

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<b>Terms of Reference of the Sexual Assault and Sexual Harassment (SASH) Taskforce</b>
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### 1.1 Terms of Reference of the SASH Taskforce

Reporting Arrangements	Board of Directors (BoD) through the People and Culture Committee
Purpose and Scope	The Sexual Assault and Sexual Harassment (SASH) Taskforce will act as an advisory for leadership and governance on SASH issues within S P Jain School of Global Management (S P Jain). Its primary objective is to ensure ongoing implementation and improvement of measures to understand, prevent, identify and respond to sexual assault and sexual harassment.
Responsibilities	<ol style="list-style-type: none"> <li>a. To conduct an internal critical analysis of the existing SASH measures in place including a desktop review against the TEQSA Guidance Notes and oversee benchmarking against other Australian higher education providers.</li> <li>b. To provide ongoing innovation, evaluation and improvement of SASH prevention and response measures for ensuring a safe environment for students and staff.</li> <li>c. To provide preventive education, through a SASH training provider (TEQSA recognised), impart online and face-to-face training for staff, students and responders who will be equipped to understand, prevent and respond appropriately to sexual assault and sexual harassment issues.</li> <li>d. To regularly evaluate for impact and efficacy of the training courses and modify according to the outcomes of the evaluation analysis.</li> <li>e. Review the staff and student SASH policies to include appropriate coverage of sexual assault and SASH redressal systems are aligned with related policies such as Support policy, Critical incidents policy, Code of Conduct policy and Grievance and Mediation Policy.</li> <li>f. Review and ensure the SASH procedure to include frameworks for evaluating and monitoring SASH related initiatives and investigation mechanisms for incidents to enable S P Jain to determine the efficacy</li> </ol>

	<p>of initiatives targeted towards preventing and responding to SASH incidents.</p> <p>g. Ensure the SASH policies and procedures include the online learning environment and should define acceptable behaviours specific to that learning environment.</p> <p>h. Need to implement the monitoring and moderating of the online environment, including S P Jain affiliated social media sites, for any technologically facilitated sexual harassment.</p> <p>i. Oversee the development of comprehensive educational materials, information and forms of dissemination for each campus that is suited to the local conditions to raise students' awareness on SASH. To make sure the materials are widely available and regularly updated.</p> <p>j. Incidents of sexual assault and sexual harassment to be recorded in a central register, including S P Jain's response and the outcome of the response procedure. Summarised incident data to be internally reported regularly to the Board of Directors and prevailing measures of prevention and response to be assessed and, if required, adjusted.</p>
Membership	<p><b>The SASH Taskforce shall consist of not more than 10 persons taking cognisance of gender, campus representation and cultural diversity comprising:</b></p> <p>a. Vice President – Administration (Senior Mentor)</p> <p>b. <i>Ex officio</i> members</p> <ul style="list-style-type: none"> <li>• Heads of Campuses</li> <li>• Counsellors</li> <li>• Head - Student Experience</li> </ul> <p>c. One of the ex-officio members will be appointed as the Chairperson of the SASH Taskforce by the Vice President –Administration (Senior Mentor)</p> <p>d. Up to two members of the full-time academic staff may be invited by the Chairperson and endorsed by the Senior Mentor</p> <p>e. If needed, the Chairperson in consultation with the Vice President – Administration (Senior Mentor) may appoint one more person in the Taskforce</p>
Term of Office	<p>a. Members may serve a two-year term, as decided by the Taskforce</p> <p>b. Vacancies shall be filled by invitation of the Vice President– Administration (Senior Mentor) and shall serve only the remaining period of the member they replace and be eligible for reappointment.</p>
Removal from Office	<p>a. A member may resign from his/her office by notice of resignation in writing to the Taskforce.</p> <p>b. The Taskforce may remove a member for breach of a duty set out above in the Responsibilities section.</p> <p>c. The removal from office may be affected only if the motion for removal is supported by a majority of the total number of members of the Taskforce. The motion for removal must not be put to the vote of the meeting unless the Taskforce member concerned has been given a reasonable opportunity to reply to the motion prior to the meeting in writing and may be given an opportunity to respond in person at the meeting of the Board of Directors if deemed necessary.</p>

	d. If the member to whom the motion for removal refers does not attend the meeting, a reasonable opportunity to reply to the motion is taken to have been given if notice of the meeting has been duly given.
Meeting Frequency and Quorum	<ul style="list-style-type: none"> <li>a. The Taskforce will meet at least 6 times a year.</li> <li>b. Meetings may be face-to-face or electronic meetings.</li> <li>c. No business may be transacted unless there is a quorum of 80% of the total members</li> </ul>
Observers and Invitees	<ul style="list-style-type: none"> <li>a. Director – Secretariat shall be observer at all SASH Taskforce meetings</li> <li>b. Executive staff may be invited to meetings by invitation of the Chairperson but have no voting rights.</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>a. The Chairperson in consultation with Senior Mentor will appoint one of the members of the SASH Taskforce or another external member of staff as Secretary of the SASH Taskforce.</li> <li>b. The Secretary will be the minutes taker and also support the Chairperson to ensure the meetings are held as per this Terms of Reference</li> </ul>
Student Representative Group	The Taskforce will form a Student Representative Group comprising of students representatives (at least 4 numbers) from each campus who represent Undergraduate and Postgraduate courses. They will be invited to participate in at least one Taskforce meeting held in a year.

## 1.2 Standing Orders

These Standing Orders apply:

Notice of Meetings	<p>Meetings shall be held according to the Annual Schedule or at other times such as:</p> <ul style="list-style-type: none"> <li>a. When specifically requested by with Senior Mentor/Chairperson of the SASH Taskforce or via a request from a majority of the members of the Taskforce. Normally not less than five working days’ notice shall be given.</li> <li>b. The Minute-taker will normally circulate an agenda and meetings papers at least five working days before the meeting.</li> <li>c. The Senior Mentor/Chairperson may permit additional business to be added at the meeting if time permits.</li> </ul>
Meeting Conduct	<ul style="list-style-type: none"> <li>a. The Senior Mentor/Chairperson shall conduct the meeting according to the standing orders; ensure order is maintained; and give members an opportunity to speak and vote on matters tabled at the meeting.</li> <li>b. The order of business shall follow the agenda unless agreed otherwise.</li> <li>c. Matters for debate or to move a motion must be on the agenda and seconded, unless otherwise approved.</li> <li>d. Voting shall be by show of hands unless a secret ballot is requested.</li> <li>e. Members may vote by proxy if they are unable to attend.</li> <li>f. Matters will be passed by a majority of members.</li> </ul>

	<p>g. A motion may be amended or withdrawn with the consent of the members.</p> <p>h. When an amendment is before the Senior Mentor/Chairperson, discussion shall be confined to that amendment.</p> <p>i. No further amendments can be made if they are substantially the same, or if the amendment is a direct negative.</p>
Minutes	<p>a. The Secretary shall accurately record the minutes of each meeting and distribute via email within 7 working days of the meeting. The following details shall be recorded in the minutes:</p> <ul style="list-style-type: none"> <li>i. Date, time and venue of the meeting</li> <li>ii. Names of members present and apologies, and the name of the Senior Mentor/Chairperson</li> <li>iii. Names of members present and apologies, and the name of the Senior Mentor/Chairperson An overview of discussions and business conducted; motions and outcomes of votes; action items and persons responsible</li> <li>iv. Date, time and venue of next meeting</li> </ul> <p>b. The minutes of the preceding meeting shall be circulated to members. The Senior Mentor/Chairperson will:</p> <ul style="list-style-type: none"> <li>i. Seek confirmation of the minutes in their current state; or</li> <li>ii. Seek confirmation of the minutes with amendments; and</li> <li>iii. Sign the confirmed minutes</li> </ul>
Adjournment	<p>a. The Senior Mentor/Chairperson may adjourn the meeting from time to time with the consent of the members. Business at the adjourned meeting shall be confined to business that was left unfinished at the meeting where the adjournment took place. If a meeting has been adjourned for more than 10 working days, notice shall be given as for an ordinary meeting.</p>
Code of Conduct	<p>A member shall:</p> <ul style="list-style-type: none"> <li>a. Keep their comments to matters before the Taskforce</li> <li>b. Attend meetings and be punctual</li> <li>c. Undertake review of documents prior to meetings, within timeframes requested</li> <li>d. Act in the best interests of the School, and not bring the School into disrepute</li> <li>e. Exercise appropriate care and diligence</li> <li>f. Not make false statements or falsify records</li> <li>g. Act appropriately to not gain advantage for themselves or others</li> <li>h. Not make offensive statements or comments or behave improperly</li> <li>i. Shall cease speaking when called to order by the Chairperson</li> <li>j. Declare any potential conflicts of interest and stand aside from discussions and voting on such matters deemed to be a conflict of interest</li> <li>k. Keep all matters in confidence and not disclose any matters of business to the general public, members of staff or other associates of the School</li> </ul>