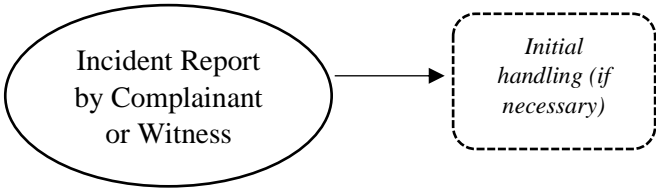
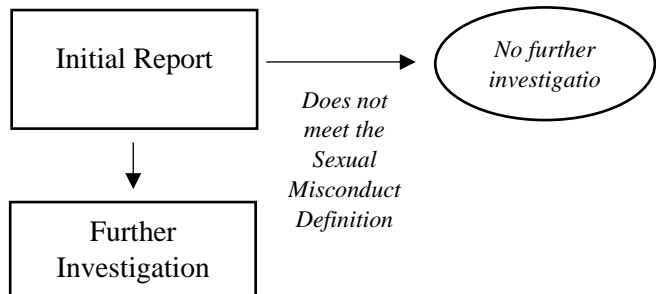
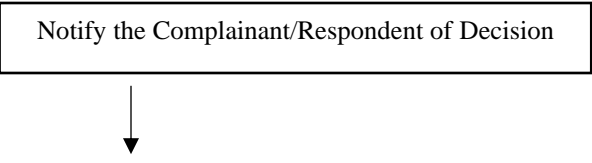
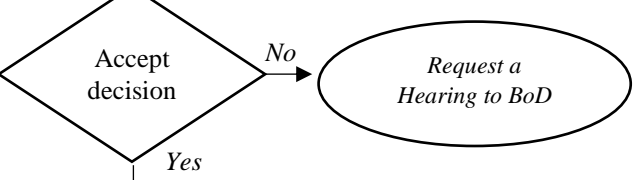
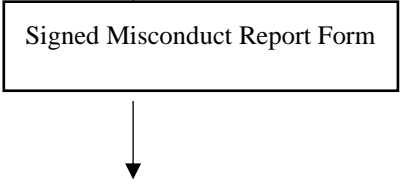
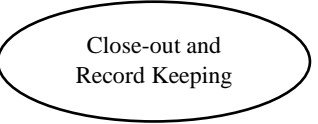


Flowchart B: Staff Incident Case (the Complainant could be staff, student or the outsider).

Step	Responsibility	Workflow	Time	Details
1	Report receiver (through formal channels)	 <pre> graph LR A([Incident Report by Complainant or Witness]) --> B[Initial handling (if necessary)] </pre>	Within 02 working hours since receiving the event report (in an emergency case), or 01 working day (for the remaining), responses to the complainant/witness should be made.	<ul style="list-style-type: none"> - Formal report channels for staff: Email to Feedback@vinuni.edu.vn or in-person meeting with immediate supervisor or HR Director, or the Chair of Faculty Affairs Committee and/or the Chief of Staff Union. (*) If the Complainant is the student, he/she can follow the formal report channels in the Flowchart A. - Evidence can be verbal, or soft copy and/or hard copy of the violated actions (photo, video, suspended misconduct report, etc.). - Report receiver(s) will refer the incident to the Compliance for the follow-up steps. - In the event of an emergency, the report receiver/compliance should immediately notify the President and Provost, HR Director, or the Dean of Student Experience (if relates to student).
2	Assessment Committee Assembled (established by the Provost)	<p>(*) <i>If the Complainant decides to make a police report, the investigation will follow the state legal process and procedures.</i></p>  <pre> graph TD A[Initial Report] --> B([No further investigation]) A --> C[Further Investigation] C --- D[Does not meet the Sexual Misconduct Definition] </pre>	within 05 working days since receiving the incident report	<ul style="list-style-type: none"> - Compliance will assess preliminarily the incident report and report to the Assessment Committee and propose the further investigation (the decision should be made by the Assessment Committee within 24 working hours since receiving the proposal). - The investigation will be kept confidential. - During the investigation, the University will continue to provide support to all those involved, and any necessary protective measures will continue. - The ACA membership: Chair (Provost). Members: Compliance, HR, Direct Supervisor(s), and other invited ones. - The ACA Chair is responsible for assigning tasks and determining the incident's severity.

3	Compliance or Assigned Investigator(s) by ACA Chair	<p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;">Discuss suspected violation with the Respondent / Complainant</div> <p style="text-align: center;">↓</p>	within 05 working days since receiving the incident report	<ul style="list-style-type: none"> - Compliance or Assigned Investigator(s) meets with Respondent and Complainant separately to allow for response to the Investigation Report (if necessary). - At no time will the Complainant and Respondent be required to meet with (as part of the investigation process), unless both parties have explicitly provided their prior informed consent.
4	Compliance or Assigned Investigator(s) by ACA Chair	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;">Investigative Report</div>	within 07 working days since receiving the incident report	<ul style="list-style-type: none"> - Compliance organizes a meeting with the Board of Discipline and comes up with the outcomes and results of investigation. - If no further investigations or actions are possible, Compliance will communicate this decision to the Complainant providing further support and an explicit rationale behind the decision. - Either party can appeal its decision to the BoD.
5	The Board of Discipline	<p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;">Minutes of Resolution</div>	within 07 working days since receiving the incident report	<ul style="list-style-type: none"> - Depend on the Investigative Report, the BoD may decide to report the alleged sexual misconduct to the Police. - Disciplinary proceedings will follow the current process and procedure. - The Resolution will include actions, person-in-charge assignment, and a timeline. - The BOD membership: Chair (Provost), Members: HR, Compliance, Staff Union, and other invited members. - If the Board of Disciplinary fails to reach a consensus, there is an option to escalate the matter to the President of the UC in order to seek a resolution. The Board should consult the current Delegation of Authorization for guidance on the appropriate procedures to follow.

6	Assigned person(s) as per the Resolution		Within 2 working days after receiving the final decision of the BOD	<ul style="list-style-type: none"> - Compliance will communicate in writing the decision regarding the disciplinary results to both parties (if unrelated to students) - The Dean of Student Experience may meet with the Complainant and notify of the Decision (if related to students).
7	The Complainant/ Respondent		in 24 hours	<ul style="list-style-type: none"> - Hearing must be held no sooner than 03 working days after parties receive investigative report.
8	The Respondent		in 24 hours	<ul style="list-style-type: none"> - In the event of dissatisfaction from the Complainant or other members of the Community, SAM should notify the University authorities and the BOD as soon as possible to minimize negative consequences (such as a sense of unsafety on campus). - Compliance will coordinate the process of re-investigating if necessary, and report to the Assessment Committee.
9	Compliance		Within 1 working day after receiving the signed Violation Report Form	<ul style="list-style-type: none"> - All allegations of misconduct and the outcomes must be documented and archived at Compliance Office. Required documents: <ul style="list-style-type: none"> (a) Incident report and its supporting evidences (b) Initial investigation report (c) Investigative report (d) Resolution minutes (e) Signed misconduct report (f) Disciplinary proceeding decisions (d) Compliance check report - The staff misconduct information will be entered into the Staff Code of Conduct database. - The Compliance develops compliance case study (Lessons Learned for Communication and Training) when appropriate.