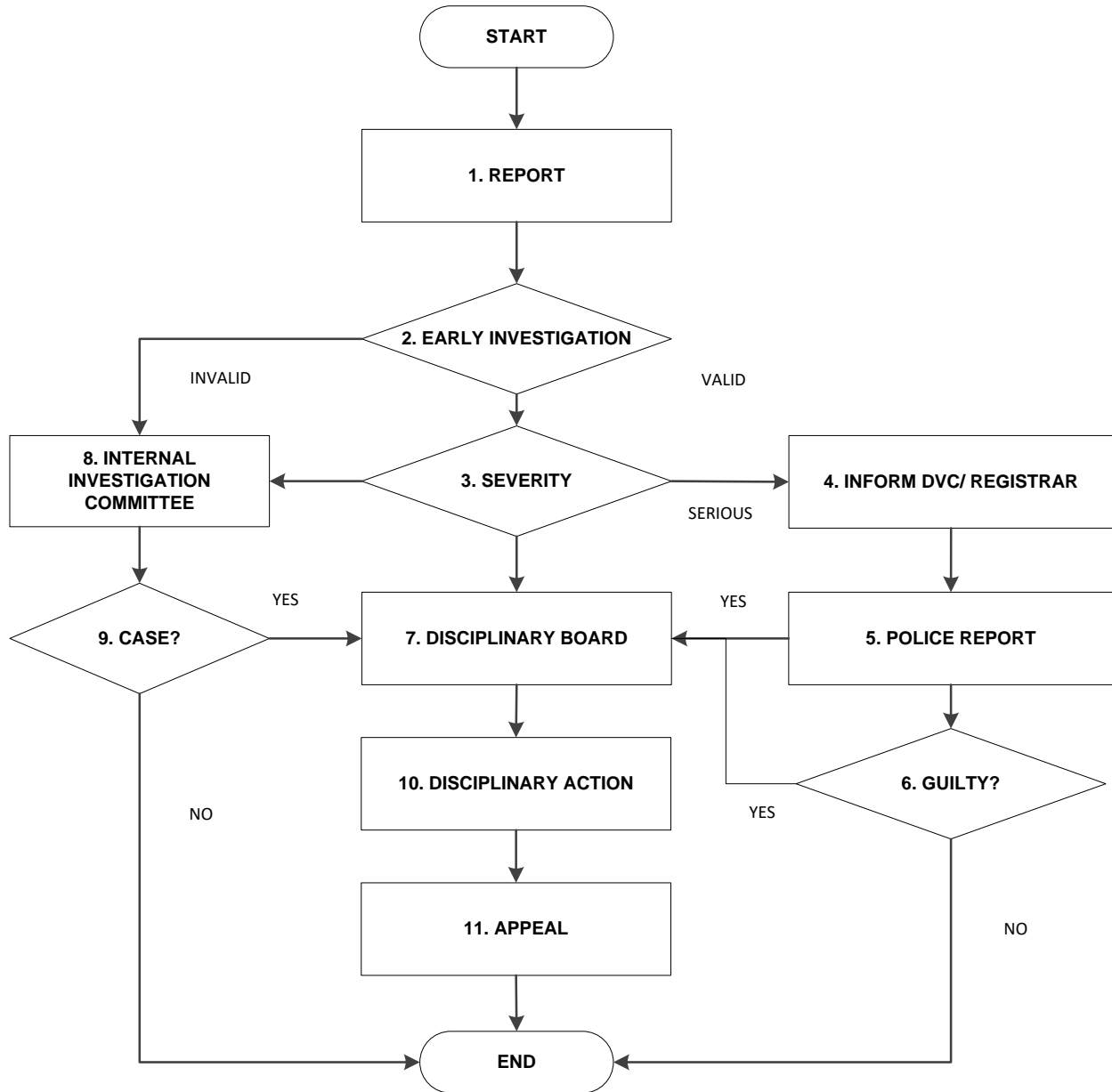
INTERNAL INVESTIGATION	CONTACT INFO
Registrar Office	+603-9769 1527 +603-8947 2007 pendaftar@upm.edu.my
Integrity Section	+603-9769 2017 +603-9769 2016 kb_bgi@upm.edu.my
Welfare Management Section, Student Affairs Division	+603-9769 6075 +603-9769 2091 bhpep@upm.edu.my
EXTERNAL INVESTIGATION	
Royal Malaysia Police (PDRM)	<u>Bukit Aman (rmp.gov.my)</u> IPK Selangor +603-5514 5001 IPD Serdang +603-8074 2222

6.2 GUIDELINES FOR INVESTIGATION

- 6.2.1 Reports received by Divisions / Units for investigation purposes.
- 6.2.2 A preliminary investigation shall be conducted by Integrity Unit to obtain facts of the case.
- 6.2.3 Assessment of the degree of validity and severity of cases is carried out. If the case is invalid, the process ends.

- 6.2.4 Valid and severe cases will be informed to the Deputy Vice-Chancellor of Student Affairs (if students involved) or Registrars (if staff involved).
- 6.2.5 The complainant will be advised to lodge a police report for further action.
- 6.2.6 Cases may be tried in court in accordance with the law.
- 6.2.7 If the perpetrator (UPM staff / student) is found guilty by the court, the case will be referred to the University Disciplinary Board for offences of degrading the university's good name / image based on the University & University Colleges Act 1971 / Statutory Bodies (Disciplinary Bodies & Surcharge) Act 2000.
- 6.2.8 Internal Investigation Committee will be established to hear, obtain further evidence from complainants and witnesses in relation to the incident. The composition of the committee is subject to the nature of case. (*Appendix 6.1: Guidelines of the Internal Investigation Committee*)
- 6.2.9 The Internal Investigation Committee will be given a period of 30 days to investigate and will submit a report to the University Disciplinary Board for subsequent action. If it is found that the case is unsubstantiated, the process ends.
- 6.2.10 If the perpetrator (UPM staff / student) is found guilty by the Disciplinary Board of the University, a disciplinary action will be imposed.
- 6.2.11 The appeal process against the results of disciplinary action shall be done within 14 days from the date of such decision. Once the appeal is decided, the process ends. If there is no appeal, the process ends.

6.3 GENERIC INVESTIGATION FLOWCHART





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6.4 INVESTIGATION RULES/GUIDELINES/ACT

INTERNAL DIVISIONS	ACT/GUIDELINES/RULES/FORMS
Registrar Office	(a) Statutory Bodies (Discipline & Surcharge) Act 2000 (b) University and University Colleges Act 1971 (c) Garis Panduan Proses Tindakan Mahkamah
Integrity Section	(a) Statutory Bodies (Discipline & Surcharge) Act 2000 (b) University and University Colleges Act 1971 (c) Garis Panduan Proses Tindakan Mahkamah
UPM Teaching Hospital	(a) Borang Rujukan Bantuan Perubatan (b) Hospital Information System
Security Division	(a) Handling Risky Client Guideline: Sexual Harassment (b) Arahan Kerja Siasatan Dalaman (UPM/OPR/BKU/AK04/SIASATAN)
University Health Centre	(a) Buku Panduan Perkhidmatan Perubatan (b) Sistem e-Klinik
Student Affairs Division	(a) Panduan Pengurusan Tatatertib Pelajar Yang Dipertuduh Atas Kesalahan Boleh Daftar Di Mahkamah (b) Panduan Pengurusan Tatatertib Pelajar



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LIST OF APPENDIX

NO	APPENDIX	DOCUMENT
1.	Appendix 1.1	Klausa PSEA dalam kontrak
2.	Appendix 2.1	Borang Permohonan Jawatan
3.	Appendix 2.2	Public Service Oath Taking Form
4.	Appendix 2.3	Surat Persetujuan Penerimaan Lantikan
5.	Appendix 4.1	Sexual Exploitation and Abuse Complaint Form
6.	Appendix 6.1	Guidelines for Internal Investigation Committee



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APPENDIX 1.1

**PROPOSED CLAUSE ON SEXUAL HARASSMENT, EXPLOITATION AND ABUSE IN
AGREEMENT ENTERED INTO BY UPM (IN ENGLISH)**

<i>Number of Clause</i>	<i>Proposed clause heading (SEXUAL HARRASMENT AND EXPLOITATION)</i>
XXX.1	Each Party shall comply with UPM Policy on Zero Tolerance towards Sexual Harassment , and other applicable rules and regulations, policies, procedures, guidelines, and requirements as updated by UPM from time to time in the performance of each Parties' obligations in the Agreement.
XXX.2	Each Party shall ensure that all its employees, contractors, agents, principals, and other associated persons who provide services, supply goods and / or perform any matters in connection with this Agreement comply in all relevant part with the UPM Policy on Zero Tolerance towards Sexual Harassment , and other applicable rules, regulations, policies, procedures, guidelines and requirements as updated by UPM from time to time.
XXX.3	Each Party shall notify the other Party in writing, in the event that its employees, contractors, agents, principals and other associated persons have failed to comply with the obligations imposed upon in this Clause and provide any information reasonably requested by the non-defaulting Party relevant to the non-compliance with such obligations.
XXX.4	In the event that each Party and its employees, contractors, agents, principals, and other associated persons refuse, fail and / or is negligent in complying with the provisions as stated in this Clause, the non-defaulting Party may take any such action as deemed necessary.
XXX.5	The Parties agrees to comply with UPM Policy on Zero Tolerance towards harassment includes the guidelines on sexual exploitation and abuse and other applicable rules and regulations related to the policy and guidelines and will ensure the employee, contractor and agents to comply with the same policy and guidelines. Non-compliance of such policy and guidelines shall amount to a breach of this Agreement and UPM may terminate this Agreement at UPM's option.



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KLAUSA CADANGAN TINGKAH LAKU GANGGUAN DAN EKSPLOITASI SEKSUAL DALAM PERJANJIAN-PERJANJIAN DIMASUKI OLEH UPM (DALAM BAHASA MELAYU)

Nombor Klausu **Cadangan kepala klausa (GANGGUAN DAN EKSPLOITASI
SEKSUAL)**

XXX.1 Pihak-pihak hendaklah mematuhi **Dasar UPM** mengenai **Tolak Ansur Sifar Mengenai Perbuatan Gangguan Seksual**, dan peraturan, dasar, prosedur, garis panduan dan syarat keperluan lain yang terpakai sebagaimana yang dikemas kini oleh UPM dari semasa ke semasa dalam pelaksanaan kewajiban setiap Pihak dalam Perjanjian.

XXX.2 Pihak-pihak hendaklah memastikan bahawa semua pekerjaanya, kontraktornya, ejennya, prinsipalnya dan orang-orang lainnya yang berkaitan yang menyediakan perkhidmatan, membekalkan barang dan / atau melaksanakan apa-apa perkara yang berkaitan dengan Perjanjian ini mematuhi semua bahagian yang relevan dalam **Dasar UPM mengenai Tolak Ansur Sifar Mengenai Perbuatan Gangguan Seksual**, dan peraturan, polisi, prosedur, garis panduan dan syarat keperluan lain yang terpakai sebagaimana yang dikemas kini oleh UPM dari semasa ke semasa.

XXX.3 Setiap Pihak harus memberitahu Pihak lain secara bertulis, sekiranya pekerjaanya, kontraktornya, ejennya, prinsipalnya dan orang-orang lainnya yang berkaitan telah gagal mematuhi kewajiban yang dikenakan dalam Klausu ini dan memberikan maklumat yang diminta secara wajar oleh Pihak yang tidak ingkar yang berkaitan dengan ketidakpatuhan terhadap kewajiban tersebut.

XXX.4 Dalam hal setiap Pihak dan pekerjaanya, kontraktornya, ejennya, prinsipalnya dan orang-orang lainnya yang berkaitan menolak, gagal dan / atau lalai dalam mematuhi peruntukan-peruntukan sebagaimana yang dinyatakan dalam Klausu ini, Pihak yang tidak ingkar boleh mengambil tindakan apa pun yang dianggap perlu.

XXX.5 Pihak-Pihak bersetuju untuk mematuhi Dasar UPM mengenai Tolak Ansur Sifar Mengenai Perbuatan Gangguan Seksual termasuk garis panduan mengenai eksploitasi dan penderaan seksual serta peraturan dan



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undang-undang lain yang berkaitan dengan polisi dan garis panduan dan akan memastikan pekerja, kontraktor dan ejen mematuhi polisi dan garis panduan yang sama. Ketidakpatuhan terhadap polisi dan garis panduan tersebut adalah terjumlah kepada pelanggaran Perjanjian ini dan UPM boleh menamatkan Perjanjian ini atas pilihan UPM.

Nota: Perkataan-perkataan yang diserlah kuning perlu pengesahan terlebih dahulu oleh Pihak yang berkenaan



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APPENDIX 2.1

Borang Pemohonan Jawatan

Nama : ██████████
No. Kad Pengenalan : ██████████
Siri Iklan : JUN/2021
Tarikh Permohonan : 24-JUN-21 13:00:33

Bil.	Nama Jawatan	Bidang Kepakaran
1.	PENOLONG PEGAWAI TADBIR / N29	
2.	PEMBANTU TADBIR (KEWANGAN) / W19	

MAKLUMAT PERIBADI

Kategori Pemohon CALON LUAR

▶ Maklumat Peribadi

Warganegara MALAYSIA Sijil Kerakyatan
Jantina PEREMPUAN Tarikh Lahir 15/07/1994
Negeri Lahir SELANGOR No. Sijil Kelahiran ██████████
Bangsa MELAYU Agama ISLAM
Etnik MELAYU Kumpulan Darah O+
Taraf Perkahwinan BUJANG

Alamat Tetap

Alamat ██████████

Alamat Surat Menyurat

Alamat ██████████

No. Telefon Bimbit ██████████ No. Telefon Rumah ██████████
No. Telefon Pejabat ██████████

▶ Maklumat Kecatatan

Kecatatan TIDAK
Jenis Kecatatan No. JKM

▶ Lain-lain Maklumat

Pernah berkhidmat dengan Perkhidmatan Awam? YA
Gaji yang dijangka (RM) 2000

MAKLUMAT LESEN MEMANDU



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Bil.	No. Lesen Memandu	Yuran Pembaharuan (RM)	Jenis Lesen	Kelas	Tarikh Dikeluarkan	Tarikh Luput
1.	[REDACTED]	[REDACTED]	LESEN MEMANDU	D - MOTOKAR BTM TIDAK MELEBIHI 3000 KG	23/07/2020	15/07/2021
2.	[REDACTED]	[REDACTED]	LESEN MEMANDU	B2 - MOTOSIKAL TIDAK MELEBIHI 250 SP	23/07/2020	15/07/2021

MAKLUMAT PENDIDIKAN

Tahap Pendidikan Tertinggi : **SARJANA MUDA**

Bil.	Institusi Pengajian	Kelulusan Pengajian (seperti di dalam Sijil Dianugerahkan)	Pencapaian Akademik	Tahun/Tarikh Kurnia
1.	POLITEKNIK MUADZAM SHAH, PAHANG	DIPLOMA AKAUNTANSI	DIPLOMA	09/07/2015
Kategori Negara		DALAM NEGARA	Negara	MALAYSIA
Jenis Institut		POLITEKNIK		
Institut Pengajian		POLITEKNIK MUADZAM SHAH, PAHANG		
Kategori Pencapaian		DIPLOMA, STPM, SIJIL DAN SETARAF	Pencapaian Akademik	DIPLOMA
Kelulusan Pengajian (seperti di dalam Sijil Dianugerahkan, cth : Ijazah Sarjana Muda Pendidikan (Kepujian))		DIPLOMA AKAUNTANSI	Spesifik Bidang	
Bidang Utama			Jurusan Bidang Utama	
Sub Bidang Utama			Sub Bidang Kedua	
Tajuk Thesis			Tempoh Pengajian (Bulan)	
Pengkelasan Ijazah			CGPA	3.45
Tarikh Kurnia		09/07/2015	Pangkat	
2.	UNIVERSITI PUTRA MALAYSIA, SERDANG, SELANGOR	BACELOR PERAKAUNAN	SARJANA MUDA	19/11/2019



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Bil.	Institusi Pengajian	Kelulusan Pengajian (seperti di dalam Sijil Dianugerahkan)	Pencapaian Akademik	Tahun/Tarikh Kurnia
Kategori Negara	DALAM NEGARA	Negara	MALAYSIA	
Jenis Institut	UNIVERSITI			
Institut Pengajian	UNIVERSITI PUTRA MALAYSIA, SERDANG, SELANGOR			
Kategori Pencapaian	PHD, SARJANA, SARJANA MUDA DAN SETARAF	Pencapaian Akademik	SARJANA MUDA	
Kelulusan Pengajian (seperti di dalam Sijil Dianugerahkan, cth : Ijazah Sarjana Muda Pendidikan (Kepujian))	BACELOR PERAKAUNAN	Spesifik Bidang	ACCOUNTING AND BUSINESS	
Bidang Utama	SASTERA & SAINS SOSIAL	Jurusan Bidang Utama	PERAKAUNAN	
Sub Bidang Utama		Sub Bidang Kedua		
Tajuk Thesis	AWARENESS, KNOWLEDGE AND LEVEL OF INCOME TOWARDS ACCEPTANCE ON EDUCATION TAKAFUL.	Tempoh Pengajian (Bulan)	48 BULAN	
Pengkelasan Ijazah	KEPUJIAN KELAS KEDUA RENDAH/BAWAH	CGPA	2.89	
Tarikh Kurnia	19/11/2019	Pangkat		

MAKLUMAT PENGALAMAN KERJA

Bil.	Maklumat Pengalaman Kerja			
1.	Nama Majikan	MAJLIS SUKAN NEGARA MALAYSIA	Jawatan	PENOLONG PEGAWAI EKSEKUTIF (KEWANGAN)
	Tarikh Mula	05/10/2020	Tarikh Akhir	24/06/2021
	Alamat Majikan	KOMPLEKS SUKAN NEGARA, BUKIT JALIL 57000 SRI PETALING, KUALA LUMPUR	Keterangan Kerja	-MEMBANTU MENGURUS WARAN PERUNTUKAN DAN PINDAHAN PERUNTUKAN MAJLIS. -MENYEDIAKAN LAPORAN PERBELANJAAN SETIAP SUKU TAHUN KEPADA KEMENTERIAN BELIA & SUKAN. -MENGURUS PEMBAYARAN BAGI PERSTUAN SUKAN
	Tarikh Sah		Gred Jawatan	29
	Gaji (RM)	2200.00	Elaun (RM)	0.00
	Sektor Pekerjaan	BADAN BERKANUN	No. Rujukan JPA	
	Taraf Kerja	KONTRAK	Negara Berkhidmat	MALAYSIA
	Klasifikasi Perkhidmatan	KEWANGAN	Sebab Berhenti	MASIH ATAU SEDANG BERKHIDMAT
2.				



**UNIVERSITI PUTRA MALAYSIA
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EXPLOITATION AND ABUSE (PSEA)**

Bil.	Maklumat Pengalaman Kerja			
	Nama Majikan	HOSPITAL PENGAJAR UNIVERSITI PUTRA MALAYSIA	Jawatan	PEKERJA SAMBILAN HARIAN
	Tarikh Mula	11/08/2020	Tarikh Akhir	02/10/2020
	Alamat Majikan	HOSPITAL PENGAJAR UNIVERSITI PUTRA MALAYSIA 43400 UPM SERDANG, SELANGOR	Keterangan Kerja	-MEMBANTU MENGEMASKINI REKOD FAIL PERUBATAN PESAKIT. -MEMBANTU MENYELENGGARA BIL PESAKIT KE DALAM SISTEM. -MEMBANTU MELAKSANAKAN KERJA-KERJA PENTADBIRAN PEJABAT.
	Tarikh Sah		Gred Jawatan	N19
	Gaji (RM)	960.00	Elaun (RM)	0.00
	Sektor Pekerjaan	BADAN BERKANUN	No. Rujukan JPA	
	Taraf Kerja	KONTRAK	Negara Berkhidmat	MALAYSIA
	Klasifikasi Perkhidmatan	PENTADBIRAN	Sebab Berhenti	PELEPASAN DENGAN IZIN DAN LETAK JAWATAN (TELAH DISAHKAN DALAM PERKHIDMATAN)

MAKLUMAT SIJIL LAIN-LAIN / KHAS / PROFESIONAL

Bil.	Maklumat Sijil Lain-lain / Khas / Profesional
	Tiada Rekod.

MAKLUMAT KEGIATAN LUAR

Bil.	Kategori	Keterangan	Peringkat
1.	SUKAN	BOLA TAMPAR	SEKOLAH/INSTITUT/UNIVERSITI
2.	PERSATUAN	KELAB KELANASISWA	SEKOLAH/INSTITUT/UNIVERSITI

MAKLUMAT KEMAHIRAN BAHASA

Bil.	Bahasa	Tahap Kemahiran Membaca	Tahap Kemahiran Menulis	Tahap Kemahiran Betutur	Status Sijil
1.	BAHASA INGGERIS	BAIK	SEDERHANA	SEDERHANA	YA.
2.	BAHASA MELAYU	MAHIR	MAHIR	MAHIR	YA.

MAKLUMAT TAMBAHAN

Keterangan Kerja SAYA MEMPUNYAI PENGALAMAN DALAM PENGGUNAAN SISTEM KEWANGAN SAGA (CENTURY) KERANA SAYA SEDANG BERKHIDMAT DALAM BAHAGIAN KEWANGAN SERTA SAYA MEMPUNYAI PENGETAHUAN DALAM PENGGUNAAN APPLIKASI MICROSOFT OFFICE WORD, EXCEL DAN POWER POINT.

MAKLUMAT PENGADIL



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Nota :

2 pengadil diperlukan. Pengadil hendaklah terdiri daripada individu yang mengenali tuan dan kebolehpercayaan maklumat yang diberi serta bukan ahli keluarga sekiranya pihak UPM ingin membuat sebarang semakan maklumat mengenai diri tuan

Bil.	Nama	Alamat	No. Telefon Bimbit	Pekerjaan	Emel
1.				PENSYARAH	
2.				PENSYARAH	

PENGAKUAN PEMOHON

- | | | |
|----|--|--------------|
| 1. | Saya tidak pernah disabitkan kesalahan atas tuduhan jenayah atau dihukum oleh mana-mana mahkamah. | TIDAK PERNAH |
| 2. | Saya bukan seorang penagih dadah. | TIDAK PERNAH |
| 3. | Saya tidak pernah dibuang kerja oleh Kerajaan/Badan-badan Berkanun/Kuasa-kuasa Tempatan. | TIDAK PERNAH |
| 4. | Saya juga mengaku maklumat-maklumat yang dinyatakan adalah benar dan sekiranya maklumat itu didapati palsu, permohonan saya akan terbatal dan jika saya telah ditawarkan, perkhidmatan saya akan ditamatkan serta-merta. | BENAR |

PROSES PERMOHONAN

Saya mengaku telah membaca dan memahami akta di bawah :

Di bawah Seksyen 5, Akta Suruhanjaya-suruhanjaya Perkhidmatan 1957 (Somakan 1989), seseorang pemohon yang memberi maklumat palsu atau mengelirukan kepada Suruhanjaya berkaitan sesuatu permohonan untuk mendapatkan pekerjaan atau polantikan adalah melakukan kesalahan dan jika disabitkan boleh dihukum penjara selama tempoh dua (2) tahun atau denda dua ribu Ringgit Malaysia (RM2,000) atau kedua-duanya sekali.



UNIVERSITI PUTRA MALAYSIA GUIDELINES ON PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA)

APPENDIX 2.2

Rujukan :



SURAT AKU JANJI

Saya,

No. Kad Pengenalan

Beralamat di

dengan sesungguhnya dan sebenarnya berjanji bahawa saya akan mematuhi Akta Badan-Badan Berkanun (Tatatertib dan Surcaj) 2000 (Akta 605) dan apa-apa arahan yang dikeluarkan dan dikuatkuasakan oleh Universiti Putra Malaysia dari semasa ke semasa sepanjang perkhidmatan saya dengan Universiti Putra Malaysia ; Maka dengan itu saya berjanji, sebagaimana yang dikehendaki di bawah peraturan 3, Peraturan-Peraturan Tatatertib Badan-Badan Berkanun yang terkandung dalam jadual Kedua kepada Akta Badan-Badan Berkanun (Tatatertib dan Surcaj) 2000 (Akta 605), bahawa saya antara lain :-

- (i) akan sentiasa taat kepada Yang di-Pertuan Agong, Negara, Kerajaan dan Universiti Putra Malaysia ;
- (ii) akan sentiasa melaksanakan tugas dengan cermat, bersungguh-sungguh, cekap, jujur, amanah dan bertanggungjawab ;
- (iii) tidak akan membelakangkan kewajipan saya kepada Universiti Putra Malaysia demi kepentingan peribadi saya ;
- (iv) tidak akan berkelakuan dengan cara yang mungkin menyebabkan kepentingan peribadi bercanggah dengan kewajipan saya kepada Universiti Putra Malaysia ;



UNIVERSITI PUTRA MALAYSIA GUIDELINES ON PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA)

- (v) tidak akan berkelakuan dengan cara yang boleh menimbulkan syak yang munasabah bahawa saya telah membiarkan kepentingan peribadi saya bercanggah dengan kewajipan kepada Universiti Putra Malaysia sehingga menjejaskan kegunaan saya sebagai seorang pegawai Universiti Putra Malaysia ;
- (vi) tidak akan menggunakan kedudukan saya sebagai pegawai Universiti Putra Malaysia bagi faedah diri saya sendiri ;
- (vii) tidak akan berkelakuan dengan cara yang boleh memburukkan atau mencemarkan nama Universiti Putra Malaysia ;
- (viii) tidak akan membawa sebarang bentuk pengaruh atau tekanan luar untuk menyokong atau memajukan tuntutan saya atau pegawai lain berhubung dengan atau terhadap Universiti Putra Malaysia ; dan
- (ix) tidak akan ingkar perintah atau berkelakuan dengan apa-apa cara yang boleh ditafsirkan ingkar perintah.

Saya sesungguhnya faham bahawa jika saya disabitkan kerana melanggar Aku Janji ini, saya boleh dikenakan tindakan tatatertib mengikut Akta Badan-Badan Berkanun (Tatatertib dan Surcaj) 2000 (Akta 605).

..... Tarikh :

Tandatangan

.....

Jawatan

Di hadapan saya,

.....

Ketua Jabatan



**UNIVERSITI PUTRA MALAYSIA
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APPENDIX 2.3

	<p>SOKONGAN SUPPORT PENGURUSAN SUMBER MANUSIA HUMAN RESOURCE MANAGEMENT</p> <p>PEJABAT PENDAFTAR REGISTRAR OFFICE Kod Dokumen Document Code : SOK/BUM/BR03/PENERIMAAN LANTIKAN</p>
	<p>BORANG PENERIMAAN LANTIKAN ACCEPTANCE OF APPOINTMENT FORM</p>
<p>Tarikh Date:.....</p> <p>Pendaftar/Registrar Universiti Putra Malaysia 43400 UPM Serdang SELANGOR</p> <p>Tuan/Sir :</p> <p>PENERIMAAN LANTIKAN ACCEPTANCE OF APPOINTMENT</p> <p>Saya terima/tidak terima *lantikan ke jawatan <i>I hereby accept / decline* for the post</i> _____ di atas syarat-syarat yang terkandung di dalam surat tuan Bilangan <i>according to the terms/conditions stipulated in your letter with Reference No.</i> _____ yang bertarikh dated _____.</p> <p>2. Saya akan melaporkan diri mula bertugas bagi jawatan yang ditawarkan itu mulai <i>I will report for duty for the designated post commencing</i> _____.</p> <p>Tandatangan Signature : _____ No. K/P/No. Pasport I/C / Passport No. : _____</p> <p>Nama Name : _____</p> <p>Alamat Address : _____ _____ _____</p>	

** Potong mana yang tidak berkenaan Cross whichever not applicable*



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APPENDIX 4.1



**BORANG ADUAN
UNIT INTEGRITI PEJABAT NAIB CANSOLOR
UNIVERSITI PUTRA MALAYSIA**

No Aduan:		Tarikh dan Waktu Aduan:	
Nama Pengadu:			
No. Kad Pengenalan		No Paspot/No. Staf::	Umur:
Bangsa:		Warganegara:	Pekerjaan:
No. Telefon:		Emel:	
Alamat surat-menyurat:			
Aduan ditulis oleh:			
1. APA YANG BERLAKU?			
2. SIAPA YANG TERLIBAT?			
3. BILA KEJADIAN BERLAKU?			
4. DI MANA IA BERLAKU?			



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5. BAGAIMANA KEJADIAN BERLAKU?
6. MENGAPA IA BERLAKU?
7. SIAPA SAKSI YANG BOLEH MEMBANTU?

Tandatangan :

SEMAKAN / ULASAN URUS SETIA UNIT INTEGRITI

Kategori Kes :

- Tidak Hadir Bertugas
- Rasuah
- Salah Guna Kuasa
- Salah laku/ Tatatertib
- Gangguan Seksual
- Lain-lain (Sila Nyatakan)

Status Kes :

- Dalam Tindakan
- Tiada Tindakan
- Lain-lain

Disahkan oleh :

Nama :

Jawatan :

Tarikh :



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**PENGENDALIAN KES EKSPLOITASI, PENDERAAN DAN
GANGGUAN SEKSUAL**

BORANG ADUAN KEJADIAN

No. Aduan :/.....

Tajuk Aduan

Tarikh Aduan : Masa :

BUTIRAN PENGADU :

Nama Pengadu :

No. Kad Pengenalan : No. Staf / No. Matrik :

Jawatan / Pekerjaan :

Alamat :

No. Telefon Bimbit : Emel :

BUTIRAN PIHAK YANG DISYAKI MENGGANGGU (PYDM) :

Nama :

No. Kad Pengenalan : No. Staf :

Fakulti :

Alamat :

No. Telefon Bimbit : Emel :

MAKLUMAT KEJADIAN :

Tarikh Kejadian : Masa Kejadian :

Tempat Kejadian :

Kekerapan Kejadian : Kesan Yang Dialami :



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EXPLOITATION AND ABUSE (PSEA)**

KETERANGAN ADUAN :

Sila lampirkan bukti aduan (jika ada)

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PENGESAHAN PENGADU :

Tandatangan Pengadu :

PENGESAHAN PEGAWAI PENERIMA LAPORAN :

Tandatangan dan Cap :

Tarikh :



**UNIVERSITI PUTRA MALAYSIA
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EXPLOITATION AND ABUSE (PSEA)**

BORANG RUJUKAN DAN PERSETUJUAN UNTUK MENGELUARKAN MAKLUMAT
REFERRAL AND CONSENT FORM FOR FOR RELEASE OF INFORMATION

A. PERKHIDMATAN YANG DIMINTA

Adakah mangsa telah dimaklumkan mengenai rujukan ini?

Ya Tidak (Sila jelaskan di bawah jika memilih tidak)

Rawatan Perubatan

Khidmat Kesihatan Mental /Sokongan Psikososial

Penempatan Sementara

Perkhidmatan Perlindungan dan Keselamatan

Khidmat Kebajikan Kanak-kanak

Bantuan Undang-Undang

Lain-lain (Sila nyatakan):

Sila jelaskan perkhidmatan yang ingin diminta:



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Saya, _____ (nama mangsa) No. K/P: _____, memahami tujuan rujukan dan pendedahan maklumat ini kepada _____ (nama organisasi yang menerima) adalah untuk memastikan keselamatan dan penjagaan yang seajar di antara organisasi terlibat. Pihak Universiti Putra Malaysia (UPM) telah menerangkan dengan jelas prosedur rujukan kepada saya dan memberitahu saya maklumat yang akan didedahkan. Dengan menandatangani borang ini, saya memberikan keizinan maklumat saya didedahkan kepada organisasi penerima.

Tandatangan (mangsa/penjaga jika mangsa adalah kanak-kanak):

Tarikh (DD/MM/YY):

Catatan sekiranya keizinan telah diberi secara lisan dan mangsa tidak dapat menandatangani borang ini:

Consent to disclosure of information.

(Read with survivor/caregiver and answer any questions before s/he signs below. Kindly make a note if consent is given verbally and survivor/caregiver cannot sign)

I, _____ (survivor name) IC No. _____, understand that the purpose of the referral and of disclosing this information to _____ (name of receiving agency) is to ensure the safety and continuity of care among service providers seeking to serve the client.

UPM has clearly explained the procedure of the referral to me and has informed me the exact information that is to be disclosed. By signing this form, I consented to the disclosure of my information to the receiving agency.

Signature of survivor (or caregiver/guardian if a child): _____

Date: _____

Note if the consent is given verbally due to the survivor is unable to sign the form:



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APPENDIX 6.1

Garis Panduan Jawatankuasa Siasatan Dalaman (JKSD)

1. Jawatankuasa ini ditubuhkan secara pentadbiran dan bukan berasaskan mana-mana akta atau statut. Oleh itu jawatankuasa ini tidak terikat dengan mana-mana peraturan keterangan atau prosiding ketat seperti Jawatankuasa Tatatertib atau proses mahkamah.
2. Jawatankuasa hendaklah merujuk kepada terma rujukan (bidang kuasa dan tanggungjawab) yang dilampirkan bersama surat lantikan oleh Naib Canselor.
3. Jawatankuasa hendaklah memanggil pengadu dan mana-mana saksi yang didapati relevan dengan kes yang disiasat.
4. Jawatankuasa Siasatan Dalaman hendaklah memaklumkan kepada pengadu serta saksi-saksi tentang tarikh mereka akan dipanggil berhadapan dengan Jawatankuasa, namun notis awal berkenaan kehadiran hendaklah diberi sekurang-kurangnya tiga (3) hari sebelum mesyuarat.
5. Jawatankuasa juga boleh mengambil apa-apa tindakan yang difikirkan perlu dan sesuai untuk tujuan memperoleh penjelasan lanjut.
6. Jawatankuasa hanya bertujuan mencari kesahihan aduan yang dilaporkan (facts finding) dan bukan membuat kesimpulan/ dapatan mengenai kebersalahan atau ketidakbersalahan pegawai yang diadukan dalam surat aduan tersebut.
7. Jawatankuasa tidak sepatutnya menjelaskan butir-butir kesalahan pengadu (Sebagai contoh membacakan pertuduhan) kerana ini Jawatankuasa ini hanya bertujuan untuk mengumpul dan mendapatkan fakta kejadian.
8. Segala keterangan pengadu serta saksi-saksi hendaklah direkodkan, diminitkan dan dilampirkan bersekali dengan laporan Jawatankuasa.
9. Jawatankuasa perlu menyediakan laporan setelah selesai siasatan dan mengemukakan laporan tersebut kepada Naib Canselor.
10. Jawatankuasa sekiranya perlu akan dipanggil untuk membentangkan laporan serta hasil dapatan kepada Naib Canselor.



UNIVERSITI PUTRA MALAYSIA GUIDELINES ON PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA)

Mematuhi Prinsip Undang-Undang Umum

1. Pegawai yang diadu hendaklah dimaklumkan tentang butiran siasatan terhadapnya dan diberikan salinan dokumen bagi membolehkannya menjawab aduan tersebut. Tiada keterangan boleh digunakan terhadap seseorang staf melainkan staf tersebut diberi salinan dokumen atau diberi akses kepada dokumen terbabit.
2. Jawatankuasa ini tidak tertakluk kepada mana-mana prosiding dan ia tidak bersifat 'adversarial' di mana dua pihak yang berlawanan berhujah atau berdebat kes mereka di hadapan panel hakim yang berkecuali.
3. Siasatan dilakukan dengan cara memanggil pembuat laporan, saksi dan pegawai yang disiasat di hadapan jawatankuasa secara individu pada masa yang berlainan.
4. Jika terdapat percanggahan fakta atau fakta baru diperolehi maka pegawai yang disiasat atau mana-mana saksi boleh dipanggil semula untuk mengesahkan fakta tersebut.
5. Secara amnya Jawatankuasa tidak boleh mengambil kira apa-apa bukti/keterangan yang tidak diutarakan semasa prosiding atau yang disembunyikan dari pegawai yang diadu.
6. Jika pegawai yang diadu memohon masa untuk menjawab fakta baru/bukti/keterangan maka penangguhan hendaklah diberikan.
7. Untuk menjalankan tugas mencari dan mendapatkan fakta-fakta yang relevan serta menjelaskan isu-isu, Jawatankuasa ini seharusnya mengambil pendekatan penyiasatan/penyelidikan. Jawatankuasa ini boleh mencari, menyiasat, memeriksa, mernpelawa, menyoal dan menyoal balas tetapi hendaklah dilakukan dengan sedemikian cara yang tidak mengabaikan prinsip undang-undang tabii (rules of natural justice):
 - i) *rules against bias,*
 - ii) *right to be heard.*
8. Jika terdapat percanggahan keterangan Jawatankuasa hendaklah membuat pertimbangan dan memutuskan keterangan mana yang lebih dipercayai.
9. Jawatankuasa hendaklah mengemukakan cadangan atau dapatan berdasarkan keterangan atau bukti yang diperolehi kepada Naib Canselor.



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**KERAHSIAAN : Semua maklumat adalah diklasifikasikan sebagai “SULIT”.
Semua ahli Jawatankuasa Siasatan Dalaman tidak boleh menyebarkan,
mengedar, berkongsi atau mendedahkan apa-apa kandungan aduan atau
maklumat berkaitan siasatan serta hendaklah mematuhi prinsip kerahsiaan
dan tertakluk di bawah Akta Rahsia Rasmi 1972 (Akta 88).**

Disediakan oleh:
Unit Integriti
Pejabat Naib Canselor
Universiti Putra Malaysia



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SULIT

Rujukan Kami : UPM/NC/32/11
Tarikh : 2020

Nama

Jawatan

PTJ

Universiti Putra Malaysia

43400 UPM Serdang

SELANGOR

Tuan/Puan,

**PELANTIKAN SEBAGAI SETIAUSAHA JAWATANKUASA SIASATAN
DALAMAN**

Dengan segala hormatnya saya merujuk kepada perkara tersebut di atas.

2. Adalah dimaklumkan satu laporan aduan daripadapada , mengenai.....nama....., jawatan...., Jabatan, Fakulti Terdapat dua (2) isu yang diadukan merangkumi perkara-perkara seperti berikut :

i. **Isu 1:**

ii. **Isu 2:**

3. Sehubungan dengan itu, puan adalah dilantik sebagai Setiausaha Jawatankuasa Siasatan Dalaman yang ditubuhkan bagi menyiasat kes tersebut.

4. Keanggotaan Jawatankuasa Siasatan Dalaman yang telah dipersetujui adalah seperti berikut:

SULIT



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SULIT

Muka 2

Pengerusi:

YBhg. Profesor Dr.
Fakulti

Ahli-ahli :

YBhg. Profesor Dr.
Fakulti

YBhg. Profesor Dr.
Fakulti

Setiausaha

Puan
Fakulti

5. Saya yakin dengan pengalaman, kemahiran dan pengetahuan puan, Jawatankuasa tersebut di atas akan dapat melaksanakan fungsinya dengan baik, adil dan berkesan. Siasatan yang dilaksanakan adalah menerusi kaedah-kaedah seperti soal-selidik, temu ramah dan semakan terhadap dokumen-dokumen berkaitan yang bersesuaian. Saya berharap Jawatankuasa ini akan dapat mengemukakan laporan yang menyeluruh dan syor kepada saya dalam tempoh **satu (1) bulan** daripada tarikh surat ini. Laporan tersebut hendaklah menyertakan rakaman, catatan soal-selidik, temu ramah dan senarai dokumen-dokumen yang telah disemak dan diteliti oleh Jawatankuasa beserta dapatan-dapatan Jawatankuasa mengenainya.

6. Saya ingin menarik perhatian puan bahawa segala maklumat yang berkaitan dengan pelantikan jawatankuasa siasatan dalaman dan siasatan ini adalah diklasifikasikan sebagai '**SULIT**' dan tertakluk di bawah Akta Rahsia Rasmi 1972 (Akta 88). Bersama-sama ini disertakan terma rujukan bagi Jawatankuasa Siasatan Dalaman menjalankan tugasnya.

7. Segala kerjasama dan perhatian puan, dalam hal ini saya ucapkan sebanyak-banyak terima kasih.

"BERILMU BERBAKTI"

Saya yang menjalankan amanah,

PROFESOR DR. MOHD ROSLAN SULAIMAN

Naib Canselor
Universiti Putra Malaysia

SULIT



**UNIVERSITI PUTRA MALAYSIA
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SULIT

Muka 3

s.k. Pendaftar, UPM
 Fail peribadi/A.....

SULIT



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SULIT

Muka 4

TERMA RUJUKAN JAWATANKUASA SIASATAN DALAMAN

A. Tanggungjawab Jawatankuasa Siasatan Dalaman

Jawatankuasa Siasatan Dalaman hendaklah : -

- a) membuat siasatan dan penelitian;
- b) mendapatkan fakta serta butiran lanjut; dan
- c) mengenal pasti kesahihan aduan

daripada laporanberhubung tatakelakuan,
....., Fakultiyang dikatakan :

- i) mengenakan tekanan sewaktu menjadi Pengerusi Jawatankuasa Penyeliaan Pelajar ke atas pelajar xxxxxx No. Matrik: xxxxx Program Doktor Falsafah, sehingga menyebabkan pelajar terganggu dan mengalami trauma;
- ii) dalam tempoh tersebut :
 - a) telah membuka syarikat atas nama xxxxxxxx bagi penganjuran satu konferens,
 - b) mempergunakan pelajar bagi melakukan kerja-kerja konferens,
 - c) mencadangkan kepada pelajar supaya mengupah seseorang untuk menulis tesis disebabkan kesibukan mengendalikan konferens; dan
 - d) memberikan gred Tidak Memuaskan (TM) dalam Laporan Kemajuan pelajar.
- iii) Terdapat diskriminasi oleh Pengurusan Fakulti xxxxxxxxx terhadap beliau kerana pada Semester 2 2018/2019 tidak dibenarkan mengajar Kursus Siswazah. Perkara ini dimaklumkan 3 hari sebelum kuliah bermula. Bagi Semester 1/2019/2020 beliau juga tidak diberikan kursus siswazah untuk diajar kerana alasan tiada kursus untuk beliau

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dalam satu laporan bertarikh 23 Oktober 2019 daripada Timbalan Naib Canselor (Akademik dan Antarabangsa) UPM.

* Jawatankuasa Siasatan Dalaman walau bagaimanapun, tidak membuat apa-apa kesimpulan mengenai kebersalahan atau ketidakbersalahan pegawai yang diadukan dalam surat aduan tersebut.

B. Bidangkuasa Jawatankuasa Siasatan Dalaman

Jawatankuasa mempunyai segala kuasa yang perlu, setakat mana ianya melibatkan perkara yang disebut di perenggan A di atas yang mana termasuklah:

- i. memanggil, menyoal dan menemuduga pengadu iaitu Puan xxxxxx No. Matrik:xxxxx , Program Doktor Falsafah;
- ii. memanggil, menyoal dan menemuduga Dekan, Fakulti xxxxxxxx UPM;
- iii. memanggil, menyoal dan menemuduga Timbalan Dekan (Siswazah dan Antarabangsa) Fakulti xxxxx UPM;
- iv. memanggil, menyoal dan menemuduga Ketua Jabatan xxxxxxxx UPM
- v. memanggil, menyoal dan menemuduga Penyelaras Siswazah, Jabatan xxxxxx UPM;
- vi. memanggil, menyoal dan menemuduga pegawai yang diadu iaitu xxxxx , Pensyarah Kanan, Jabatan xxxxxxx
- vii. boleh berhubung, menyoal dan menemuduga mana-mana pegawai dan orang perseorangan lain;
- viii. mengakses dan meneliti semua dokumen-dokumen yang berkenaan dan berkaitan dengan penelitian kes; dan

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- ix. mengemukakan laporan, rakaman, catatan, soal-selidik, temu-ramah serta senarai dokumen yang telah disemak dan diteliti oleh Jawatankuasa Siasatan Dalaman serta membuat dapatan, cadangan tindakan yang perlu diambil oleh pihak Universiti seperti:
- a) Tindakan secara undang-undang;
 - b) Tindakan tatatertib; atau
 - c) Tindakan secara pentadbiran.
- ke atas, Jabatan, Fakulti.....
atau pegawai lain yang telah dikenalpasti oleh Jawatankuasa Siasatan Dalaman dan;
- x. membentangkan hasil laporan Jawatankuasa Siasatan Dalaman pada tarikh yang akan ditetapkan.

PROFESOR DR. MOHD ROSLAN SULAIMAN

Naib Canselor
Universiti Putra Malaysia



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**LAPORAN JAWATANKUASA SIASATAN DALAMAN
BAGI KES ADUAN _____**

1.0 PENDAHULUAN

Universiti Putra Malaysia telah menubuhkan Jawatankuasa Siasatan Dalaman melalui surat bertarikh _____ oleh YBhg. Naib Canselor untuk membuat siasatan dengan mendapatkan butiran lanjut, mengkaji serta menimbang dan mengenalpasti kesahihan aduan dan laporan hasil siasatan dari _____ berhubung dengan tatakelakuan _____ *(Pegawai Yang Disiasat, selepas ini disebut "PYD". (Keanggotaan Jawatankuasa Siasatan Dalaman adalah seperti berikut :

Pengerusi:

Nama
PTJ

Ahli-ahli:

Nama
PTJ

Nama
PTJ

Setiausaha:

Nama
PTJ

Salinan surat pelantikan dan bidang kuasa yang ditetapkan adalah seperti di **Lampiran 2.**

Bidang kuasa yang ditetapkan bagi membolehkan Jawatankuasa menjalankan siasatan adalah seperti berikut :

- i) memanggil, menyoal dan menemuduga pegawai yang disiasat iaitu _____;
- ii) boleh berhubung, menyoal, menemuduga mana-mana pegawai dan orang perseorangan lain;
- iii) mengakses dan meneliti semua dokumen-dokumen yang berkenaan dan berkaitan dengan penelitian kes; dan



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- iv) membuat dapatan serta cadangan tindakan seterusnya yang perlu diambil kepada Jawatankuasa Pengurusan Universiti.

2.0 TANGGUNGJAWAB JAWATANKUASA SIASATAN DALAMAN

Jawatankuasa Siasatan Dalaman adalah bertanggungjawab untuk menjalankan siasatan dengan mendapatkan butiran lanjut, mengkaji serta menimbang dan mengenalpasti kesahihan aduan dan laporan hasil siasatan dari _____ berhubung dengan tatakelakuan _____.

3.0 LATAR BELAKANG

Kes _____ ini _____ disiasat _____ setelah _____

4.0 KRONOLOGI SIASATAN

Jawatankuasa telah menjalankan _____ siri siasatan dalaman bagi mendapatkan bukti kesahihan aduan terhadap PYD yang merangkumi skop siasatan seperti berikut :

Siasatan Siri Pertama (Tarikh, Masa)

*(rekodkan butiran temubual)

Siasatan Siri Kedua (Tarikh, Masa)

*(rekodkan butiran temubual)

Siasatan Siri Ketiga (Tarikh, Masa)

*(rekodkan butiran temubual)

Siasatan Siri Keempat (Tarikh, Masa)

*(rekodkan butiran temubual)

5.0 DAPATAN SIASATAN KES

6.0 RUMUSAN

Jawatankuasa mendapati aduan tentang salahlaku berhubung dengan tatakelakuan _____ adalah seperti berikut :

- (i)
- (ii)
- (iii)



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7.0 SYOR JAWATANKUASA

Setelah meneliti semua dokumen yang terlibat serta berdasarkan kepada keterangan selepas sesi temubual / yang ada, jawatankuasa :

- merumuskan _____ dan _____ mengesyorkan _____

- mendapati ada / tidak ada bukti yang kukuh yang boleh menyebabkan PYD dianggap melakukan kesalahan sehingga tindakan selanjutnya boleh diambil terhadap PYD.

- Jawatankuasa mengesyorkan supaya Naib Canselor mengambil maklum laporan aduan tentang salah laku berhubung dengan tatakelakuan PYD oleh Jawatankuasa Siasatan Dalaman untuk tindakan selanjutnya (aduan sah / tak sah) / dan mengesyorkan tindakan samada pentadbiran atau tatatertib dimulakan ke atas PYD.

SENARAI LAMPIRAN

- LAMPIRAN 1** - Salinan surat aduan bertarikh _____
- LAMPIRAN 2** - Senarai Keanggotaan Jawatankuasa Siasatan Dalaman
- LAMPIRAN 3** - _____
- LAMPIRAN 4** - _____
- LAMPIRAN 5** - _____

PENGESAHAN AHLI JAWATANKUASA SIASATAN DALAMAN

Pengerusi

Nama	Tandatangan
PTJ	-----
-----	Tarikh :

Ahli :-

Nama	Tandatangan
PTJ	-----
-----	Tarikh :

Nama	Tandatangan
PTJ	-----
-----	Tarikh :

Setiausaha

Nama	Tandatangan
PTJ	-----
-----	Tarikh :