

# WHAT TO DO IF YOU ARE **SEXUALLY HARASSED** ON CAMPUS?

## WHAT CONSTITUTES AS SEXUAL HARASSMENT?

Any sexual conduct that is unwanted or unwelcome and may be committed physically, verbally, non-verbally, psychologically or visually. It also may cause the harassed person to feel humiliated, offended or threatened.

These can include:

- Verbal
- Physical
- Gestural
- Psychological
- Visual



## HERE ARE THE STEPS TO TAKE

### 1 TELL OFF THE HARASSER

- Clearly and firmly state that you object to their inappropriate behavior.
- Set boundaries by saying "No" or "Stop" in a confident manner.
- Prioritise your safety; if direct confrontation feels unsafe, skip to the next steps.



### 2 MOVE TO A SAFE LOCATION (IF NECESSARY)

- If you feel threatened, leave the area immediately and seek help from:
  - A trusted friend, lecturer or staff member.
  - Campus security or police in case of immediate danger:
    - **Campus Security:** +603-9101 8880 (Ext: 3189)
    - **Location:** Security Guardhouse, Block A, Block G and Block Entrance
    - **Auxiliary Police Station:** +603-9101 8880 (Ext: 3456)
    - **Location:** Ground Floor, Block D



### 3 RECORD EACH INCIDENT

- Write down detailed descriptions about the incident:
  - Date, time and location.
  - Description of the harasser and any witnesses.
  - Evidence such as text messages, photos, emails or videos.
  - Keep these records secure for reporting and legal purposes.



## 4 REPORT THE INCIDENT

- On-campus Reporting:
  - Report the incident to your respective faculty or institute or directly to:
    - i.) **Student Affairs and Alumni Division (SAA):**
      - **Email:** [saaenquiries@ucsiuniversity.edu.my](mailto:saaenquiries@ucsiuniversity.edu.my)
      - **Contact:** +603-9101 8880 (Ext: 2082)
      - **Location:** Level 9, Block G, UCSI University KL Campus
      - **SAA Facebook:** UCSI SAA
    - ii.) Obtain the Student Feedback Form from SAA and complete it for further processes.
- Lodge a Police Report:
  - Contact the auxiliary police if you wish to pursue legal action.



## 5 UNDERSTAND THE INVESTIGATION PROCESS

- After reporting:
  - SAA will review the case and take appropriate action following university policies.
  - You might be contacted for additional details.
- We can ensure that confidentiality is maintained throughout the process.
- However, before, during and after this period, retaliation against the reporting individual is strictly prohibited.



## 6 GET EMOTIONAL SUPPORT

- Share your experience with someone you trust:
  - Friends, family, coursemates or housemates.
- Seek professional support:
  - **Student Development and Counselling Department (SDCD):**
    - **Email:** [sacounselling@ucsiuniversity.edu.my](mailto:sacounselling@ucsiuniversity.edu.my)
    - **Phone:** +603-9101 8880 (Ext. 2435/2086/2088)
    - **Facebook:** UCSISDCD
- Counsellors can provide confidential and non-judgmental assistance to help you through it.



## 7 FOLLOW-UP AND AFTERCARE

- Stay updated on the investigation's progress and outcomes.
- Access continued emotional support and resources from the counselling department.



### For further support, you can approach the following contacts:

- **Local Police Station** (Pondok Polis Alam Damai)
  - Tel: +603-9100 1222
- **Women's Aid Organisation (WAO)**
  - Tel: 03-3000 8858 (Hotline Number)
  - SMS or WhatsApp: TINA (+6018-9888058)
- **All Women's Action Society (AWAM)**
  - Telenita Helpline: +6016-237 4221/+6016-228 4221
- **Hospital HUKM**
  - Tel: +603-9145 5555

