



ATENEO DE MANILA UNIVERSITY
OFFICE OF THE PRESIDENT

Memo # U2021-004
29 Aug 2020

Memo to : The University Community
Subject : Ateneo de Manila Code of Decorum and Administrative Rules on Sexual Harassment, Other Forms of Sexual Misconduct, and Inappropriate Behavior

It has been a year since the Safe Spaces Act (RA 11313) was signed into law. The Safe Spaces Act addresses all forms of sexual harassment to include not only sexual advances or requests for sexual favors between a superior and a subordinate in the workplace or between a teacher and a student in an education or training environment, but also similar acts in the context of a peer-to-peer or subordinate-to-superior relationship, and other forms of sexual or gender-based discrimination and misconduct in the workplace, education and training institutions, online, streets, and public spaces.

Under the Act, academic institutions must adopt and publish a code of conduct and grievance procedures to facilitate the filing of complaints for sexual harassment. These matters are multi-faceted and entail navigating through sensitive and challenging concerns, thus warranting a significant amount of time and attention.

The *Ateneo de Manila Code of Decorum and Administrative Rules on Sexual Harassment, Other Forms of Sexual Misconduct, and Inappropriate Behavior* is the culmination of an extensive process. It went through a long period of research and consultations with various members of the Ateneo de Manila community, from students and faculty members to school personnel and administrators. We took the time because we value the seriousness of the matter and believe in the integrity of the process. We are grateful to all those who shared their insights as we developed the document.

The Code of Decorum and Administrative Rules supersedes the Anti-Sexual Harassment Policy of the University. It outlines the definition of sexual harassment, other forms of sexual misconduct, and inappropriate behavior; imposable sanctions for the different types of infractions; grievance procedures; and modes of intervention and assistance. It is available online at www.ateneo.edu/codeofdecorum together with a section on FAQs.

Our message is clear: We want a safe and inclusive environment for all members of the Ateneo de Manila community. Our goal is to build a culture of trust, respect, and inclusivity within our community. In essence, Ateneo de Manila adopts the following principles:

1. Zero-Tolerance Policy against all forms of sexual and gender-based violence and discrimination;
2. Whole-of-University Approach in building a culture of respect for human dignity and vigilance against all forms of abuse and discrimination;

3. Do-No-Harm Principle in extending assistance to persons who experience sexual harassment, other forms of sexual misconduct, and inappropriate behavior; and
4. Due Process in the conduct of administrative investigations.

On behalf of the University, I would like to thank the members of the Technical Working Group on the Code and Rule for their leadership and hard work in helping craft and refine the administrative framework of this important policy:

1. Mr Glenn F de Leon (Office of the President)
2. Dr Leland Joseph R dela Cruz (LS Student Formation)
3. Atty Jaime G Hofileña (ULCO)
4. Atty Jamael A Jacob (UDPO)
5. Dr Maria Elissa J Lao (University GAD)
6. Ms Carolyn Pile Natividad (LS Student Discipline)
7. Ms Christine Natividad (AJHS)
8. Dr Mira Alexis P Ofreneo (LS Gender Hub)
9. Atty Alma Renee R Pavia (OHRMOD)
10. Dr Czarina A Saloma (CODI/Loyola Schools)
11. Mr Danilo O Salvador (AGS)
12. Mr Rene Salvador R San Andres (Residence Halls)
13. Atty Nina Patricia D Sison-Arroyo (ULCO/LS Legal)
14. Mr Ignacio C Soriano (ASHS)
15. Atty Amparita D Sta Maria (CODI/Professional Schools)

I would also like to express my profound gratitude to Fr Jose Ramon T Villarin SJ, whose dedication and exemplary leadership helped sow the seeds in engaging the University community to make the necessary steps in creating a safer and inclusive Ateneo de Manila.

Guided by the Jesuit mission of serving the Faith and promoting justice, may we always be conscious of our actions and allow ourselves to develop critical minds, have compassionate hearts and contribute to the betterment of the society that we live in.


Roberto C Yap SJ
President