

PROTOCOL	Fundación Universidad de las Américas, Puebla, México	DATE: 11/23/2022	
UDLAP-08	ATTENTION TO SITUATIONS OF HARASSMENT, INTIMIDATION AND/OR GENDER VIOLENCE.	PAG. /127	ED. 1.0
REVIEWED: María del Carmen Palafox Ramos Vice Rector for Student Affairs Ms. Dianalicia Gayosso Alcalde Head of the Administrative Vice Rectory		AUTHORIZED: Dr. Cecilia Anaya Berríos Interim President	

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Preamble

Intimidation, harassment and gender-based violence are universal in nature, i.e., they can occur in all spaces and spheres of human interaction. In educational environments or workplaces, these negative behaviors can interfere with the good academic performance of students by fostering a hostile environment, and among the people employed by the institution, an intimidating or discriminatory work environment is generated.

Gender-based violence is a form of discrimination that severely inhibits people's ability to enjoy rights and freedoms on an equal footing, disrupting socio-labor and educational relations. In most cases, it is women who are most affected in their rights due to stereotypes that foster gender-based violence, which also affects all sex-generic diversities.

The Universidad de las Américas Puebla (UDLAP) in accordance with the values established in its Code of Ethics, condemns and categorically rejects any type of harassment, intimidation and/or gender violence, as well as any other conduct that disturbs coexistence on campus and other institutional spaces.

At UDLAP, respect and equality must prevail, promote the free development of personality and not affect human dignity. Therefore, this protocol establishes the measures of prevention, protection and care for students, people employed by the institution and external persons in situations of harassment, intimidation and / or gender violence, in order to promote healthy coexistence based on responsibility and tolerance.

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TITLE I. GENERAL PROVISIONS

Objective of the protocol

1. The purpose of this protocol is to prevent, address, channel and follow up on cases of harassment, intimidation and/or gender violence to be resolved in accordance with current institutional regulations, within the framework of respect for human rights.

This protocol establishes preventive measures to generate spaces for guidance, containment and intervention, as well as the process to follow and sanctions in situations of harassment, intimidation and/or gender violence in the educational and work environment of the Universidad de las Américas Puebla, without prejudice to the intervention of other legal instances.

The protocol shall be disseminated through the institutional media and be easily accessible to the university community and to people who are in facilities owned or under the control of the Universidad de las Américas Puebla, including those spaces where activities organized by UDLAP are carried out.

Legal framework

2. The development of this protocol is based on the applicable legal framework at the international, national and local levels in force for the State of Puebla, as well as on the internal regulations of the Universidad de las Américas Puebla.
 - Universal Declaration of Human Rights.
 - Political Constitution of the United Mexican States.
 - Federal Labor Law.

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- Mexican Official Standard NOM-046-SSA2-2005 Domestic, sexual and violence against women. Criteria for prevention and care.
- Mexican Standard NMX-R-025-SCFI-2015 on Labor Equality and Non-Discrimination.
- Mexican Official Standard NOM-035-STPS-2018 Psychosocial risk factors at work - Identification, Analysis and Prevention.
- Political Constitution of the Free and Sovereign State of Puebla.
- Penal Code for the State of Puebla.
- Law on Women's Access to a Life Free of Violence in the State of Puebla.
- Health Law of the State of Puebla.
- Victims Law of the State of Puebla.
- Law for the Development and Inclusion of Persons with Disabilities of the State of Puebla.
- Law for Equality between Women and Men in the State of Puebla.
- Law to Prevent, Address and Eliminate Discrimination in the State of Puebla.
- Law to Prevent, Attend and Eradicate Violence among Students in the State of Puebla.
- **UDLAP Code of Ethics.**
- **General Regulations for UDLAP Students.**
- **Regulations of the Student Affairs Disciplinary Commission.**
- **UDLAP Labor Inclusion Policy.**

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Definitions

3. For the purposes of this protocol, the following definitions shall be considered:
- **Internal complaint.** Process that takes place before the instances of the Universidad de las Américas Puebla in which it is manifested, through a written statement, a fact in which a situation of harassment, harassment and / or gender violence is presumed.
 - **Person employed by the institution.** A person who performs subordinate personal work for the Universidad de las Américas Puebla and who has a valid contract.
 - **Student.** A person enrolled in any of the *bachelor's*, undergraduate or graduate study plans (*master's*, master's, *doctorate* and doctorate), as well as in international exchange programs offered by the Universidad de las Américas Puebla and who is registered in any course of the current academic year.
 - **External person.** Person who for any reason is inside the facilities or in those spaces where activities organized by the Universidad de las Américas Puebla are carried out or uses the virtual spaces and institutional media.
 - **Probable aggressor.** Student, person employed by the institution or external person, who has allegedly carried out an act of harassment, intimidation and/or gender-based violence as provided in this protocol.

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- **Process.** Comprehensive care scheme to prevent, address and punish acts of harassment, intimidation and / or gender violence at the University of the Americas Puebla.
- **Victim.** Student, person employed by the institution or external person who has been aggrieved with acts of harassment, intimidation and/or gender violence as provided in this protocol.

Implementation and enforcement

4. Knowledge and observance of this protocol are mandatory for students and persons employed by the Universidad de las Américas Puebla, including those who come from other universities in exchange programs, collaboration or linkage; as well as for any person who for any reason is inside the facilities or in those spaces where activities organized by the UDLAP are carried out or use the virtual spaces and institutional media .
5. The protocol will be applied in situations of harassment, stalking and/or gender violence provided that:
 - a. The victim is a student, a person employed by the Universidad de las Américas Puebla or any person who inside UDLAP's facilities or under its control.
 - b. The likely aggressor is a student enrolled in any academic degree, a person employed by the Universidad de las Américas Puebla with a valid contract, or any person who for any reason is inside the facilities or in those spaces where activities organized by the UDLAP are carried out or uses the virtual spaces and institutional media.

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- c. The actions occur within the facilities or under the control of the Universidad de las Américas Puebla, including virtual spaces and institutional media; as well as in all those spaces where activities organized by the UDLAP take place. If a person employed by the institution performs these actions against any member of the university community outside the University's facilities, the case will be reviewed and evaluated in accordance with the provisions of this protocol and the Federal Labor Law.
 - d. The actions have their origin in the performance of any work and/or academic activity that the victim performs in the institution.
 - e. Actions that have the purpose or result of excluding, restricting, limiting, degrading, offending or nullifying the recognition, enjoyment or exercise of human rights.
6. In acts of stalking, harassment and/or gender-based violence in which one or both parties are minors, and which may possibly constitute a crime, the necessary measures shall be taken to provide maximum protection to the people involved and those exercising their guardianship or parental authority, as well as government authorities, shall be informed in accordance with the law.
 7. Those acts of harassment, intimidation and/or gender violence involving third parties with a contract for the acquisition of goods or services, as well as their subordinates, will be channeled to the corresponding instances in accordance with the existing contractual relationship.

Institutional principles

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8. In order to ensure the safety of victims of stalking, harassment and/or gender-based violence, this protocol is based on the following principles:
- a. **Dignity.** No person is a means, but is an end in itself and subject to rights.
 - b. **Pro-person.** When applying human rights standards, the interpretation most favorable to the individual should be preferred.
 - c. **Confidentiality.** All personal data provided, as well as any information related to the parties involved, will be kept confidential. Such information may be forwarded and/or known by the UDLAP instances involved in the process of attention to cases of harassment, intimidation and/or gender violence.
 - d. **No revictimization.** The person will be prevented from reliving the traumatic situation suffered and reassuming his or her role as a victim as a result of the process of attention to cases of harassment, intimidation and/or gender violence established in this protocol.
 - e. **Equality.** No form of exclusion or omission can be made based on the individual characteristics of people, since all must have the same opportunities and rights.
 - f. **Due diligence.** Actions for the prevention, investigation, analysis and follow-up of situations of harassment, intimidation and/or gender-based violence shall be carried out in accordance with the provisions of this protocol.

Conceptual framework

9. For the purposes of this protocol, the following concepts will be considered, which were elaborated from the General Law on Women's Access to a Life Free of Violence

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(LGAMVLLV), information from the National Human Rights Commission (CNDH) and the Institutional Coordination of Gender Equity CIEG-UNAM 2017.

- **Sexual harassment:** Any behavior - physical or verbal - of a sexual nature that has the purpose or has the effect of violating the dignity of a person; in particular, when a hostile, degrading or offensive environment is created.
- **Aggressor:** Person who inflicts any type of harassment, intimidation and/or violence.
- **Gender discrimination:** Any exclusion, distinction or restriction that, based on sex, gender identity, gender expression, sexual orientation and/or pregnancy, has the effect of preventing or nullifying the recognition or exercise of rights and real equality of opportunity of persons.
- **Sexual harassment:** It is the exercise of power in a relationship of real subordination of the victim to the aggressor in the workplace and / or school. It is expressed in verbal or physical conduct, or both, related to sexuality with a lewd connotation. Sexual harassment is aggravated by discrimination, when there is reason to believe that the refusal will cause problems in the interaction or generate a hostile environment.
- **Gender perspective:** It is a scientific, analytical and political vision that proposes to eliminate the causes of gender oppression such as inequality, injustice and hierarchization of people based on gender. It promotes gender equality through equity and people's well-being; it contributes to build a society where all individuals have the same value, equal rights and opportunities to access

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economic resources and political and social representation in decision-making spheres.

- **Victim:** Person to whom any type of harassment, intimidation and/or violence is inflicted.
- **Violence:** Consists of individual or collective acts that violate people’s fundamental rights and lead to their denigration, discrimination, marginalization or exclusion from any environment in which they develop. There are different types and modalities of violence according to the environment and the relationship that may exist between the aggressor and the victim.
- **Gender-based violence:** Violence perpetrated by one person against another solely because of their gender that negatively affects a person’s identity, sexuality and reproductive freedom, physical and mental health, and social well-being.

10. **Sexual harassment** can occur in the following situations:

- a. There is a work and/or academic relationship in which the victim has a lower hierarchical level than the person committing the act.
- b. It is carried out on the occasion of work and/or academic environments.
- c. It is expressed in repeated verbal or physical behaviors, or both, related to sexuality with lewd connotations.
- d. There are repeated behaviors of any magnitude.
- e. There may be manifestations of complicity of the aggressor with other actors in the work and/or academic environment that endorse the perpetrator’s actions.

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11. **Sexual harassment** can occur under the following conditions:
- a. There is no subordination, it can be committed by any person.
 - b. It happens in any space where an opportunity factor is generated.
 - c. There is an abusive exercise that leads to a state of defenselessness and risk for the victim.
 - d. There are not necessarily repeated behaviors.
 - e. There is not necessarily complicity of the aggressor with other actors that endorse the perpetrator's actions.
12. Actions that constitute **sexual harassment and sexual harassment** are:
- a. **Physical.** Physical violence, touching, pinching, pinching, touching, unnecessary approaches, unwanted hugs or kisses, unnecessary familiarity (such as deliberately brushing against someone), behaviors that may be crimes, among others.
 - b. **Verbal.** Comments and questions about appearance, lifestyle, sexual orientation, offensive phone calls, suggestive comments or jokes, condescending remarks, unwanted invitations for sex or persistent requests for dating, intrusive questions about another person's body or private life, insults or taunts of a sexual nature, and threats, among others.
 - c. **Nonverbal.** Gestures with sexual connotations, presentation of pornographic objects, lewd looks, photos, posters and screen savers with explicit or lewd content, sexually explicit e-mails or text messages, use of various electronic or

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digital social networks for sexual purposes, accessing sexually explicit Internet sites, inappropriate advances in social networks, among others.

13. The types of **violence** are:

- a. **Psychological violence.** It is any act or omission that damages psychological stability, which may consist of negligence, abandonment, repeated neglect, jealousy, insults, humiliation, devaluation, marginalization, indifference, destructive comparisons, rejection, restriction of self-determination and threats, which lead the victim to depression, isolation, devaluation of self-esteem and even suicide.
- b. **Physical violence.** It is any act that inflicts non-accidental harm, using physical force or any type of weapon or object that may or may not cause injury either internally, externally or both.
- c. **Property violence.** It is any act or omission that affects the survival of the victim. It manifests itself in the transformation, subtraction, destruction, retention or distraction of objects, personal documents, goods and securities, patrimonial rights or economic resources destined to satisfy the victim's needs and may include damage to the victim's common or personal property.
- d. **Economic violence.** This is any action or omission by the aggressor that affects the victim's economic survival. It is manifested through limitations aimed at controlling the victim's economic income.
- e. **Sexual violence.** It is any act that degrades or damages the body and/or sexuality of the victim and therefore violates her freedom, dignity and physical integrity. It

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is an expression of abuse of power that implies the supremacy of one person over another, by denigrating her and conceiving her as an object.

TITLE II. PREVENTION AND PROTECTION

Prevention Strategies

14. In order to promote the integral wellbeing of students and people employed by the Universidad de las Américas Puebla and to provide tools that allow the development of skills and competencies that guarantee the exercise of institutional values; actions will be developed to raise awareness and prevent any type of aggression that could disrupt the interaction of people within the university environment.
15. Given the importance of addressing the emerging needs and problems that affect students and employees of the institution, constant training and information should be provided on the actions and mechanisms necessary for prevention and action in case of detecting situations of harassment, intimidation and/or gender violence.

Preventive actions include:

- a. To publish and disseminate this protocol through the institutional media.
- b. Inform and raise awareness through courses, seminars, campaigns, workshops, conferences, talks or other mechanisms, which will be developed with the support of experts on issues of harassment, intimidation and / or gender violence. These types of courses and seminars will be part of the Annual Training Plan and

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attendance will be mandatory for all people employed by the institution. In the case of students, these courses and seminars will be part of the integration activities into university life.

- c. Provide information to encourage reflection and disseminate resources to identify situations of harassment, intimidation and/or gender-based violence.
- d. Communicate the institution's position on stalking, harassment and/or gender-based violence.
- e. Provide information and resources to the areas and persons responsible for assisting students and people employed by the institution in situations of harassment, intimidation and/or gender-based violence that may occur on campus.
- f. Development and dissemination of information materials on related issues.
- g. Conduct awareness and visualization activities in which all students and people employed by UDLAP participate.
- h. Evaluate the mechanisms and procedures defined in this protocol, as well as periodically carry out a diagnosis of results to identify areas for improvement.

Protection Resources

16. For those cases in which a situation of harassment, intimidation and/or gender violence is presumed, the process of attention for students and people employed by the institution will be applied, as well as the sanctions for such actions, when applicable.

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17. With the objective of safeguarding integrity and promoting the integral wellbeing of students and people employed by UDLAP, the following actions are proposed:
- a. Disseminate information on the corresponding bodies responsible for addressing, reviewing and sanctioning cases of harassment, intimidation and/or gender-based violence.
 - b. To attend and inform about the resources available to those who suffer from harassment, intimidation and/or gender violence.
 - c. Inform and promote the approach with the support areas that can accompany, or guide students and people employed by the institution involved in a case of harassment, intimidation and/or gender violence.

TITLE III. CASE MANAGEMENT

First contact

18. When any student or person employed by the institution claims to be a victim of harassment, intimidation and/or gender violence, UDLAP will provide the necessary attention and follow-up; to do so, he/she may contact by e-mail or in person any of the following areas: Medical Services, Security, Student Support, Human Resources or Preceptorship and Academic Tutoring.
19. The area with whom the victim has the first contact will attend immediately, requesting the intervention of Medical Services, if necessary, to ensure the integrity of the person and provide the necessary physical and emotional containment measures in case the person is in a state of evident crisis.

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20. Once the first contact has been made, if the victim is a student, he/she will be referred to the Vice Rector's Office for Student Affairs and if he/she is a person employed by the institution, he/she will be referred to the Human Resources Office.
21. In the case of an external person, the victim should approach or be channeled to the Security area, who will immediately refer to the case to the Office of the General Counsel.

Orientation and containment measures

22. If the victim is a student, the Vice Rector's Office for Student Affairs will provide the necessary guidance and explain the procedure set forth in this protocol. Likewise, it will offer psychological care and the necessary legal advice, through the Office of the General Counsel, if the facts are likely to constitute a crime under the applicable laws, so that the victim can exercise the corresponding legal actions before the competent authorities.

In addition, the Vice Rector's Office for Student Affairs will collect the information related to the case and will make the necessary arrangements with the institutional areas involved to provide the victim with the corresponding support.

23. If the victim is an employee of the institution, the Human Resources Office will provide care and advice, if necessary, first contact medical care will be provided, regardless of attending the Mexican Social Security Institute to follow up on their physical and emotional health. Likewise, it will offer the necessary legal advice, through the Office of the General Counsel, if the facts are likely to constitute a crime according to the applicable laws, so that the victim can exercise the corresponding legal actions before the competent authorities.

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24. If the victim is an external person, the Office of the General Counsel will provide attention and advice to approach specialized agencies for their attention.
25. If necessary, the Vice Rector's Office for Student Affairs and/or the Human Resources Office may request the advice and support of organizations and/or individuals with expertise in harassment, intimidation and/or gender-based violence.
26. The victim must determine if he/she wishes to continue with the internal process of attention to cases of harassment, stalking and/or gender violence and file the corresponding internal complaint. If the decision is not to file the internal complaint, the case must be documented and recorded in the file as a record.

Internal reporting

27. The internal complaint may be filed at any time by the victim personally or through the person exercising parental authority in the case of minors. It must be written to the Vice Rector's Office for Student Affairs for those cases where the victim is a student, to the Human Resources Office if the victim is a person employed by the institution, or to the General Directorate of Legal Affairs in the case of an external person. The Vice Rector's Office for Student Affairs and the Human Resources Office must notify the Office of the General Counsel of the internal complaints received, for the corresponding follow-up.
28. The internal complaint shall contain the following:
 - a. Date on which the internal complaint is prepared.
 - b. Place and date on which the events occurred.
 - c. Chronological and descriptive narrative of the facts that constitute acts of sexual harassment, sexual harassment and/or gender-based violence.

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- d. ID and full name of students or people employed by the institution involved, if known.
 - e. If there are elements that prove the offense committed, such as photographs, e-mails, text messages, etc., they must be attached to the complaint. In the case of audios, videos or similar, storage devices may not be submitted; however, a detailed description and/or transcription of the same may be provided.
 - f. ID, full name and signature of the person making the internal report.
29. If the internal complaint does not comply with the established requirements or the necessary evidence for its attention, the victim will be notified so that he/she can complete it within a period not exceeding five working days. If the internal complaint is not received within the established term, the victim will be informed that the process will not continue, and the case will be sent to the file as a record.
30. The internal complaint may not be filed anonymously or by third parties other than the direct victims of harassment, intimidation and/or gender-based violence.
31. When it is proven that an internal complaint includes false information that is intended to harm any student or person employed by UDLAP, the corresponding sanctions will be imposed on the person who has been incurred in such misconduct, in accordance with the provisions of the institutional regulations.

Protective actions and measures

32. The Universidad de las Américas Puebla may take urgent protective measures that the victim deems necessary or as warranted by internal complaint, in accordance with institutional regulations, to safeguard their dignity and inherent human rights.

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To determine these actions and measures, it is necessary to consider the following:

- a. Severity of the incident.
- b. Duration of the incident (one isolated incident or a continuous series).
- c. Previous similar acts (frequency and escalation of violence).
- d. Power relations between the parties involved.

Some of the protection measures that may be applied are change of section, assignment or shift, modification of functions or activities, relocation of the place of work or provision of services, prohibition of approach, among others.

Research, analysis and resolution

33. If the probable aggressor is a student, the Vice Rector's Office for Student Affairs will refer the internal complaint to the Student Affairs Disciplinary Commission for immediate attention in accordance with its current procedures and with a gender perspective, for which purpose it shall include in the review, analysis and resolution of the case, two persons with expertise in gender issues for advice and guidance, who shall have a voice and vote.

The Student Affairs Disciplinary Commission shall:

- a. Contact the victim within a period not exceeding two working days, to summon her for an interview, reiterating respect for the principle of confidentiality and the principle of non-revictimization.
- b. To summon the probable aggressor, as well as witnesses and/or experts considered convenient for the analysis and review of the case. The victim may be summoned

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again only if it is considered strictly necessary and it should be at a different time than when the probable aggressor is present, considering the principle of non-revictimization.

- c. Listen to the version of all people involved, in accordance with their right to be heard, and ask the questions it deems necessary to obtain information about the case; it may also request data, testimony or any other element.
 - d. Once the presentation of the case by all the people involved has been concluded, the analysis, deliberation and resolution of the case is carried out.
 - e. If the conditions of a particular case require more time for investigation to reach a resolution, as many sessions as deemed necessary may be held, based on the Commission's own Rules of Procedure.
 - f. The resolutions shall be made known to the persons involved and are not subject to their acceptance or rejection and shall be kept in the case file, in accordance with the provisions of the Commission's own Regulations.
 - g. It may rely on other areas of the University to obtain relevant or necessary information for the analysis.
34. If the probable aggressor is a person employed by the institution, the Human Resources Department will begin the investigation and the generation of a file, in accordance with the corresponding regulations. The situation will be investigated through the following process:
- a. Contact the victim within a period not exceeding two working days, to summon her/him for an interview, reiterating respect for the principle of confidentiality and the principle of non-revictimization.

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- b. Summon the probable aggressor, as well as witnesses and/or experts considered convenient for the analysis and review of the case. The victim may be summoned again only if it is considered strictly necessary and it must be at a different time than when the probable aggressor is present, considering the principle of non-revictimization. The person in charge of the Human Resources Office will be the one to summon and provide follow-up.
 - c. Listen to the version of all people involved, in accordance with their right to be heard, and ask the questions it deems necessary to obtain information about the case; it may also request data, testimony or any other element.
 - d. It may rely on other areas of the University to obtain relevant or necessary information for the analysis.
 - e. Once the interview is concluded, the analysis and resolution of the case is carried out, and the corresponding record is drawn up and attached to the file.
35. In all cases, the persons involved will handle the information in accordance with the Federal Law for the Protection of Personal Data in Possession of Individuals.

Follow-up of the process

36. In order to monitor the actions and measures taken to prevent recidivism, minimize the impact of the events occurred, as well as to ensure a healthy and safe environment among students, people employed by the institution and external persons, each case will be followed up by the areas involved, which must notify the Vice Rector's Office for Student Affairs, the Human Resources Office or the Office of the General Counsel, as appropriate, for their knowledge and registration.

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37. It is important to emphasize that this protocol will consider actions resulting from the behaviors in which the people involved refer to the risk to their physical or moral integrity. In all cases, attention must be provided with a gender perspective.

TITLE IV. PENALTIES

38. Sanctions will be imposed based on the seriousness and harm caused to the victim and within the university environment, regardless of the actions that may result from offenses referred to by the judicial authorities. To determine the seriousness of the case, the following criteria will be taken into consideration:
- a. The circumstances and means through which the acts of harassment, stalking and/or gender-based violence were carried out.
 - b. Whether the likely aggressor exhibits a pattern of behaviors that constitute gender-based violence.
 - c. If the conduct is performed in a deliberate or premeditated manner.
 - d. If there are previous complaints or reports of the probable aggressor or if he/she has been previously sanctioned.

Sanctions for students

39. In accordance with the Regulations of the Student Affairs Disciplinary Commission, sanctions for students may be as follows:
- a. **Disciplinary report.** This is done in writing and is included in the student's file.

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- b. **Reprimand.** He/she will not be able to receive letters of good conduct and will lose the right to be part of or to run for membership of CEUDLAP or to belong to any commission, committee, cabinet or organization within the Institution.
- c. **Double Reprimand.** He/she will not be able to receive letters of good conduct; he/she will lose the right to be part of or apply to be a member of CEUDLAP or to belong to any commission, committee, cabinet or organization within the Institution and will not be able to participate in exchange programs or dual academic programs.
- d. **Disciplinary Corrective.** He/she will not be able to receive letters of good conduct; he/she will lose the right to be part of or apply to be a member of CEUDLAP or to belong to any commission, committee, cabinet or organization within the Institution; he/she will not be able to participate in exchange programs or dual academic programs; he/she will lose the right to receive any honorable mention or any other type of academic recognition and will not be able to apply for any type of institutional scholarship and/or financial support from the University.
- e. **Disciplinary Conditional.** The student will not be able to receive letters of good conduct; will lose the right to be part of or apply to be a member of CEUDLAP or belong to any commission, committee, cabinet or organization within the Institution; will not be able to participate in exchange programs or dual academic programs; will lose the right to receive any honorable mention or any other type of academic recognition; and will not be able to apply for any type of institutional scholarship and/or financial support from the University. If the student enjoys an institutional scholarship and/or financial support from the University, he/she will lose the right to it immediately after the sanction and will be obliged to comply with the guidelines established by the General Directorate of Finance.

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- f. **Temporary Expulsion:** In addition to the implications set forth in the Disciplinary Conditional sanction, the student will be suspended from enrollment for the immediate periods determined by the Student Affairs Disciplinary Committee, restricted access to the campus and prohibited from using the computer resources or any other area of the University (sports facilities, study areas, residential colleges, etc.) during the period of expulsion. If the student is a resident of Residential Colleges, he/she will be immediately expelled from these under the terms established in the ***Residential Colleges Regulations*** and may not be readmitted.
- g. **Permanent expulsion.** The students will have restricted access to the campus and will not be allowed access to all Residential Colleges, in addition to not being readmitted to the university regardless of the time elapsed. In the case of being a resident of the Residential Colleges, the student will be immediately expelled from the Residential Colleges, according to the terms established in the ***Residential Colleges Regulations***.

Sanctions for people employed by the institution

40. Penalties for people employed by the institution will be applied based on the Federal Labor Law.

Other sanctions

41. In addition to the sanctions mentioned in provisions 39 and 40 of this protocol, other sanctions may be applied to both students and people employed by the institution, which may include, but are not limited to, the following:

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- a. Repair or replacement for damages caused or money or objects stolen, in accordance with the provisions established for this purpose by the General Directorate of Legal Affairs.
- b. Be channeled to any area of the University to determine their participation in any course, workshop, and/or institutional program or with an external entity, and must submit to the Disciplinary Commission of Student Affairs or the Human Resources Office, as appropriate, the follow-up reports in the terms that have been established.
- c. Offer apologies to any member of the university community who has been aggrieved, in accordance with what is established in the resolution issued.

Sanctions for external parties

42. The corresponding authority will be responsible for the sanction; however, the Institution may prohibit access to university facilities, events and/or activities carried out by the same. The prohibition may be temporary or permanent.

TRANSITORY ARTICLE

This protocol abrogates any other protocol on the subject and enters into force on the day following its publication on the Intranet.

DIRECTLY RELATED DOCUMENTS

- Universal Declaration of Human Rights.
- Political Constitution of the United Mexican States.
- Federal Labor Law.

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- Mexican Official Standard NOM-046-SSA2-2005 Domestic, sexual and violence against women. Criteria for prevention and care.
- Mexican Standard NMX-R-025-SCFI-2015 on Labor Equality and Non-Discrimination.
- Mexican Official Standard NOM-035-STPS-2018 Psychosocial risk factors at work - Identification, Analysis and Prevention.
- Political Constitution of the Free and Sovereign State of Puebla.
- Penal Code for the State of Puebla.
- Law on Women's Access to a Life Free of Violence in the State of Puebla.
- Health Law of the State of Puebla.
- Victims Law of the State of Puebla.
- Law for the Development and Inclusion of Persons with Disabilities of the State of Puebla.
- Law for Equality between Women and Men in the State of Puebla.
- Law to Prevent, Address and Eliminate Discrimination in the State of Puebla.
- Law to Prevent, Attend and Eradicate Violence among Students in the State of Puebla.
- UDLAP-02 UDLAP Code of Ethics
- REG-098-01 General Student Regulations UDLAP
- REG-098-02 Regulations of the Disciplinary Commission for Student Affairs
- **POL-132-06 Labor Inclusion Policy UDLAP**
- REG-099-01 Residential Schools Regulation

HISTORY OF CHANGES

No. Edition	Description of change	Date of change
1.0	Newly created document	November 2022

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ANNEXES

This document has no annexes.