

SEXUAL HARM AND MISCONDUCT RESPONSE (DLI) PROCEDURE

Section 1 - Preamble

- (1) This Procedure is effective from 1st of December 2025.

Section 2 - Purpose

- (2) This Procedure guides and informs the way in which the University will support and respond to any matter involving sexual harm and misconduct.

Section 3 - Scope

- (3) This Procedure applies to students, staff and associates of the University.
- (4) This Procedure does not apply to sexual harm relating to children. Reports of sexual harm relating to children are managed through the Child Safety (DLI) Policy & Child Safety (DLI) Procedure.
- (5) During the establishment of DLI, all policy, procedures and supporting processes will be regularly reviewed. In the establishment phase, defined as the first two years from when students commence DLI programs, any issues arising from the implementation of current policy, procedure or process will be referred to a jointly-convened Policy and Procedure Review Panel (PPRP). The PPRP will comprise designated academic and professional service representatives from the University Partners and the Office of the Rector. The PPRP will recommend an outcome best aligned with relevant principles and the best interests of any student(s) concerned, and will advise DLI on the future development of policy, procedure and supporting processes. During the establishment phase, the PPRP may make recommendations to vary any given policy only with endorsement from relevant University Partner governance processes. All policy and procedure will be subject to a full review at the end of the two-year establishment phase.

Section 4 - Policy

- (6) This Procedure is pursuant to the Sexual Harm and Misconduct - Prevention and Response (DLI) Policy.

Section 5 - Procedure

What is Sexual Harm?

- (7) DLI defines sexual harm as any unwanted behaviour of a sexual nature, including sexual assault (including rape), any other unwanted or attempted unwanted behaviour of a sexual nature which is a crime in Indonesia, sexual harassment, and any behaviour of a sexual nature that may constitute student or staff misconduct.
- (8) DLI defines sexual misconduct as behaviour of a sexual nature, by a member of the DLI community (in their capacity as a student, staff member or associate), that causes or is likely to cause harm to other members of DLI, and/or is considered a breach of staff or student codes of conduct. This includes the behaviours noted at Clause 10. Further examples of behaviours and actions that constitute sexual misconduct are in section 6 of this Policy.

Internal and External Support Services

(9) In emergencies or situations of immediate danger:

Organisation	Contact Details	Description of Service
Vendors for ongoing requirements	Address, phone, email, website, key contact	Service Responsibilities
Widya Bhakti Inti (WBI) Pratama Medical Clinic	Mobile Numbers: +62 8960 776 9977 +62 8139 579 6596	Medical clinic partner, located within PT.INTI complex (co-located with DLI Campus)
Bandung General Emergency Line	112	Universal emergency number
Bandung Police Line	110	Reporting of crimes
Bandung Fire Line	113	fires
Bandung Search & Rescue	115	Search and rescue operations
Bandung Ambulance/ Medical Emergency	118 or 119	Medical emergencies
TELUS Health 24/7	+628001401645 (toll free) +628121123123 (WhatsApp only) one.telushealth.com	Support for Staff Navitas staff EAP provider in Indonesia.

(10) Local NGOs specialising in sexual violence support:

- Sahabat Perempuan dan Anak (SAPA) 129 (Ministry of Women Empowerment and Children Protection) service can be accessed via hotline 021-129 or WhatsApp 08111-129-129. SAPA 129 has six types of services, namely public complaint service, victim outreach service, case management service, temporary shelter access service, mediation service, and victim assistance service.

Immediate Response and Support

(11) Should a staff member, students or associate of DLI witness, or receive a disclosure about, an incident of sexual harm or misconduct has occurred they should:

- Ensure immediate safety and assist the affected person to access medical assistance if needed.
- Let the affected person know you believe them and they are not to blame, and provide immediate emotional support.
- Clearly explain options for support, reporting, and potential outcomes, and support the person to access support and report options should they desire

Disclosures for the purpose of seeking advice and support

(12) Members of the DLI community may contact DLI's Designated Intake Role to seek advice and support and/or to enable precautionary measures to be put in place. Individuals may choose not to identify themselves or the other person(s) involved. DLI supports the rights of individuals to decide what information they disclose, including whether to make a disclosure anonymously. However, DLI's ability to respond may be impacted if the information provided is incomplete.

Precautionary Measures

(13) DLI may recommend and implement temporary or permanent precautionary measures in response to an incident of sexual harm or misconduct to protect the safety and well-being of all community members. These measures are not a penalty or sanction and do not indicate that DLI has concluded that a breach of conduct has occurred.

Report or Complaint Options

- (14) Individuals can make a report or complaint using one of the following options:
- In Person at Student Connect Service Desk
 - Call & WhatsApp: [+61 811-2024-0447](tel:+6181120240447), Monday to Friday 8:00am – 4:00pm
 - electronic mail:
 - Academic Manager - studentsupport@dli.ic.id
 - Chief Operating Officer - DLI.COO@dli.ac.id
 - [The DLI website](#)
 - [Electronic Form Submission](#)
- (15) The Student & Academic Services Officer, Academic Manager and/or Chief Operating Officer will receive these communications and will triage and refer the report or complaint to the appropriate party, including the Sexual Violence Task Unit, and where relevant, assist the person making the report to access appropriate supports.
- (16) Reports involving students will be addressed in accordance with this procedure while those involving staff will follow the Disciplinary (DLI) Procedure.
- (17) With the agreement of the affected individual, a third party may initiate a report or complaint.

Sexual Violence Task Unit

- (18) Complaints relating to sexual harm and misconduct as defined under the **MoECRT Regulation Number 55/2024** (or any other relevant regulation which amends, updates or replaces it) against DLI students, staff and associates, will be managed as follows.
- (19) To manage prevention and handling of sexual harm and misconduct the University will establish a Sexual Violence Task Unit in accordance with the applicable local laws.
- (20) The Sexual Violence Task Unit will consist of:
- An odd number of at least 7 persons:
 - at least 2/3 being female
 - at least 1/3 being students
 - and consisting of at least 1 Educator and 1 Education Staff
 - Chairman (concurrently member) must be filled by an Educator and will be selected by the Sexual Violence Task Unit
 - Secretary (concurrently member) must be filled by either a student or education staff and will be selected by the Sexual Violence Task Unit
 - Remaining positions will be considered members.
- (21) Members of the Sexual Violence Task Unit must meet all requirements under applicable local laws, including meeting relevant standards with regard to experience or qualifications, behavioural expectations and training. It is recognised that student representatives will not necessarily meet all these expectations at point of recruitment, but will be supported in recruitment, training and fulfilment of their role to ensure that both their own wellbeing and the formal requirements of the Task Unit are maintained.
- (22) Members of Sexual Violence Task Unit term of service will be a period of 2 years and not exceeding 3 years, from the date of nomination.

- (23) In relation to response and handling of sexual harm and misconduct, the Sexual Violence Task Unit has the following duties:
- a. receipt of reports;
 - b. investigation of sexual misconduct reports;
 - c. preparation of investigation findings and recommendations;
 - d. supporting victim recovery; and
 - e. implementation of measures to prevent recurrence.
- (24) In carrying out the duties above, the Sexual Violence Task Unit is authorized to:
- a. request information from the affected person/s, witness, respondent, companion, and/or expert;
 - b. request assistance from the University Leader to present witnesses, respondent, assistants, and/or experts within the investigation;
 - c. conduct consultations related to the handling of sexual harm and misconduct with related parties taking into account the conditions, security, and comfort of the affected person; and
 - d. cooperate with the College/University related to the reports on sexual misconduct involving the affected person/s, witnesses, reporting person, and/or the respondent from the concerned College/University.

Report or Complaint Handling by the Task Unit

- (25) For any student, educator, education staff member, or campus citizen who has experienced sexual harm or misconduct:
- a. Complaints can be reported to the Sexual Violence Task Unit by contacting the designated intake role through the report and complaint options listed above.
 - b. The designated intake role can assist students, educators, education staff members, or campus citizens to access support services, and can facilitate initiation of a formal report or complaint process, via the Sexual Violence Task Unit.
 - c. Where a formal investigation is required, the Sexual Violence Task Unit will conduct the investigation in accordance with applicable local laws and produce a report on their findings to the University Leader.
 - d. If the reported person is a staff member or associate, making a complaint via the Chief Operating Officer to the Sexual Violence Task Unit may result in an internal or external investigation or alternative dispute resolution.
 - e. Following an investigation and determination, the task unit will make recommendations to the University Leader regarding sanctions, in line with the Student General Misconduct (DLI) procedure, Student Disciplinary procedure, Staff Misconduct (DLI) procedure and Staff Disciplinary (DLI) procedure.
 - f. The University Leader will make the final decisions regarding the imposition of administrative sanctions, based on the recommendation of the Sexual Violence Task Unit. Where light and moderate administrative sanctions as are imposed, the perpetrator is obliged to take part in a counselling program at an institution appointed by the Sexual Violence Task Unit.

- g. In severe cases, a determination may be made that sanctions must go beyond light and moderate administrative sanctions. In such cases the University Leader may determine that a student, staff member or associate must be excluded from the university, either temporarily or permanently, in line with the Student General Misconduct (DLI) procedure, Student Complaint Resolution (DLI) Procedure and Staff Disciplinary (DLI) procedure.
- h. The Chief Operating Officer, in consultation with the victim/affected person and Sexual Violence Task Unit, and designated intake role, may implement interim protective measures in accordance with applicable local laws.
- i. A student, staff member, or other university citizen may withdraw their complaint at any time and may seek the support of the designated intake role to do so.

Reporting to Police

- (26) If a student, staff member or associate wishes to make a report to Police, or to any other third party, the designated intake role will assist them to do so. The Chief Operating Officer is not able to make a report to Police or to a third party on behalf of the individual.
- (27) DLI will not report a crime without the consent of the student unless legally obliged to do so.
- (28) There are circumstances where the University will consider reporting the matter to Police, when a student, staff member or associate does not want to report the matter to the Police themselves. A report to the Police by the University may be made by the University General Counsel following consideration of:
 - a. evidence of a clear and unacceptable risk to the University or general community
 - b. multiple disclosures, reports or complaints about the same person
 - c. the wishes of the person who has experienced the sexual harm.
- (29) The designated intake role will advise the person who has disclosed the sexual harm of the University's decision to report the matter to the Police.
- (30) If a matter is referred to the Police any internal investigation will be paused pending the outcome of the Police investigation.

Procedural Fairness and Natural Justice

- (31) Reports or complaints of sexual harm or misconduct will be responded to impartially, fairly and equitably following the principles of natural justice and in accordance with the relevant University Regulation or Policy.

Potential Actions and Outcomes

- (32) Where any process results in recommendations for University-wide or systemic changes, the Chief Operating Officer will determine the appropriate actions to implement any recommendations.
- (33) The Chief Operating Officer will be provided with a copy of the outcome of a report or complaint for the purpose of ensuring any precautionary measures are reviewed and amended if necessary.
- (34) Where there are findings in relation to the conduct of a staff member, the matter may be referred to Rector and/or Chief Operating Officer for action in accordance with the Staff Discipline procedure.

- (35) Where there are findings in relation to the conduct of a University associate, the matter may be referred to the Chief Operating Officer or other appropriate area of the University to assess whether cessation of engagement is appropriate.

Third-Party and Bystander Disclosures

- (36) DLI encourages third-party disclosures, respecting affected individuals' wishes, and ensures sensitive handling of such reports. Deidentified reports can be made where the victim/affected person does not wish to have their details shared.

Victimisation

- (37) Victimisation is prohibited and subject to disciplinary action.

Reporting and Record-Keeping

- (38) Confidential records are maintained, and de-identified data is used for prevention strategies.

Roles and Responsibilities

- (39) Roles and Responsibilities:

Role	Responsibility
Sexual Violence Task Unit	Manage prevention and handling of sexual violence the University
Designated Intake Role – performed by Student & Academic Services Officer, Academic Manager	Assist students, educators, education staff members, or campus citizens to access support services, and can facilitate initiation of a formal report or complaint process, via the Sexual Violence Task Unit
Chief Operating Officer	Receive complaints and will triage and refer the report or complaint to the appropriate party, including the Sexual Violence Task Unit
University General Counsel – performed by TNB (University legal partner)	A report to the Police by the University may be made by the University General Counsel.

Section 6 - Definitions

- (40) For the purpose of this Procedure:

- Associate:** Contractors, consultants, volunteers, visiting appointees, and visitors to DLI.
- Unwanted Behaviour of a Sexual Nature which is a Crime in Indonesia:** As defined by Law No. 12 of 2022 concerning the Crime of Sexual Violence and relevant sections of the Indonesian Penal Code (KUHP). This includes but is not limited to sexual assault, sexual harassment, sexual exploitation, and any other forms of sexual violence defined under Indonesian law.
- Child:** A person who is under the age of 18 years, as per Law No. 23 of 2002 on Child Protection.
- Consent:** As defined under Law No. 12 of 2022, consent is a voluntary, clear, and ongoing agreement to engage in sexual activity. Circumstances where a person does not consent include, but are not limited to:
 - Submission due to force or threat of force, whether to themselves or others.
 - Submission due to fear of harm, including psychological, physical, or economic harm.

- iii) When the person is asleep, unconscious, or incapacitated due to alcohol, drugs, or other substances.
- iv) When the person is deceived about the nature or purpose of the act.
- v) When the person does not express clear and voluntary agreement.
- vi) When the person initially consents but later withdraws consent.
- e. **Higher Risk Cohorts:** Includes individuals at higher risk of experiencing sexual harm or misconduct (or facing barriers to reporting) due to factors such as residing in communal settings (e.g., dormitories or student housing), participation in university-organized trips, or discrimination based on attributes such as gender identity, disability, or socio-economic background.
- f. **Precautionary Measures:** Measures imposed to protect the wellbeing and safety of individuals involved in any reported case of sexual misconduct or members of the DLI community. These may include no-contact directives, temporary suspensions, or adjustments to academic and work arrangements.
- g. **Rape (Perkosaan):** As defined in Law No. 12 of 2022 and the Indonesian Penal Code (KUHP), rape is the act of intentionally and unlawfully forcing sexual intercourse on another person without their consent.
- h. **Report or Complaint:** A formal request for DLI to investigate and take action concerning a reported incident of sexual misconduct. This may include disciplinary action, mediation, or other institutional responses in accordance with DLI's procedures.
- i. **Support Services:** Internal university services dedicated to providing guidance, assistance, and resources to students, staff, or associates who disclose and experience of sexual harm or misconduct. This includes access to counselling, medical referrals, support to make a report to the University or Police, and legal aid.
- j. **Sexual Assault:** As defined in Law No. 12 of 2022, sexual assault refers to any unwanted sexual contact, including but not limited to inappropriate touching, coercion, or forced sexual acts that occur without the explicit and voluntary consent of the victim.
- k. **Sexual Harassment:** As defined in Law No. 12 of 2022, sexual harassment includes unwelcome physical, verbal, or non-verbal conduct of a sexual nature that creates an intimidating, hostile, or humiliating environment. This includes sexual advances, requests for sexual favours, and other forms of inappropriate conduct.
- l. **Sexual Exploitation:** Taking advantage of another person sexually without their consent, often for personal gain or profit, as defined under Law No. 12 of 2022. This includes cases such as coercing someone into sexual activity in exchange for benefits or using power dynamics to engage in non-consensual sexual acts.
- m. **Sexual Violence (Kekerasan Seksual):** As per Law No. 12 of 2022, this includes any act that demeans, insults, harasses, or attacks a person's body or reproductive functions due to an imbalance of power or gender, resulting in physical or psychological harm.
- n. **Sexual Slavery:** Forcing or coercing an individual to engage in sexual acts against their will, effectively treating them as property, as defined under Law No. 12 of 2022.
- o. **Electronic-Based Sexual Violence:** Acts of sexual harassment or exploitation carried out through electronic means, such as sharing explicit content without consent or cyberstalking, as defined under Law No. 12 of 2022.

- p. **Victimisation:** when a person subjects (or threatens to subject) another person to a detriment (which includes humiliation and denigration) because that other person has made a complaint or been involved in a complaints procedure, or because the first person thinks the other person intends to make a complaint or be involved in a complaint of discrimination, sexual harassment, victimisation or vilification.

ASSOCIATED DOCUMENTS

(41) Associated documents are available on the [DLI Policy page](#).

PROCEDURE DETAIL	
Name of procedure	Sexual Harm and Misconduct Response (DLI) Procedure
Overarching policy	Sexual Misconduct Prevention and Response (DLI) Policy
Approved by	Yayasan Governing Board
Approval date	27th November 2025
Date of effect	1st December 2025
Date of review	1st December 2026
Responsible Executive	Rector
Implementation Officer	COO
Policy or procedure superseded	N/A
Associated documents	Sexual Misconduct Prevention and Response (DLI) Policy
Summary	This Procedure guides and informs the way in which the University will support and respond to any matter involving sexual harm and misconduct.
Key words for online searching	Victimisation, child, assault
Category	Administrative
Target audience	Students, staff, associates