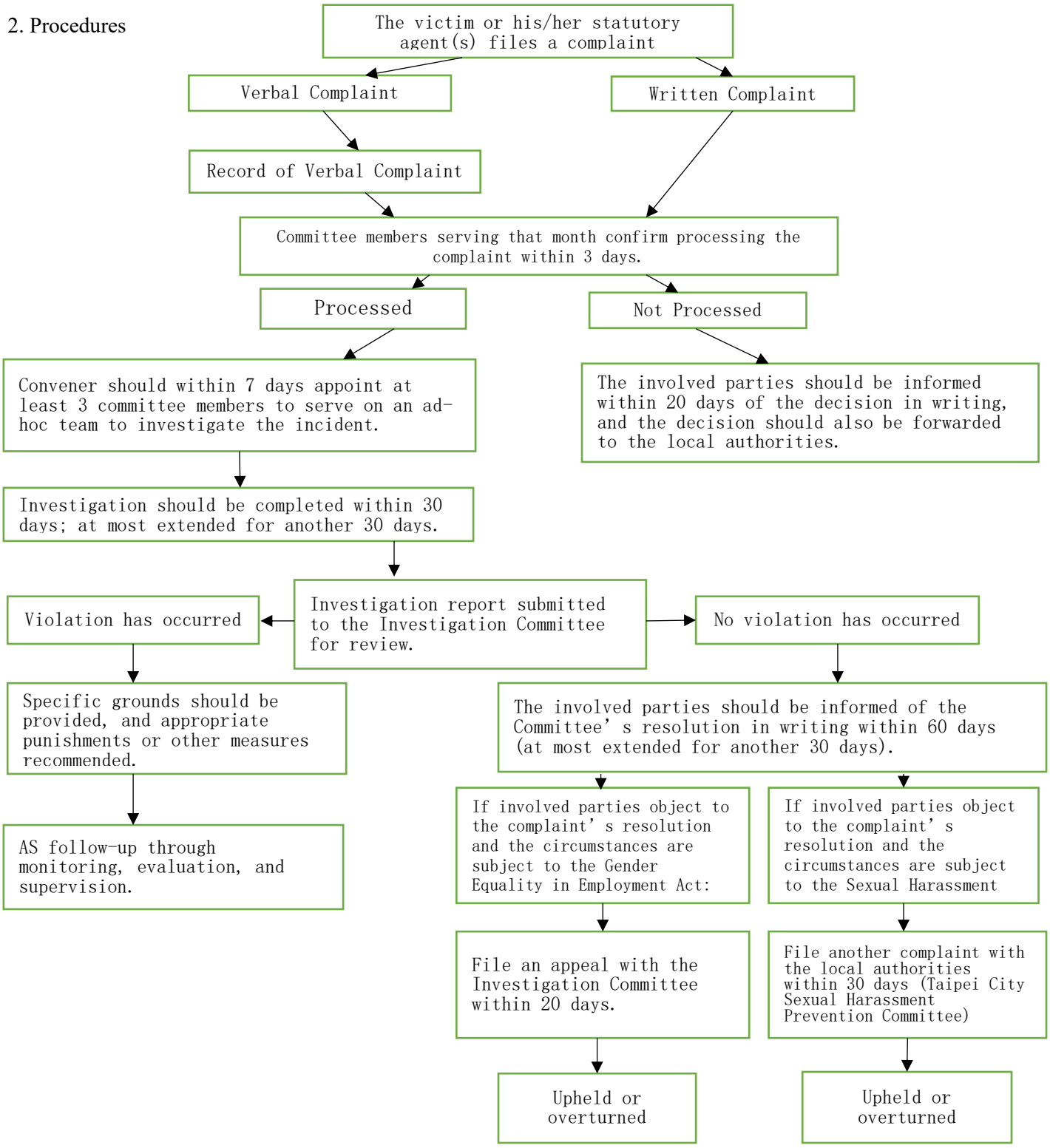
SOP for Processing Sexual Harassment Complaints

1. Referenced Regulations

Sexual Harassment Prevention Act and its Enforcement Rules; Regulations of Sexual Harassment Prevention; Gender Equality in Employment Act and its Enforcement Rules; and Academia Sinica Guidelines for the Prevention, Filing Complaints, and Punishment of Sexual Harassment.

2. Procedures



3. Procedural Information

(1) Complaints should be filed as written or verbal statements by the victim or his/her statutory agents. If the incident conforms to circumstances subject to the Sexual Harassment Prevention Act, the complaint should be filed within one year after the incident occurs. If the complaint is filed as a verbal statement, the processing personnel or unit should make a written record, which must be confirmed by the complainant for accuracy and then signed or sealed.

(2) All complaints should be resolved within 2 months of the date they are accepted for processing. This period may be extended by another month, with involved parties informed via written notice. If the incident is regulated by the Sexual Harassment Prevention Act, the local authorities should also be notified. Written notices of resolution should include the grounds for resolving the case, as well as the due date for filing an appeal and the unit responsible for processing appeals.

(3) If involved parties object to the complaint’s resolution, and the circumstances are subject to the Gender Equality in Employment Act, an appeal may be filed with Academia Sinica Investigation Committee; if the circumstances are subject to the Sexual Harassment Prevention Act, the involved parties may file another complaint with the local authorities.

(4) Complaint Helpline: 2789-9427

4. Form

Academia Sinica Employees Sexual Harassment Complaint Form