

CODI Alert Form

Kindly accomplish this form and submit it to genderdev@ateneo.edu and genderhub@ateneo.edu. Please provide as much information as possible. The more details you provide, the better the University may be able to intervene.

Information on the person reporting

Full Name: _____ ID Number: _____
School/Unit/Affiliation: _____ Phone Number: _____
E-mail Address: _____ Other Contact Info: _____
Designation/Position: _____

Relationship with the person who experienced the incident:

- I am the person who experienced the incident.
 I am reporting an incident experienced by someone else.

Date the incident/information was made known to me: _____

Time the incident/information was made known to me: _____

Information on the person who experienced the incident ("offended party")

Full Name: _____ Phone Number: _____
School/Unit/Affiliation: _____ E-mail Address: _____
Designation/Position: _____ Other Contact Info: _____

At the time of the incident/s, the offended party was:

- A member of the University community:
 Student Staff Other personnel (please specify) _____
 Faculty Administrator/Official
 Not a member of the University community

Information on the person reported as having committed the incident ("respondent")

Full Name: _____ Phone Number: _____
School/Unit/Affiliation: _____ E-mail Address: _____
Designation/Position: _____ Other Contact Info: _____

At the time of the incident/s, the respondent was:

- A member of the University community:
 Student Staff Other personnel (please specify) _____
 Faculty Administrator/Official
 An employee, authorized representative, or agent of a:
 Supplier, service provider, or vendor that performs tasks or deliver goods and/or services to the University
 Host training establishment that accepts students for practicum, apprenticeship, internship, on-the-job-training, or similar programs
 Institutions or organization leasing or permitted to use space within the University campus
 None of the above

Other comments/information on the identities of the persons involved:

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Please click the box that describes what acts were committed. Refer to the Definitions portion at the end of this form for your guidance.

MAJOR INFRACTIONS

Sexual harassment

- Sexual relationship/activity between personnel and a student of Basic Education (Section 4.5)
- Work-related sexual harassment (Sections 8.4 and 8.6)
- Education/training-related sexual harassment (Sections 8.5 and 8.6)
- Unwanted touching, pinching, brushing against, or groping of private parts of the body (genitalia, buttocks, and breast), even if done over clothing
- Unwanted sexual or lascivious touching, pinching, brushing against, or groping any other part of the complainant's body, even if done over clothing
- Unwanted sexual advance, invitation, or flirtation with non-consensual and lascivious touching
- Terrorizing the complainant through: unauthorized recording and sharing of any of the complainant's photos, videos, or information online; impersonating the identity of the complainant online; posting lies about the complainant to harm the complainant's reputation; or posting false abuse reports online to silence victims
- Stalking
- Exposing or flashing private parts, public masturbation, or similar acts committed for the sexual gratification of the respondent with the effect of demeaning, harassing, threatening, or intimidating the complainant

Other forms of sexual misconduct

- Taking a photo, video, or other recording of a person performing a sexual act or any similar activity without consent
- Capturing an image of the private parts of a person without consent
- Selling, copying, reproducing, broadcasting, sharing, distributing, showing, or exhibiting a photo, video, or recording of a sexual act or similar activity through any means, without the written consent of the person involved
- Engaging in sexual intercourse, anal sex, oral sex, or any form of lewd conduct with a person below 18 years of age
- Non-consensual sexual intercourse, anal sex, or oral sex with another person
- Non-consensual penetration of another person's genitals or anus through the use of one's fingers or other objects
- Use of threat, deception, coercion, abuse of a person's vulnerability or minority, or other similar means to make another person participate in prostitution or the production of pornographic materials

Inappropriate behavior

- Engaging in a dating, sexual, or amorous relationship or activity with personnel for whom one has or is scheduled to have a responsibility for assessing, supervising, advising, mentoring, training, guiding, counseling, selecting, or providing administrative support or pastoral care (Section 4.6)
- Engaging in a dating, sexual, or amorous relationship or activity with students who are 18 years old or older, who are not from Basic Education, and for whom one has or is scheduled to have a responsibility for assessing, supervising, advising, teaching, mentoring, training, guiding, counseling, selecting, or providing administrative support or pastoral care (Section 5.3)

Others

- Any act classified as minor or moderate when the same is serious, persistent, or pervasive
- Other analogous acts

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MODERATE INFRACTIONS

Sexual harassment

- Unwanted sexual advance, invitation, or flirtation with no lascivious touching
- Request or demand for any unwanted sexual favor or invitation
- Offensive sexual remarks about a person's physical appearance
- Sending to the complainant, through the use of information and communication technology or other means, photos, audio recordings, or videos with sexual content causing embarrassment or offense and carried out after the respondent has been advised that they are offensive or embarrassing or, even without such advise, when they are by their nature clearly embarrassing, offensive, or vulgar
- Telling sexist, sexual, or smutty jokes or comments to the complainant or sending these through text, electronic mail or other means, causing embarrassment or offense and carried out after the respondent has been advised that they are offensive or embarrassing or, even without such advise, when they are by their nature clearly embarrassing, offensive, or vulgar
- Offensive sexual body gestures
- Repeated but not serious, pervasive, or persistent minor infractions
- Other analogous acts

MINOR INFRACTIONS

Sexual harassment

- Catcalling
- Cursing with sexual content directed at the complainant
- Use of words, gestures or actions that ridicule on the basis of sex, gender, or sexual orientation, identity and/or expression, including misogynistic, transphobic, homophobic, or sexist remarks, slurs, words, or comments
- Ogling or leering
- Unwanted requests for one's personal details such as name, contacts and social media details, or destination

Inappropriate behavior

- Unwanted touching, pinching, or brushing against any part of the complainant's body when not sexual or lascivious in nature but is invasive of one's personal boundaries, and carried out even after the complainant previously objected to the behavior or after disapproval was made known by the complainant, or the behavior may reasonably be expected to cause the complainant to feel unsafe or uncomfortable even without explicit objection or disapproval

Others

- Other analogous acts

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Information on the incident

Date of Incident: _____ Location of Incident: _____

Brief description of the incident:

Supporting documents accompanying this CODI Alert Form

None

Photos

Videos

E-mails

Images or screen capture/s of post/s, message/s, text/s, and similar communication

Statements (please specify whose statements)

Others (please specify)

Name of person reporting

Date accomplished

CODI Alert No. _____
(to be filled in by Gender Hub)

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DEFINITION OF TERMS

Catcalling	Wolf-whistling, unwanted sexual or sexually suggestive remarks or sounds directed towards a person, or unwanted comments on a person's physical appearance done while the complainant is passing by, when the parties cross paths, or on similar situations
Education / Training-related Sexual Harassment*	An act or series of acts that is sexual in nature and committed against a student by a teacher or other personnel who are entrusted with the care, custody, or supervision over the student, and: <ol style="list-style-type: none">the act or series of acts is made explicitly or implicitly a basis or condition for any decision affecting the complainant, including but not limited to the giving of a grade, the granting of honors and scholarships, the payment of a stipend or allowance, or the giving of any benefit, privilege, or consideration ("quid pro quo" or "this for that" sexual harassment); orthe act or series of acts has the purpose or effect, or might reasonably be expected to have the effect, of interfering with academic performance, or creating an intimidating, hostile, or offensive learning environment for the complainant ("intimidating, hostile, or offensive environment" sexual harassment).
Stalking	Conduct directed at a person involving a pattern of repeated visual or physical proximity, non-consensual communication, or a combination thereof, characterized by fixation or obsession, that causes or is likely to cause a person to fear for one's own safety or the safety of others, or to suffer emotional distress.
Work-related Sexual Harassment*	An act or series of acts that is sexual in nature and committed against personnel or an applicant by a supervisor, manager, or other personnel of the University, with or without moral ascendancy, influence, or authority over the complainant, and: <ol style="list-style-type: none">the act or series of acts is made explicitly or implicitly a basis or condition for any job-related decision, including, but not limited to, matters related to hiring, promotion, raise in salary, job security, benefits, opportunities, and any other personnel action affecting the complainant ("quid pro quo" or "this for that" sexual harassment); orthe act or series of acts has the purpose or effect, or might reasonably be expected to have the effect, of interfering with or having a detrimental effect on the complainant's work performance or conditions, or creating an intimidating, hostile, or offensive work environment for the complainant ("intimidating, hostile, or offensive environment" sexual harassment through any means, without the written consent of the person involved.

*For both work-related and education/training-related sexual harassment, the environment becomes difficult to work, learn, or study in because of a single act that is serious or a pattern of behavior that is pervasive or persistent, which creates an atmosphere of fear for the complainant or threatens the complainant's sense of safety and security (intimidating environment), a pervading mood of antagonism or opposition (hostile environment), or an unpleasant atmosphere characterized by discomfort, humiliation, embarrassment, or other negative effect on the complainant's psychological or mental well-being (offensive environment).