

Quest International College
Gwarko; Lalitpur
5447669 / 5421950

**Code of Conduct on Sexual Exploitation, Abuse, and Sexual
Harassment (SEA/SH)**



1. Introduction

Quest International College is committed to maintaining a safe, inclusive, and respectful academic and working environment. This **Code of Conduct on Sexual Exploitation, Abuse, and Sexual Harassment (SEA/SH)** establishes standards of behaviour and mechanisms to prevent and address SEA/SH.

2. Definitions

- **Sexual Exploitation:** Abuse of power, trust, or position for sexual purposes, including benefiting financially or socially from sexual acts.
- **Sexual Abuse:** Actual or threatened sexual activity carried out through force, coercion, or unequal power.
- **Sexual Harassment:** Any unwelcome sexual advance, request for sexual favors, verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.

3. Scope: This Code of Conduct applies to all members of the college community and to any individual associated with the institution. It covers students enrolled at all academic levels, including Bachelor's and Master's programs, as well as teaching and non-teaching staff, administrative personnel, contractual employees, volunteers, and consultants. In addition, the Code applies to visitors and any other persons participating in, representing, or engaged in college-related activities, whether on campus or off campus. All individuals covered under this Code are expected to uphold the values, standards, and responsibilities of the institution and to conduct themselves in a manner that reflects integrity, professionalism, and respect for the academic environment.

It applies both **on-campus and off-campus** during academic, administrative, training, research, or field activities.

4. Prohibited Conduct

The following acts are strictly prohibited:

- Any form of sexual exploitation, abuse, or harassment
- Unwelcome sexual comments, gestures, jokes, or messages
- Demand for sexual favors in exchange for grades, employment, or benefits
- Non-consensual sharing of sexual images or content
- Abuse of authority for sexual purposes
- Retaliation against complainants or witnesses

5. Responsibilities

All members of the institution shall:

- Uphold dignity, respect, and professionalism
- Comply with this Code of Conduct
- Report SEA/SH incidents without delay
- Cooperate fully during inquiries and investigations

6. Reporting and Complaint Mechanism

Complaints may be submitted verbally or in writing to the **SEA/SH Committee or E&S Focal Point Person**

In this regard, the following person with the given details is appointed:

Name: Mr. Rishi Chapagain

Contact:+977 985-1094499

Mail:rishi@quest.edu.np

- Complaints shall be handled **confidentially, fairly, and promptly**
- Protection against retaliation is guaranteed
- Anonymous complaints may also be considered

7. Disciplinary Action: Any violation of this Code of Conduct shall invite appropriate disciplinary action in accordance with the rules, regulations, and policies of the institution. Depending on the nature and severity of the violation, such action may include academic or administrative penalties, suspension or termination of enrolment for students, and disciplinary measures up to and including termination of employment for staff. In cases where applicable, matters may also be reported to relevant higher education regulatory bodies, including Pokhara University and the University Grants Commission (UGC). Furthermore, legal action may be initiated in accordance with the prevailing laws of Nepal.

8. Institutional Commitment

The institution commits to:

- Zero tolerance toward Sexual Exploitation, Abuse, and Sexual Harassment (SEA/SH)
- Creating a safe, inclusive, and respectful learning and working environment for all students and staff
- Ensuring respectful behavior across all academic levels, including senior-to-junior and junior-to-senior interactions
- Promoting ethical conduct and accountability in management-to-student and staff-to-student relationships
- Extending safeguarding standards to all college activities, including academic programs, ECA/CCA, fieldwork, internships, and events
- Providing accessible counselling and support services for affected individuals
- Ensuring respectful interaction among classmates and peers
- Preventing discrimination or harassment based on gender, age, or any other personal characteristic
- Awareness, orientation, and capacity-building programs for students and staff
- Timely, fair, and impartial handling of all complaints
- Confidentiality and protection of the dignity of all parties involved
- Protection against retaliation for complainants, witnesses, and reporters
- Compliance with applicable laws, university regulations, and national policies
- Regular review and continuous improvement of safeguarding policies and practices

Approved by:

Date: ..2.026-01-01.....

Institution Seal



*to be adopted as per the
requirement ✓*