

 <p><b>SPJ</b> GLOBAL</p> <p>S P Jain School of Global Management</p> <p>DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<b>Terms of Reference of the Sexual Assault and Sexual Harassment (SASH) Taskforce</b>
Document Type	Terms of Reference
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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(P&CC) endorsement,
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 monitor SASH incidences and undertake ongoing evaluation and improvement of SASH prevention and response measures for ensuring a safe environment for students and staff.</li> <li>b. 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>c. To regularly evaluate for the impact and efficacy of the training courses and modify according to the outcomes of the evaluation analysis.</li> <li>d. To periodically review (as required by review schedule) the staff and student SASH policies and incorporating learnings from management oif SASH used cases during the review period , make recommendation to the P&amp;CC on any changes to be made to the policies. During the review also ensure that the SASH redressal systems are aligned with related policies such as those for Support for Students, Critical Incidents, Code of Conduct and Grievance and Mediation.</li> <li>e. To 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. To ensure the SASH policies and procedures include the online learning environment and define acceptable behaviors' specific to that learning environment.</p> <p>h. 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. To oversee the development of additional 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. To record incidents of sexual assault and sexual harassment in a central register, including S P Jain's response and the outcome of the response procedure.</p> <p>k. To provide summarised and deidentified, individual incidence and campus wise SASH incident report at every meeting of P&amp;CC and the Board of Directors via the P&amp;CC.</p>
Membership	<p>The SASH Taskforce shall consist of <b>not more than 12 persons</b> taking cognisance of gender, campus representation and cultural diversity comprising:</p> <p>a. Vice President – Administration (Senior Mentor) or nominee</p> <p>b. <i>Ex officio</i> members</p> <ul style="list-style-type: none"> <li>• Heads of Campuses or in lieu People &amp; Culture Manager/s nominated by Vice President –Administration (Senior Mentor)</li> <li>• Counsellors</li> <li>• Global Head - Student Experience</li> <li>• Director – People &amp; Culture</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. One member of the full-time academic staff will be appointed 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>
Removal/Exit from Office	<p>a. A member (with the exception of ex- officio members) 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 in the <i>Responsibilities</i> and <i>Code of Conduct</i> sections.</p> <p>c. If a member has not attended three (3) consecutive meetings without providing justifiable reasons in advance to the Chairperson, the Taskforce may remove a member for breach of duty.</p> <p>d. 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</p>

	<p>writing and may be given an opportunity to respond in person at the meeting of the Board of Directors if deemed necessary.</p> <p>e. 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.</p>
Meeting Frequency and Quorum	<p>a. The Taskforce will meet at least 4 times a year and if required hold additional meetings.</p> <p>b. Meetings may be face-to-face or electronic meetings.</p> <p>c. No business may be transacted unless there is a quorum of 50% of the total members</p>
Invitees	<p>a. Executive staff may be invited to meetings by invitation of the Chairperson but have no voting rights.</p>
Secretary	<p>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.</p> <p>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</p>
Student Representative Group	<p>The Taskforce will form a Student Representative Group comprising of student 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.</p>

## 1.2 Standing Orders

These Standing Orders apply:

<p><b>Standing Orders</b></p>	<ol style="list-style-type: none"> <li>a. The taskforce will meet at least four a year. Meetings may be face-to-face, electronic or a combination of face-to-face and electronic.</li> <li>b. No business may be transacted unless there is a quorum of half of the members currently holding office.</li> <li>c. Meetings shall be held according to the Annual Schedule adopted by the Board or at other times when specifically requested by the Chairperson /Senior Mentor or via a request from a member not less than five working days' notice shall be given.</li> <li>d. The Secretary will circulate an agenda and meeting papers normally five working days before each Board meeting. The Chairperson may permit additional business to be added at the meeting if time permits.</li> <li>e. For out of session urgent matters, written resolutions may be circulated to members</li> <li>f. <i>Meeting conduct</i> <ul style="list-style-type: none"> <li>• The Chairperson shall conduct the meeting according to these Standing Orders, ensure order is maintained and give members an opportunity to speak and vote on matters tabled at the meeting.</li> <li>• The order of business shall follow the circulated agenda unless the Chairperson determines otherwise.</li> <li>• Matters for debate or to move a motion must be on the circulated agenda, unless otherwise approved by the Chairperson.</li> <li>• Voting shall be by show of hands unless a secret ballot is requested by any member.</li> <li>• Resolutions will be passed if approved by a majority of members present and voting.</li> <li>• A motion may be amended or withdrawn with the consent of the Chairperson.</li> <li>• When a proposed amended motion is before the Board, discussion shall be confined to that amendment.</li> <li>• No further amendments may be proposed if they are substantially the same as amendments already proposed, or if the proposed amendment is a direct negative of the motion before the Board.</li> </ul> </li> </ol>
<p><b>Code of Condu</b></p>	<p>A member shall:</p> <ol 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> </ol>

