National Taiwan Normal University
Faculty and Staff Sexual Harassment Case Investigation Flow Chart

Written Submission

1. The *Act of Gender Equality in Employment* and Article 13, Paragraph 1 of the *Sexual Harassment Prevention Act* stipulate that the victim shall report to the Committee within one year after the incident.
2. Cases may be submitted in writing or verbally, with the latter recorded and read aloud by the receiving unit or viewed by the victim with their signature or seal added after confirmation.

Office of Human Resources or General Affairs Office
(depending on victim's position)

Process?

Y

1. Investigation begins within 7 days, to be completed within 2 months of the report or referral date. A one-month extension with all parties notified as necessary.
2. Following case closure, the ad hoc team reports to the Sexual Harassment Review Committee (the Committee) for resolution.

1. The Committee Chair appoints 3 or more members to form an ad hoc investigative team within 7 days of the report or referral date.
2. **No less than half of the team shall be women,** with professionals invited as necessary.

The Committee reaches a resolution on **approving or rejecting** the case.

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1. Supplemental documents for the written or oral record are not provided within the prescribed period.
2. The investigation has been completed with all parties involved notified of results.

1. The Committee shall notify all parties of the reason for rejection within 20 days of the report or referral date.
2. Article 13 of the *Sexual Harassment Prevention Act* stipulates that the rejection notice state the appeal deadline and unit and that a copy must be forwarded to the Taipei City Government.

Notification of results:
1. *Act of Gender Equality in Employment*: The victim and offender shall be notified in writing, including reasoning and the appeal period.
2. *Sexual Harassment Prevention Act*: The victim, respondent, and the Taipei City Government shall be notified in writing, including reasoning, appeal period, and unit.

Appeals and re-investigation:
1. *Act of Gender Equality in Employment:* If the Committee did not complete the investigation within the prescribed period or if an objection is raised, the parties involved may file an appeal with the Committee within 20 days of receiving the written notice.
2. *Sexual Harassment Prevention Act:* If the Committee did not complete the investigation within the prescribed period or if an objection is raised, the parties involved may file an appeal with the Taipei City Government thereafter or within 30 days of receiving the written notice.

Note: This process is formulated as per the NTNU *Directives Governing Sexual Harassment Report and Investigation*.