

Code and Rules FAQ

A GUIDE TO THE ATENEO DE MANILA UNIVERSITY'S
CODE OF DECORUM AND ADMINISTRATIVE RULES
ON SEXUAL HARASSMENT, OTHER FORMS OF MISCONDUCT,
AND INAPPROPRIATE BEHAVIOR ("CODE AND RULES")

1 Q Why do we need the Code and Rules?

A The Code and Rules recognizes that sexual harassment is a social reality rooted in gender inequality. We live in a society where gender inequality is systemic and gender-based violence is normative.

If any member of the university experiences sexual harassment, the University carries the responsibility to promote justice that is rooted in genuine empathy and understanding of the struggle and suffering of others.

2 Q What does the Code and Rules stand for?

A The Code and Rules stands for the University's principles in addressing sexual harassment, other forms of sexual misconduct, and inappropriate behavior. The University adopts a zero-tolerance policy against all forms of gender-based violence and discrimination. It adopts the whole-of-university approach to build a culture of respect for human dignity, address sexual harassment, other forms of sexual misconduct, and inappropriate behavior, prevent their recurrence, and remedy their effects. It upholds the do-no-harm principle and observes due process.

3 Q How is the Code and Rules consistent with the University's being a Catholic and Jesuit institution??

A In all things, we seek to live out the Gospel message of mercy and compassion. We follow the Ignatian way of choosing the loving option. The Code and Rules is the University's way of choosing love, by caring for any member who is hurting, correcting errant behavior, instilling accountability for one's actions, repairing the harm done, promoting restoration for all persons concerned, and ensuring that the University is a safe space for all.

4 Q What does the Code and Rules cover?

A The Code and Rules covers the following:

- 1 **Code of Decorum**—which sets the standards of conduct for university personnel, teachers, and students; defines inappropriate behavior, sexual harassment, and other forms of sexual misconduct; and sets corresponding sanctions for infractions.
- 2 **University Decorum and Investigation System**—which lays out the university-level and school-level administrative offices that will implement the Code.
- 3 **Administrative Disciplinary Rules**—which maps the process for reporting incidents of sexual harassment, other forms of sexual misconduct, and inappropriate behavior, and the procedure for investigation and resolution.

5 Q Don't we have an Anti-Sexual Harassment Policy? Why make this Code and Rules now?

A Yes, the University has an existing Anti-Sexual Harassment Policy updated in 2018. This policy was based on the Anti-Sexual Harassment Act of 1995 (RA7877). A new law expanding the meaning of gender-based sexual harassment was passed in 2019 known as the Safe Spaces Act (RA 11313). The Code and Rules updates the existing anti-sexual harassment policy to cover the Safe Spaces Act of 2019.

6 Q What's new in the Code and Rules in terms of infractions?

A The existing anti-sexual harassment policy only covers sexual harassment as defined by RA7877. The Code and Rules covers gender-based sexual harassment as defined by RA 11313. While sexual harassment often takes place in situations where there is a power differential, it is not limited to such situations. It may occur between peers or between persons of the same status in the University, regardless of sex, gender identity or expression, or sexual orientation. The Code and Rules also includes other forms of sexual misconduct such as sexual assault, sexual abuse, sexual exploitation, and voyeurism, as well as inappropriate behavior.

7 Q What's new in the Code and Rules in terms of procedures?

A The existing anti-sexual harassment policy only covers formal complaints. The Code and Rules covers both formal complaints and informal reports. For formal complaints, the Code and Rules provides more detailed guidance on what the process entails. For informal reports, the Code and Rules states what actions can be taken on the basis of informal reports.

8 Q What's new in the Code and Rules in terms of structures?

A The existing Anti-Sexual Harassment Policy is implemented by the CODI (Committee on Decorum and Investigation) with the assistance of OHRMOD (Office of Human Resource Management and Organization Development). The Code and Rules creates a University Decorum and Investigation System comprised of the CODI, the University Office of Decorum and Investigation (UODI), the Gender Hub, and the University Gender and Development Office (UGDO). The CODI investigates formal complaints. UODI gives investigative and administrative support to the University CODI. The Gender Hub gives care and assistance to persons reporting or filing a complaint. The UGDO oversees and coordinates the system.

Schools will have their counterpart CODI, ODI, and Gender Hub. Complaints against personnel are filed with the UODI and investigated by the University CODI. Complaints against students are filed with the School ODI and investigated by the School CODI.

9 Q What's new in the Code and Rules in terms of our responsibilities as members of the Ateneo Community?

A The Code and Rules sets out what is acceptable conduct for university personnel, teachers, and students. It also asserts that all members of the University community have a duty to report sexual harassment, other forms of sexual misconduct, and inappropriate behavior.

10 Q Why do we need the Code and Rules?

A Questions may be addressed to genderdev@ateneo.edu.