



## **Speak Up Policy**

<b>Policy Title</b>	Speak Up Policy
<b>Policy Type</b>	Students Policy
<b>Policy Owner</b>	President's Advisor Office
<b>Policy Number</b>	Students / 1
<b>Pertinent Dates</b>	Approved on: 10 April 2025 Revised on:

---

## Purpose:

The British University in Egypt is committed to maintaining a safe and respectful learning environment for all students. This Speak Up Policy aims to provide a mechanism for students to report incidents of sexual harassment and seek appropriate support and resolution.

## Scope:

This policy applies to all students enrolled at the British University in Egypt and covers incidents of sexual harassment committed by students, faculty, staff, or any other individuals within the university community.

## Definitions:

- a) **Sexual Harassment:** Any unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.
- b) **Complainant:** Any student who experiences or witnesses sexual harassment and wishes to file a complaint.
- c) **Respondent:** The individual(s) against whom a complaint of sexual harassment is filed.

## Reporting Mechanism:

- a) **Confidential Reporting:** Students can report incidents of sexual harassment confidentially through designated channels as follow:
  - 1- Send an email to [grievance@bue.edu.eg](mailto:grievance@bue.edu.eg)
  - 2- Write a complaint and drop it in one of the grievance boxes spread all over the campus.
- b) **Formal Complaint:** Students who wish to file a formal complaint must submit a written complaint detailing the incident(s), including dates, times, locations, and individuals involved. Complaints can be submitted to the President's Advisor Office.

Information shared will be treated with utmost confidentiality, subject to legal and safety considerations.

## Support and Assistance:

**a) Confidential Advisors:**

The University will provide trained confidential advisors who can support complainants throughout the reporting and resolution process. They will explain available options, provide resources, and help navigate support services.

**b) Counseling Services:**

The University offers confidential counseling services to assist students affected by sexual harassment, providing emotional support, guidance, and referrals to external support networks.

**c) Academic and Accommodation Support:**

Reasonable academic accommodations, such as class schedule adjustments or changes in living arrangements, will be considered to ensure the complainant's well-being and academic progress.

## Investigation and Resolution:

**a) Prompt Investigation:** The University will initiate a fair and impartial investigation upon receipt of a formal complaint. The investigation will be conducted by trained investigators who will gather evidence, interview relevant parties, and ensure confidentiality, as appropriate.

**b) Interim Measures:** The University may implement interim measures to protect the complainant, such as no-contact orders, changes in academic or living arrangements, or restrictions on the respondent's access to campus facilities.

**c) Resolution Process:** The University will follow a resolution process that ensures fairness and adherence to applicable laws and policies. This may involve mediation, disciplinary actions, or other appropriate remedies.

**d) Appeals Process:** Both the complainant and the respondent will have the right to appeal the outcome of the resolution process if they believe there are grounds for appeal. The University will provide an impartial review of the appeal request.

## Non-Retaliation:

The University strictly prohibits retaliation against any individual who reports an incident of sexual harassment or participates in an investigation. Any retaliation will be treated as a separate violation subject to appropriate disciplinary action.

## **Awareness and Education:**

The university will conduct regular awareness campaigns, training programmes, and workshops to educate students about sexual harassment, consent, respectful behaviour, and the importance of reporting incidents. These efforts will foster a culture of prevention and support.

## **Review and Modification:**

This policy will be periodically reviewed and updated to ensure its effectiveness and alignment with legal requirements and best practices.

## **Confidentiality and Data Protection:**

All information related to sexual harassment reports will be handled with utmost confidentiality and in compliance with relevant data protection regulations.

### **Contact information**

**Office Name:** The President's Advisor  
**Extension:** 1041  
**Email:** [m.ismail@bue.edu.eg](mailto:m.ismail@bue.edu.eg)