

**Protocol for cases of Abuse, Harassment, Threats, Discrimination, Sexual or Gender-related Violence (MAAD)**

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**Note to reader:**

This document presents the protocol as established by the Universidad de los Andes for the management of cases of abuse, harassment, threats, discrimination and sexual or gender-related violence (from this moment forward referred to by its acronym in Spanish **MAAD**) occurring within the university community. This is the results of two years of work through which the University has assumed the task of confronting and preventing the occurrences of MAAD from a position of care, attention and listening.

Among other actions, the University has carried out prevention and awareness campaigns to deal with these situations while at the same time establishing and divulging distinct channels for the reporting of these situations and making them known to the Institution by those affected. Likewise, modifications have been made to the Student Handbook as well as the Work Handbook and academic spaces have been opened for the discussion of such issues.

The MAAD protocol was created in the framework of this process and is based on the experience that the University has had in managing cases of abuse, threats, harassment, discrimination and the like. In addition to this, the Institution has recognized the need to establish specific guidelines for the intervention in situations of sexual and gender-related violence. Due to this, the protocol was updated and complemented to be more suitable for the management of these specific types of cases.

The design and writing of this protocol has been carried out jointly with a diverse set of authorized bodies of the University, such as the Ombudsperson, the Dean of Student Affairs, the Legal Direction, the Department of Psychology, the Human Management and Organizational Development Area, the Legal Consulting Office, the Security Department and the Medical Center. In addition to this, these entities have worked together with members of student initiatives such as PACA and No es NoRmal.

So then, this document is structured as follows: after presenting the Statement of the Board of Governors, the main objectives and principles upon which the present protocol is based are presented as well as the considerations that underscore the existence of specific procedures for the management of cases of sexual or gender-related violence. After defining the scope of the application of the document, the actions developed by the University to confront the previously mentioned situations will be considered. Later, the competences of the entities of the University which will deal with such cases will be described and the stages and procedures involved in each phase of the protocol will be indicated. At the end of the document, there is a glossary of terms which will be a tool for interpreting the key terminology used throughout the protocol.

## **1. Statement of the Board of Governors:**

Bogotá, June 15, 2016

The Universidad de los Andes is an independent, innovative and autonomous institution that fosters pluralism, tolerance and respect for ideas which provides its student with a critical and ethical formation to strengthen in them an awareness of their social and civic responsibilities.

It is for this reason that the Board of Governors ratifies that, from its foundation and in accordance to its mission statement, its institutional will and responsibility is one of preventing disciplining and rejecting all forms of threats, harassment, bullying, abuse or discrimination against any member of the university community in reference to race, skin color, national or ethnic origin, economic class, gender, age, disability, religion, phenotype, civil status, sexual orientation or gender identity, among those of a similar or inherent nature. The foregoing includes any practice of harassment or violence of a sexual nature.

The policies and procedures have been revised and updated in light of constitutional precepts so that when situations which go against the safe coexistence of the members of the community present themselves, just, adequate and opportune measures can be taken.

In search of these aims, the University shall endeavor to develop diversity amongst its members and those associated with the community, given its belief that such a condition strengthens it, stimulates the creativity of its members, promotes the exchange of ideas and enriches academic life.

## 2. Objectives:

The objectives of this document are:

- a) Establish the institutional lines of action which must be followed in situations of abuse, harassment, threats, discrimination, sexual or gender-related violence that involve members of the community.
- b) Inform the Uniandina community about the available methods to make the Institution aware of the case of abuse, harassment, threats, discrimination and sexual or gender-related violence.

## 3. Principles:

The formulation and carrying out of this protocol are based on the following core principles:

- a) **Principle of confidentiality:** The University will protect the identity of those involved in these cases given that said situations affect people in their personal, intimate, academic or work environments.<sup>1</sup> Likewise, those denouncing these situations must manage the information with care to guarantee the protections of the rights of those involved and of the Institution, as well safeguarding the good development of the actions which will be moved forward on.

Additionally, once the alternatives for the management of the case are known, the affected person must express their consent so that the case can take the respective course. Nonetheless, the university can act under its own authority (which is to say, without the consent of the person) when:

- i. the victim is at risk
- ii. other members of the community are at risk.
- iii. there is a minor involved.
- iv. upon request of a competent authority.

In the event that the Institution must act under its own authority, it will let the victim know through the MAAD Committee regarding the actions being taken by the Institution. The affected person will have the right to know the stand taken with respect to the actions being undertaken.

- b) **Principle of caring for others:** In any case, the actions taken under the guidelines of this protocol must seek to provide care for others, understood in terms of their physical and psychosocial well-being, and in terms of respect for their fundamental rights. Above other considerations, the victims must be heard, advised and informed while taking the necessary precautions to avoid causing harm.

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<sup>1</sup> The principle of confidentiality operates under the application of the present protocol. However, this does not apply to disciplinary procedures due to the fact that these make use of versions provided by other identifiable persons.

The foregoing signifies that those who implement this protocol must avoid issuing judgements and/or opinions on the cases. They should also avoid investigating into details about the sex life of the victim, requesting unnecessary or illicit evidence nor directly confronting the victim and the person accused as the aggressor. Likewise, any other form of verbalization or action that imply any kind of culpability of the victim regarding what has occurred. Furthermore, care and respect for the fundamental rights must be provided to all those involved, whether they are aggressors or bystanders to that which has occurred.

- c) **Principles of autonomy:** The autonomy of the victims to make decisions regarding opportunities for support and filing a claim of sexual or gender-related violence must be respected, both within the institution as well as outside of it. Nevertheless, the university will give information with regards to their duty to act under their authority in the circumstances previously indicated.

#### 4. Considerations for cases of sexual or gender-related violence:

This protocol includes specific guidelines for the management and accompaniment in cases

- a) Sexual or gender-related violence can have grave consequences on the physical and psychological health of the persons in the short and long-term.
- b) The characteristics of the first responses and support of the victims of sexual or gender-related violence can determine the seriousness of the consequences to the physical and psychological health of the persons as well as the duration over time of these consequences.
- c) The risk of causing damage to the victims when intervening in cases of sexual or gender-related violence is high. This further implies that the actions taken while attempting to manage these situations must be guided by the principle of caring for others (see numeral 3.b).

#### 5. Institutional Actions:

The plan set forth in this protocol includes carrying out the following actions by the University:

- a) Make emotional, medical and legal assistance available to the affected persons as well as other forms of assistance that may be required to manage the situation they are going through.

**Paragraph:** If abusive behavior, harassment, threat, discrimination, sexual or gender-related violence occurs on campus and the victim is not a member of the community, the University shall provide emergency assistance through the resources it has available.

- b) Inform the affected persons about the procedures established in this protocol as well as all other institutional and legal policies and procedures that can be followed to manage the situation. The foregoing, notwithstanding the fact that the affected person activates the mechanisms foreseen in current legislation.
- c) Make a preliminary evaluation of the case, once it has been made known, to define the pathway to manage the same.

- d) Establish preventative, immediate and temporary measures that allow for protecting the affected persons.
- e) Include the independent contractors at the University in this so that they can take the corresponding actions which allow their employees to know and act in line with that set forth in the present protocol.

## **6. Scope of Application:**

This protocol will be applied to the members of the Uniandina community when:

- a) The events take place on campus or are utilized on the technological platforms of the University or those operated by it.
- b) The events take place outside the campus, by any means, in the exercise of the labor or academic activities.
- c) The events occur outside the campus or through the informatic or telematic media, mass communication media or social networks and seriously affect university harmony, fundamental rights and labor or academic relations of a member of the university community.
- d) The events occur in sites administrated by or under the charge of the University.
- e) The events affect the good name of the University.

The best accompaniment possible will be offered to the persons affected by these types of cases, within the reach and scope allowed by the tools and the resources the University has.

## **7. Institutional entities for the reception, management and accompaniment of MAAD cases:**

### **a) *Ombudsperson:***

The person who, in the framework of the institutional mission, oversees the compliance of the rights of the members of the community and the institutional regulations. This person offers qualified information regarding the processes and regulations and provides spaces for conflict resolution and mediation.

The Ombudsperson is authorized to:

- i. Identify actions that allow for managing the reported situation in accordance with the institutional policies and practices.
- ii. Advance the responsible exercise of the rights of the individuals.
- iii. Facilitate the processes of conflict resolution and reparation between the members of the institution.

### **b) *Dean of Student Affairs:***

An entity that coordinates between students and the departments of the University, in charge of supporting and channeling the resolution of the needs and academic, personal and emotional issues using judgements of equality and under the norms established by the Institution. The Dean of Student Affairs offers emotional first aid as well as psychological counseling.

**c) *MAAD Committee:***

This is a unit comprised of the Ombudsperson, the Dean of Students, a dean, two undergraduate students designated by the Uniandino Student Council and a graduate student and an administrative employee designated by the Steering Committee. If this Committee considers the participation of other institutional departments or experts linked to the Universidad de los Andes necessary, it may call upon them<sup>2</sup>. Particularly, for the cases of sexual or gender-related violence, the MAAD Committee will have an expert on these topics who is a member of the community available.

The MAAD Committee shall have the following competences:

- i. Determine the preventative measures and of an urgent nature if the case so merits.
- ii. Request information on the case from those involved, the academic and administrative units and third parties that have knowledge of the situation.
- iii. Evaluate the conduct under consideration based on evidence, testimonies, indications, documents and other information.
- iv. Manage the internal and external communication strategy.
- v. Inform those involved on the status of the case and the actions carried out. This includes the institutional actions as well as those carried out before public authorities.

**d) *Human Resources and Organizational Development Areas:***

Unit in charge of carrying out the disciplinary processes that involve employees of the University. This area continues the process as outlined in the Work Handbook (Chapters IV and V) or in the applicable legal framework. Additionally, this body is authorized to design and implement actions of individual or group interventions, as deemed necessary.

**e) *Committee in Labor Integration:***

This has the objective of knowing and evaluating diverse situations that affect the work relations between employees of the University, whether they are professors or administrators. The competence of the Committee is based on providing recommendations that favor harmonious coexistence, in accordance with the institutional regulations. This body is governed by resolutions 652 and 1356 of 2012 of the Ministry of Labor and follows the procedures described at:

<https://secretariageneral.uniandes.edu.co/images/documents/ReglamentoComitedeConvivenciaLaboral.pdf>

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<sup>2</sup> Among these areas you will find: Legal Department, Head of Security and Basic Services, Medical Center, Human Management and Organizational Development, Head of Communications and Brand, Directors of Academic Units (Deans of Faculties or Directors of Departments), Office of the Vice-President of Academics, etc.

*f) Student Network:*

The Student Network is comprised of two units:

*i. PACA (Peer Accompaniment Against Harassment):*

This Network is made up of undergraduate and graduate students from different study majors at the Universidad de los Andes. The objective of this group is to offer consultancy and integral sensitive accompaniment to students who believe they are facing a MAAD situation. The accompaniment of PACA is done as peers.

*ii. Harassment Committee of the Uniandino Student Council:*

This is a unit made up of representatives of the Uniandino Student Council that are in charge of leading projects directed at eliminating harassment, safeguarding the rights of the members of the community and directing the victims of MAAD situations to the pathways of attention described in the present protocol.

*g) Legal Consultancy:*

The Legal Consultancy will be authorized to offer professional legal services, with a focus on gender, to the victims of the situations contemplated in the present protocol. The provision of these services includes consultancy and legal accompaniment and will be in charge at the consultancy and direction level of the Legal Consultancy. This unit, exceptionally, shall be able to legally represent persons who do not have sufficient economic resources to contract their own legal services.

*h) The Medical Center:*

This is capable of providing emergency care services on campus, offering evaluator services and stabilization in terms of physical health as well as offering general medical attention.

***In cases of sexual or gender-related violence, this unit will be equipped to:***

- i. Make the initial emergency evaluation of the sexual or gender-related violence guaranteeing privacy and respect.
- ii. Recommend the affected person to specialized medical attention depending on the case.
- iii. Recommend the affect person to emergency care services outside the university through their health insurance or student policy, in cases in which

**Paragraph 1:** The exams carried out by the Medical Center at the University are only of an evaluative nature. The only exam which is legally valid is that carried out by the National Institute of Legal Medicine and Forensic Sciences.



**Paragraph 2:** The personnel of the Medical Center is obligated, while providing service, to report cases that involve crimes against one's integrity and sexual formation to state entities.

**Paragraph 3:** Before starting any consultation, a professional from the Medical Center will explain the nature and scope of the same. This is done with the objective of allowing the person to decide, in an informed manner, if they wish to continue with the consultation or not. In the case in which the affected person decides to reject the service, the medical personnel will only make a notation in the clinical logbook regarding that which has happened but will not report the case to the state authorities.

***i) Safety Service:***

They are authorized to attend to emergencies on campus, inform the community about the different measures of security offered by the University and serve as a connection between the internal units of the University and external organizations. Additionally, this unit shall be able to provide evidence or probatory material to the MAAD Committee or to the competent authorities during the development of the investigations as required.

**8. Stages of protocol in the management of MAAD cases:**

For providing attention to MAAD cases, this protocol establishes the following steps:

**8.1- Stage 1- *The case is made known:***

The member of the community who has been the subject of or been a witness to or otherwise has knowledge of mistreatment, harassment, threats, discrimination or sexual or gender-related violence must make the case known to the University.

This, as a means of being able to take the appropriate institutional actions to manage the case, in the light of that established in this protocol and any other institutional regulation which may apply. Likewise, making the case known helps to monitor the well-being of the affected persons and to prevent that this type of conduct is replicated and affects other members of the community.

Upon continuation, the mechanisms to be used to make a case known are described, whether this deals with an emergency situation (in which the physical or psychological well-being of the person is at imminent risk and therefore requires emergency attention) or not.

**1. In case of emergency:**

When the violent event has taken place on campus and is a situation requiring emergency attention, the victimized person---or the person who has knowledge of the situation--- must make the case known through the following methods:

- i. Security personnel
- ii. Emergency contact line: 3394949, extension 0000
- iii. Red telephones located at different points of the campus.

The personnel in charge of these channels will be trained to offer sensitive, comprehensive, differentiated attention without causing any damage. After attending to the emergency, the case will be referred, as quickly as possible, to the Dean of Student Affairs or the Ombudsperson so that one of these areas can carry out the preliminary study of the same as established in section 8.2.

## 2. **When the situation is not an emergency:**

If the violent event is not an emergency that requires immediate attention, the victimized person (or third party that has knowledge of the situation) must make the case known to the Institution through any of the following methods. In all of the following the person will receive the same guidance in terms of the procedures to follow and the resources available for the institutional management of the situation.

### a) **MAAD line:**

Service to receive and register the information of the cases of abuse, harassment, threats, discrimination, sexual or gender-related violence.

This service is available for students, professors and employees of the University, through the email: [lineamaad@uniandes.edu.co](mailto:lineamaad@uniandes.edu.co), which is managed by the Ombudsperson.

In the event that an external member of the community is a victim or has knowledge of any of these behaviors, you can also report it through the MAAD Line.

### b) **Ombudsperson:**

The person (student, professor or administrative employee) that wishes to directly contact the Ombudsperson, they can write him/her at [ambudsperson@uniandes.edu.co](mailto:ambudsperson@uniandes.edu.co), communicate by telephone on the extensions 5300 or 3933 or go directly to office 201, in the Pedro Naas (RGA) building.

### c) **Office of the Dean of Student Affairs:**

This service is exclusively for students and is available by telephone at the extensions 2207, 2230, 4967. You can also make contact through emails: [centrodeapoyo@uniandes.edu.co](mailto:centrodeapoyo@uniandes.edu.co), [cade@uniandes.edu.co](mailto:cade@uniandes.edu.co) or directly at the Casita Amarilla (Block Ñf).

### d) **Student Network:**

There are two mechanisms to communicate a case through the Student Network:

- i. Through PACA (Peer Accompaniment against harassment/abuse) at the email: [paca@uniandes.edu.co](mailto:paca@uniandes.edu.co)
- ii. Through the CEU (Uniandino Student Council) through the abuse committee at the email: [comiteacosoceu@uniandes.edu.co](mailto:comiteacosoceu@uniandes.edu.co)

When the cases arrive through the Student Network, the Dean of Student Affairs or the Ombudsperson will accompany both in the reception of the case as well as the preliminary study of the same. The participation of these areas in this point allows for accompanying the affected person emotionally and providing guidance as to the steps to be taken

**Paragraph 1:** The member that has been affected by the situation will only have to describe the events once, if they do not wish to relate the details again. The record of this statement will be delivered to all the entities unless the person decides to relate them again at any moment.

However, if the institutional area that is managing the case has disciplinary authority, the area shall be authorized to request additional information from the person. If this occurs, due caution will be exercised so that this activity does not produce revictimization. Furthermore, the management of the cases of sexual or gender-related violence by the disciplinary areas shall always be done with the accompaniment of a professional who belongs to the University and who is an expert in such themes.

Notwithstanding the foregoing, the collection and exercise of the evidence which may take place within the disciplinary process will be the responsibility of the corresponding disciplinary authority.

**Paragraph 2:** The University, through its Ombudsperson, will keep a detailed record of the cases and the institutional actions taken.

**Paragraph 3:** When the reporting person is a professor or an employee and the conduct being reported is in reference to work harassment, the case will be made known to the Committee of Labor Relations and Harmony in the Workplace. This is the attention pathway set forth by the labor legislation and is included in the Work Handbook. The contract with this unit shall be done through the Secretary of the Committee, at the email: [cclua@unianes.edu.co](mailto:cclua@unianes.edu.co).

**Paragraph 4:** If during Stage 1 of the protocol, the person feels that the attention being provided by the area chosen is unsatisfactory, they can turn to one of the alternatives set forth in numeral 8.1. If this occurs, the affected person should report that the actions taken in the other area were not satisfactory from their point of view.

***In particular, for cases of sexual or gender-related violence:***

**Paragraph 5:** If the situation of sexual or gender-related violence is reported to an area different from those mentioned in this protocol, it is the duty of this person to make the situation known through one of the areas set forth in numeral 7.

**Paragraph 6:** When the events of sexual or gender-related violence are reported by a third person or persons, the claim must be accompanied by the information that this person or persons have. In these cases, the University will seek to make contact with the affected person to inform them about the support and management alternatives set forth in this protocol.

**Paragraph 7:** The valuation of the evidence received will be done with a focus on gender. The burden of proof will fall on the presumptive aggressor and not on the victim.

**Paragraph 8:** The situations related to sexual or gender-related violence can be made known to the Institution at any moment, independently of any lapse of time which may have occurred since the incident.

**Paragraph 9:** When the sexual or gender-related violent act involves a minor (as the victim or victimizer), it is the obligation of the Institution to inform legal guardians or those responsible for the child regarding the situation.

**Paragraph 10:** The University shall notify the District Secretary of Health regarding any cases of sexual or gender-related violence pursuant to that established in the current laws of Colombia.

### **8.2- Stage 2- Preliminary study of the case:**

The institutional area that receives the information must identify, in accordance with the events presented, which procedure will be followed. In this stage, there are two possible alternatives.

- a) That the area manages the case within the scope and reach of their competence.
- b) That they convoke the MAAD Committee through the Ombudsperson or the Dean of Student Affairs.

**Paragraph:** In the case in which the Ombudsperson or the Dean of Student Affairs decide not to convoke the MAAD Committee, but the members of the Student Network find reasons to do so, they can request that said entities reevaluate the situation.

### ***In particular, for the cases of sexual or gender-related violence:***

After receiving the information about the case, the Dean of Student Affairs or the Ombudsman will communicate with the affected person to arrange a meeting. In this meeting, what will be looked for is:

- i. To evaluate the level of risk to which the person is exposed and to establish the different preventative measures that can be taken with regards to the case.
- ii. Guide the person regarding the alternatives for managing and supporting the case in the University.
- iii. Determine the relevance or not of convoking the MAAD Committee.
- iv. Submit the case—based on the needs and desires of the person—to the competent areas, whether that be these units of support and accompaniment (psychological, medical, legal or procedural) or to disciplinary areas.

### **8.3- Stage 3- Actions of the MAAD Committee:**

The MAAD Committee shall study the information gathered for each case. Based on this, it shall determine: 1) The type of necessary preventative measures to be taken and 2) the need to send the documentation to the competent body, so that there, the necessary actions can be taken.

**1. Preventative Measures:**

The MAAD Committee shall be able to implement, among other things, the following preventative and temporary measures, depending on the case in question:

- a) Academic or work measures:
  - i. Reasonably adjust the academic or labor conditions of the affected person so that they can fulfill their respective responsibilities.
  - ii. Change the head, professor or direct supervisor. In these cases the necessary guarantees are provided to the person involved so that the development of their activities can be carried out without complications.
  - iii. Change the workplace or place of study of the person.
- b) Measures to guarantee the physical and emotional well-being:
  - i. Offer emotional first aid through the services of psychological attention in the University.
  - ii. Offer medical evaluation and stabilization through the Medical Center.
- c) Security Measures:
  - i. Offer information about the different security measures that the University offers and how to use them.
  - ii. Offer recommendations on preventative security.
- d) Measures of legal accompaniment:
  - i. Guide the person with respect to the judicial procedures that apply to the case.
  - ii. In the cases in which the affected person requires or wishes to address an external entity (e.g. Office of the Prosecuting Attorney, Legal Medicine, Police, etc.), but does not have anyone close to them to accompany them, the University will provide a person duly capable of acting as accompaniment but not in their representation.
- e) All others that the case may require.

**Paragraph:** The execution of the preventative and temporary measures can be carried out immediately, as soon as the case is received by the Ombudsperson or the Dean of Student Affairs. Additionally, it is important to point out that the process of receiving the case, doing the preliminary study of the same and convoking the MAAD Committee shall be done in the least amount of time possible.

**2. Transference of the case to the competent disciplinary bodies:**

The MAAD Committee shall transfer the information on the case to the corresponding institutional body with the aim that they carry out the opening of the disciplinary process, if deemed necessary.

**Paragraph:** In any moment, the persons involved who wish to know the area where the case is being processed, shall be able to request this information through an email: [lineamaad@uniandes.edu.co](mailto:lineamaad@uniandes.edu.co). This applies only to cases referred to areas by the MAAD Committee.

#### **8.4- Stage 4- *Opening of the disciplinary process***

The opening of the disciplinary process, if applicable, shall be decided by the body in charge, in accordance to the regulations of the University.

- a) *If the presumed aggressor is an employee (professor or administrative worker) of the Universidad:*

The case will be studied by the Direction of Human Management and Organizational Development. This is the pathway for attention set forth in the Work Handbook.

The procedure to follow in these cases is established in chapters IV and V of the Work Handbook:

<https://secretariageneral.uniandes.edu.co/images/documents/Nuevo-Reglamento-de-Trabajo.pdf>

- b) *If the presumed aggressor is a student at the University:*

The case will be studied by the Disciplinary Committee of the Faculty to which the accused belongs. This is the pathway for attention set forth in the Student Handbook:

<https://secretariageneral.uniandes.edu.co/index.php/es/component/content/article/11-asuntos-estudiantiles/24-reglamentos-estudiantiles>

**Paragraph 1:** Any member of the Uniandina community can directly report the situation to the areas mentioned in this section, in case it is not deemed opportune to have the intervention of the areas mentioned in numeral 7, nor is it judged necessary to have the execution of any preventative measure.

The person who wishes can write a letter to the respective unit that contains a clear and succinct description of the events and that includes the information which they have available.

Nonetheless, it is strongly suggested that the case be made known through the channels indicated in section 8.1, with the aim of making sure the affected persons have access to the tools and resources of accompaniment offered by the University.

**Paragraph 2:** The collection and inspection of the evidence available in the framework of the disciplinary process shall be the responsibility of the corresponding disciplinary authority. Furthermore, in cases of sexual or gender-related violence, the disciplinary authority must act with due diligence to collect evidence.

**8.5- Stage 5- *Follow-up and recommendations:***

The MAAD Committee shall leave a written record of their actions and do follow-up on the measures taken. This will be done with the aim of ensuring, until the last stage of the procedure, that the rights of the persons involved in the events that led to the institutional intervention are respected

Furthermore, the MAAD Committee shall make recommendations to other institutional bodies with regards to the cases in question. These recommendations are done in a binding nature.

**Paragraph:** In any moment, the persons involved who wish to know the status of their case can request this information through the email: [lineamaad@uniandes.edu.co](mailto:lineamaad@uniandes.edu.co).

## 9. Glossary:

- **Harassment:** All behaviors which, by action or omission, have the purpose or produce the effect of impinging the dignity of the person while at the same time creating an environment in which intimidation, powerlessness and humiliation dominate.
- **Workplace harassment:** Persistent and demonstrable conduct exercised over an employee or worker (by an employer, direct superior or mid-level superior, co-worker or subordinate), that seeks to cause fear, intimidation, terror and anxiety, that causes work problems, generates demotivation or leads to quitting.
- **Sexual harassment:** This deals with any insinuation, request or unwarranted sexual conduct that can create a hostile, intimidating and offensive environment. Therefore, any conduct of a sexual nature that makes the other person uncomfortable is sexual harassment. All persons can be the victims of sexual harassment regardless of their gender.
- **Ex officio action:** Procedure that is realized without the need for the authorization of the involved parties.
- **Threat:** This is in reference to any act in which a person, by whatever means, instills fear or lets another person know of their intention of causing harm to another person, family member, community or institution with the aim of causing unease, fear or terror.
- **Binding nature:** Property of measures whose fulfillment is of an obligatory nature.
- **Discrimination:** This is any act, policy or verbal expression that implies unequal, unjust or denigrating treatment of another person based on a personal characteristic such as: age, race, sex, gender, sexual orientation, nationality, religion, belief, political stance, disability, etc.
- **Emergency:** A situation that requires immediate attention in which the physical or psychological well-being of a person is in imminent peril.
- **Abuse:** This is any act of violence against the physical or moral integrity, physical, sexual liberty or the liberty of the assets of a person. Also, abuse can be considered any behavior that undermines self-esteem and the dignity or any offensive or abusive verbal expression that harms the integrity or the fundamental rights of the person.
- **Member of the Uniandina Community:** This encompasses any member of the community of students and employees (professors and administrative) that have direct contact with the University.
- **Gender-related violence:** Any act of violence based on gender or sexual preference that can or may result in harm or physical, sexual or psychological suffering. Also, cases of gender-related violence encompass such acts as: coercion or the arbitrary deprivation of freedom, both when manifested in public as well as private life (based on the UN, 1993).



- **Sexual Violence:** All unsolicited sexual acts (or those on the verge of being carried out), commentaries, sexual insinuations or actions attempting to utilize in any other form the sexuality of a person (OMS, 2002) through any mechanism that eliminates or limits personal free will (Universidad Nacional de Colombia, 2017).

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