

# UCT-OIC FORMAL REPORTING PROCESS SEXUAL MISCONDUCT: DISCIPLINARY CHARGERS

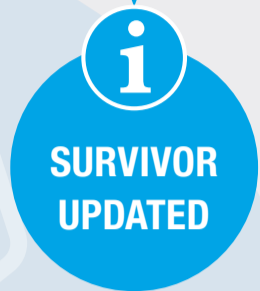
Debriefing/Counseling Offered  
Additional Survivor Support Services



**Survivor chooses to withdraw from the reporting process: Survivor provides written motivation and confirmation of request to withdraw to the Survivor Support Specialist and Specialised Tribunal**  
**Survivor may request debriefing support with the Survivor Support Specialist: Case Officer**

**Specialised Tribunal meets with Survivor**

**Specialised Tribunal recommendation status of case with the survivor:**  
1. Case withdrawn  
2. Case not withdrawn: case referred to an evaluation panel for recommendation on reporting processes



**Counseling Consultation:** Discussion of UCT Formal Reporting Process with the Survivor Support Specialist: Case Officer



**Decision:** Survivor confirms Decision through email communication to the Survivor Support Specialist: Case Officer



**Request for UCT Formal Reporting Process:** 1. case report referred to the specialised Tribunal of Sexual Offences. 2. appropriate stakeholders from HR are engaged if the respondent is UCT staff



**Survivor Consultation: Statement review.** 1. Evidence Leader meets with the Survivor to go through their statement. 2. Survivor updates their statement and submits it to the Evidence Leader  
Survivor may request debriefing support with the Survivor Support Specialist: Case Officer



**Disciplinary Charges:** 1. Evidence Leader provides draft UCT charge sheet to the survivor for their confirmation to proceed with the disciplinary charges. 2. Survivor confirms to the Evidence Leader if they are in agreement with the disciplinary charges against the respondent. Survivor may request debriefing support with the Survivor Support Specialist: Case Officer



**Evidence Bundle:** Specialised Tribunal informs respondent that the complaint is in a UCT Formal Reporting Process. Respondent is served with the disciplinary charge sheet, survivor statement and other evidence.



**Respondent Consultation: Pre-hearing.** 1. Evidence Leader meets with the respondent to inform them of their rights, representation and procedure of the Formal Reporting Process. 2. Respondent provides a response to the disciplinary charge sheet.  
**Survivor does not attend pre-hearing**

## OUTCOME OF PRE-HEARING



**Feedback on pre-hearing outcome:** specialised Tribunal informs Survivor of the outcome. Survivor may request debriefing support with the Survivor Support Specialist: Case Officer



**Respondent Submissions/Applications:** specialised Tribunal awaits necessary documentation from the respondent or their representative before the disciplinary hearing can be set



**Scheduling of Disciplinary Hearing:** 1. Date for Disciplinary Hearing is set. 2. Specialised Tribunal communicates the date to the Survivor and Respondent.  
**Survivor may request debriefing support with the Survivor Support Specialist: Case Officer**



**In attendance of the Disciplinary Hearing:**  
**UCT/Survivor:**  
• Specialised Tribunal: Evidence Leader and Administrator  
• Survivor  
• Support Carer for Survivor (optional)  
**Respondent:**  
• Respondent  
• Respondent Representative (optional)  
**Disciplinary Committee**  
• Chair  
• Assessors

**Survivor Consultation:** preparation for disciplinary hearing  
• discussion of survivor centered accommodations to reduce secondary trauma  
• guidance and support on participating in the disciplinary hearing  
• confirmation of the survivor's readiness to proceed with the disciplinary hearing  
**Survivor may request debriefing support with the Survivor Support Specialist: Case Officer**



**Disciplinary Hearing:** Leading of Evidence  
1. Survivor's Evidence  
2. Respondent's Evidence  
**Questions of clarity are asked to both the Survivor and Respondent**



**Evaluation of Disciplinary Charges:**  
1. Disciplinary Committee deliberates the merit of the allegations, disciplinary charges and evidence presented  
2. Disciplinary Committee provides outcome of verdict to Specialised Tribunal

## VERDICT



**GUILTY OF DISCIPLINARY CHARGERS**  
• Sanction provided by Disciplinary Committee  
• Specialised Tribunal can provide recommendations of sanctions  
• Sanctions are required to be completed in order for the respondent to graduate  
• Respondents transcript will be endorsed with guilty verdict



**ACQUITTAL OF DISCIPLINARY CHARGERS**  
• Survivor may choose to initiate an External Reporting Process with SAPS for Criminal Prosecution

**Survivor Consultation: Verdict Delivery**  
1. Evidence Leader shares and explains the verdict to the survivor  
2. Survivor chooses to remain in the consultation for verdict debriefing with the Survivor Support Specialist: Case Officer



**UCT FORMAL REPORTING PROCESS IS CLOSED.**  
Ongoing survivor support services are available to the survivor as per their engagement with the OIC