



SEXUAL HARASSMENT POLICY

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Executive Summary

The C. K. Tadam University of Technology and Applied Sciences (CKT-UTAS) has the mandate to produce high-calibre graduates capable of transforming society and believes in promoting equal academic and working opportunities for all manner of persons without victimisation or discrimination. Sexual harassment or abuse is described as a hazard in workplaces across the globe and is said to stifle the quality of work life and endanger the well-being of women and men, as well as imposing some costs on organisations. In this regard, this manual is prepared as a framework to build a working and learning environment that is free from any form of intimidation, discrimination, and abuse on the basis of sex in the University. The purpose of this policy includes promoting a positive environment in which people are treated fairly and with respect; ensuring that harassment and sexual assault are unacceptable amongst all members of the University; providing a framework of support for staff and students who feel they have been subjected to harassment; providing a mechanism by which complaints can, wherever possible, be addressed in a timely way; and taking steps to prevent sexual harassment and sexual abuse in the University. For an effective and efficient implementation of its objectives towards the attainment of zero tolerance for all forms of harassment and sexual assaults, the University's sexual harassment policy clearly sets out systematic strategies and procedures. These include: the institutionalisation of a sexual harassment unit as a sub-unit under the University's counselling centre; a Sexual Harassment Committee that will work in consonance with the University's disciplinary committee; informal and formal procedures for addressing harassment that spell out clearly the compliant procedures, investigation processes, hearings, sanctions, and disciplinary measures; and appeals from decisions and appeal procedures. This University policy also provides guidance and support mechanisms for victims, alleged perpetrators, and witnesses; confidentiality clauses; roles and responsibilities for all stakeholders, including students, staff, corporate partners, and visitors; preventive actions and tools that include education and awareness creation of this policy; and monitoring and evaluation of the policy.

Summary Details Table

Short description	The policy prescribes the procedures and processes for dealing with Sexual Harassment Complaints.
Relevant to	This policy applies to all stakeholders of the University.
Issuing Authority (Approved by)	The University Council
Responsible officer	Registrar
Responsible office	Office of Registrar
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Related Legislation	Labour Act, 2003 (Act No. 651), Criminal Offences Act, 1960, Act 2
Keyword	Sexual Harassment

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UNIT 1: INTRODUCTION

1.1 Background

The duty of every institution is to safeguard the absolute rights of all human beings. This includes the right to secure learning, safe working conditions and equal treatment of all staff at the workplace. The right to learn or work can be seriously impaired when both students and employees alike are subjected to sexual and gender-based violence in the form of sexual harassment within their learning and working environments. Furthermore, the right to learn, work and live in dignity is a fundamental human right. This requires respect for one another and behaviour that is courteous and considerate.

Sexual harassment is a violation of the fundamental rights of all people, irrespective of their sex, disability, class, ethnicity, religion, etc. It is a form of sex-based discrimination that has varying consequences not only for the individual but also for their family, organization, and society (International Labour Organisation [ILO], 2013). It is a developmental issue that borders on safety and health. It is also an issue that creates unacceptable learning and working conditions. Sexual harassment results from the unequal power relations between men and women in society (including the workplace) and is a form of sex and gender-based violence often targeting women rather than men. It must be emphasised that men can also be targets of sexual harassment.

Sexual harassment is an unlawful and distasteful act. A person has the right and control over his or her sexual desires and preferences; hence, there are international and national laws enacted primarily to protect individuals against sexual exploitation and any form of gender-based violence. In Ghana, for instance, sexual assaults of any form, including rape, defilement, unnatural carnal knowledge, and harassment among others, are regarded as

serious offences (i.e., first-degree felonies) that are liable on conviction to a term of imprisonment not less than five years and not more than 25 years (Criminal Offences Act 1960, Act 29; Criminal and Other Offenses (Procedure) Act 1960, Act 30).

In addition, indecent assault, considered to involve all acts of sexual assault not involving penile penetration, whether natural or unnatural, and which may include: oral sex, digital sex, facial, pearl necklace, tea bagging, breast fondling, and buttocks fondling (Agyebeng, 2016), may occur in society and amount to sexual harassment. The issue of harassment creates unacceptable learning and working conditions and has its roots in the unequal power relations between men and women in society (including the institutions of higher learning). It is seen as a form of sex and gender-based violence, often targeting women more than men. It should not be forgotten, however, that men can also be victims of sexual harassment. Sexual harassment and all forms of its related violence, whether at the workplace or school, can adversely affect productivity and academic performance.

In addition to tainting academic environments, sexual harassment negatively affects the reputations and emotional states of victims. Lately, society is bombarded with accounts of sexual harassment and misconduct by some senior members and students in universities and other public institutions. The accounts and identities of these formerly admired men continue to shock the public with no end in sight. CKT-UTAS is committed to an equal opportunity policy for all manner of persons within the University Community. This implies that all individuals working and studying at the University are treated fairly and impartially, regardless of sex, age, ethnicity, physical or mental abilities, religion, or creed. CKT-UTAS, within this framework, therefore, considers the incidence of sexual harassment a problem that requires utmost attention. It is thus imperative for the University, C. K.

Tedam University of Technology and Applied Sciences (CKT-UTAS), to put in place a policy framework that regulates the code of conduct for students and staff. The CKT-UTAS Policy Framework complies with both national and international standards in order to regulate sexual harassment issues that may arise at the University.

1.2 Scope of the Policy

The policy applies to all staff and students of the University comprising those engaged on contract basis. The policy also encompasses those who are not associates of the University such as visitors; customers, neighbours etc. but are subject to sexual harassment at the premises of the University. This policy will be restricted to the following for all associates.

- All campuses of the University/business locations.
- External locations visited by associates.

1.3 Aim of Policy

The aim of the policy is to strongly oppose sexual harassment and sexual abuse in any form and by this policy communicate zero tolerance of any action that may be construed as sexual harassment or sexual abuse in the University.

1.3.1 Policy Objectives

The specific objectives of the policy are:

- To take steps to prevent sexual harassment and sexual abuse in the University.
- To respond promptly and effectively to reports of sexual harassment and sexual abuse in the University.
- To administer appropriate disciplinary measures when a violation is found to have occurred as provided by this policy

- To promote a positive environment in which people are treated fairly and with respect.

UNIT 2: DEFINITION OF TERMS

2.1 Harassment

Harassment is any behaviour or act that is unwelcome and affects the dignity of those subjected to it. Harassment can involve:

- Harassment of women by men
- Harassment of men by women
- Same sex harassment
- Peer harassment
- Harassment of subordinate/student by a supervisor/lecturer
- Third party harassment by non-employees such as clients, parents, external service providers,
- Staff and suppliers.

For the purposes of this policy, the University will use and apply the definition of Harassment as being unwanted conduct related to a protected individual, which may be physical, gestural, verbal, visual or sexual etc.

2.1.1 Physical Harassment

- Making unwelcomed/inappropriate physical contact
- Unwelcomed/inappropriate touching, patting, stroking, squeezing, hugging or pinching
- Unwelcomed/inappropriate brushing or rubbing one's genitalia against someone
- Unwelcomed/inappropriate grabbing of parts of the body
- Unwelcomed/inappropriate kisses

2.1.2 Gestural Harassment

- Staring, leering, ogling, winking or watching.
- Blowing kisses, waggling the tongue or licking lips.
- Making sexually expressive hand/finger movement
- Imitating sexually suggestive acts.

2.1.3 Visual Harassment

- Sending or posting another person's intimate pictures/videos taken without their consent/knowledge/ online.
- Displaying sexually explicit pictures/photos on desktops, wallpapers or pornographic sites.
- Inappropriate/unwelcomed displays of sexually suggestive objects or pictures, cartoons, calendars, books and magazines.
- Indecent exposures and dressing.
- Passing on pornographic material in print or electronic form or passing written offensive messages of a sexual nature (including e-mails and text messages)

2.1.4 Verbal Harassment

- Insults, jokes, or anecdotes that belittle or demean an individual or a group's sexuality or gender
- Comments of a sexual nature about an individual's body, clothing, or sexual experience
- Violating another person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for another person.

2.1.5 Sexual Harassment

Labour Act, 2003 (Act 651) Section 175 defines sexual harassment as any “unwelcome, offensive or importunate sexual advances or request made by an employer or superior officer or a co-worker to a worker, whether the worker is a man or woman”.

- Request for dates with a student or staff
- Preferential treatment or promise/insinuation of preferential treatment for submission to sexual conduct
- Comments or statements that are demeaning, humiliating and suggestive
- Continued expressions of sexual interests after being informed that the interest is unwelcome.
- Threats, demands, or pressure to submit to sexual requests in order to keep a job or job standing or to avoid other loss, and/ or offers of benefits in return for sexual favours.

2.1.6 Written and Symbolic Harassment

This occurs when people stigmatize and denigrate individuals or groups on the basis of religion, creed, national origin, ethnicity, gender, disability, physical appearance or relationship.

2.1.7 Personal Harassment

Personal harassment includes inappropriate comments or activities in the teaching, learning, living, or working environments concerning an individual’s disability, age, socio-economic group, sexual orientation, gender orientation or religion. Personal victimization such as offensive comments or conduct pertaining to a person’s sex (ie. pregnancy, childbirth, breastfeeding, or related medical conditions), race, religion (ie. religious

dressing and grooming practices), colour, gender, gender identity, gender expression, (including language use) physical and/or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and/or veteran status, association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, or local law or ordinance Such conduct may include but is not limited to:

- making gestures, threats, derogatory comments, or slurs that may be offensive to individuals in a particular group.
- bullying behaviour that is threatening, intimidating, verbally abusive, or results in other disruptive actions in the workplace.
- displaying derogatory objects, photographs, cartoons, calendars, or posters.
- sending messages by letters, notes, electronic mail, or telephone that may be offensive to individuals in a particular group.

2.2 Bullying

This is a form of harassment and may be characterised as offensive, intimidating, malicious, or insulting behaviour, or the misuse of power through means intended to undermine, humiliate, denigrate, or injure the recipient.

2.3 Victimization

The University seeks to protect any member of the University community from victimisation, which is a form of misconduct that may itself result in a disciplinary process.

The University regards victimisation as any instance where a person is subjected to detrimental treatment because they have, in good faith:

- Made an allegation of harassment, or

- indicated an intention to make such an allegation, or
- assisted or supported another person in bringing forward such an allegation, or
- participated in an investigation of a complaint, or
- participated in any disciplinary hearing arising from an investigation or
- taken any other steps in connection with this policy and procedure, or is suspected of having done so.

2.4 Hostile Work Environment

This may occur when unwelcomed sexual advances, requests for sexual favours, open displays of sexually suggestive materials in the workplace, unwelcomed flirtations or sexual advances, sending inappropriate suggestive messages, videos or pictures or other verbal or physical conduct of a sexual nature has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

2.5 Sexual Assault

Sexual assault is any type of sexual contact or behaviour that occurs without the explicit consent of the recipient. Sexual assault is basically an umbrella term that includes sexual activities such as rape, fondling, and attempted rape. The University recognises sexual assault as a serious problem and a criminal offence that occurs among students and staff as well as within other segments of our society.

The University makes a strong commitment to work toward preventing sexual assault within the University, provides support and assistance to sexual assault victims, and seeks to impose sanctions on those who have been found responsible for a sexual assault. The goal of the University is to foster and protect an environment of mutual respect and

concern and a safe environment in which learning and growth can occur. For this purpose, the term "sexual assault" includes rape, attempted rape, rape by a friend, and other acts of sexual misconduct, whether they were done forcefully or not.

2.6 Rape

According to the Criminal Offence Act 1960, Sexual Offences (29) section 97 defines rape as “the carnal knowledge of a female of not less than sixteen years without her consent”.

A person who commits rape commits a first-degree felony and is liable on conviction to a term of imprisonment of not less than five years and not more than twenty-five years.

2.7 Indecent Assault

An offensive sexual act or series of acts exclusive of rape committed against another person without consent. Any person who has indecent contact with another or takes indecent liberties with a person without his or her consent is guilty of indecent assault.

2.8 Unnatural Carnal Knowledge

This is where an accused person has sexual intercourse in an unnatural manner with another person of sixteen years or more with or without the person's consent.

2.9 Committee

The Sexual Harassment Committee established by the University to address sexual harassment matters and investigate grievances.

2.10 Complainant

A person who is the subject of alleged sexual harassment and has filed a complaint under this policy.

2.11 Respondent

An alleged individual behaviour or conduct is the subject of a complaint.

2.12 Policy

CKT-UTAS sexual harassment policy.

UNIT 3: STRATEGIES AND PROCEDURES FOR ADDRESSING SEXUAL HARASSMENT

To prohibit discrimination and harassment of any type or form amongst students and staff, the guiding principles for our Sexual Harassment Policy are as follows:

- The University will appoint and train counsellors who will offer confidential signposting services for staff, students and visitors who may be experiencing any form of discrimination, harassment, bullying and hate crime.
- The University will ensure reasonable steps are taken to prevent sexual harassment by circulating relevant information that educates and clearly outlines what constitutes harassment to all stakeholders including students, staff, co-operate partners and visitors.
- The University shall establish a multidisciplinary committee that will specifically address any complaint of harassment.
- The University will provide clear processes of enquiry, procedures for dealing with complaints and disciplinary actions against staff, students and visitors.
- The University shall offer support mechanisms for survivors of discrimination, harassment and gender-based violence.

3.1 Procedure for Addressing Sexual Harassment

Any student or employee who perceives herself/himself to have been subjected to a sexually harassing experience or has been subjected to some retaliation following a sexual harassment incident has the right to register a complaint. The University strongly encourages the prompt reporting of sexual misconduct. A delayed report may result in a dismissal of the complaint but the complainant should be assured that the needed support

will be provided to them through the healing process. To promote timely and effective review of cases, the University strongly encourages complainants to make reports within thirty (30) calendar days following the last occurrence of the behaviour giving rise to the report. The report may be made by:

- A person who believes they experienced sexual harassment or misconduct
- A person who has information that sexual misconduct may have been committed by a university student or worker.

The complaint may be either formal or informal. Complainants are encouraged to use the informal procedures in the first instance. In certain cases, however, the formal procedure is strongly recommended.

Upon the implementation of a Sexual Harassment Hotline, all members of the community who have been, or know others who have been, subjected to sexual misconduct in any form, shall be mandated to report to the Hotline immediately.

3.1.1 The Informal Approach

A student or employee who feels that they have been a victim is encouraged not to ignore the situation or the offending person/persons. In the first instance, the recipient of harassment should register their protest to the person causing the harassment. If this is not possible for any reason or harassment continues despite the registration of the protest, then the following steps are recommended:

3.1.1.1 FIRST:

Seek advice. For students, it is recommended that you consult the University Counsellor, your Hall Tutor, or the Dean of Students. University workers are advised to make reports

of sexual harassment to their union representatives or Gender Mainstreaming Section under the counselling centre.

Though you may find it helpful to seek support from a trusted colleague, you need to be aware of your interest in keeping the matter as confidential as possible. Keep notes of what happened, when, where, and who was present. Retain copies of any correspondence, relevant pictures mobile phone messages etc.

3.1.1.2 SECOND:

Contact one of the following persons or offices who shall file an official report form:

- Professional Counsellors in the counselling centre.
- A Hall Tutor
- The Vice-Chancellor,
- The Registrar,
- Your immediate supervisor or HOD or Dean
- Designated contact person(s) of the Sexual Harassment Committee office
- Union Representative.

3.1.1.3 THIRD:

These individuals named 3.1.1.2 above, shall provide confidential assistance/resources and guide the complainant through the Gender Mainstreaming Section (GMS) under the counselling centre which shall be in charge of sexual harassment issues. The individuals shall report complaints to the counsellor for counselling and necessary grievance procedure. The individuals shall be trained to listen and offer support, counsel and/or advice confidentially.

3.2 Possible Actions

Depending on the nature of the complaint, the contact person may suggest options for settlement without initiating further action from the University. These will include:

- The recipient of the harassment confronting the alleged perpetrator (offender).
- The contact person confronting the alleged perpetrator (offender).
- Bringing the two parties together and assisting in an appropriate intervention.
- The contact person presenting a report to the chairperson of the Sexual Harassment Committee.

3.3 Safety of Parties

If the complainant involved is in immediate danger, the contact person shall take the appropriate means to address the safety of the complainant. This may include visiting a clinic/hospital or the police station.

If a complaint cannot be resolved through the above options, or if, in the course of the Informal Procedure, the alleged offender is not cooperative, then the formal procedure is available.

3.4 Formal Procedure

The formal Procedure shall usually be embarked upon in the following instances:

- i. Where the alleged offender fails to cooperate in the informal procedure.
- ii. Where informal mediation does not appear to stop the harassment.
- iii. Where the alleged offender has several complaints against him/her.
- iv. Where the immediate safety of the parties involved is at stake.
- v. Where the following types of harassment have occurred:
 - Sexual assault

- Threat or coercion of sexual relations
- Sexual contact which is not freely agreed to by both parties
- Sex that may appear consensual but reflects unequal power relations and which provides avenues for the receipt of benefit, (such as sex or sexual contact between a head of department and a subordinate, or one between a lecturer and a student).

3.5 Contacting the Police

In such circumstances as listed in 3.4 above, the complainant will have the liberty to decide to make a formal police report. In the event that the complainant chooses this option, the contact person and the Committee shall liaise and fully cooperate with the police.

3.6 Confidentiality

All information disclosed to the Sexual Harassment Committee shall remain confidential to the extent permitted by Law and university policy. Discussions with any representative of any office such as the Dean of Students or a Union leader will not be considered a report to the University regarding the reported misconduct. It must be emphasized that **CONFIDENTIALITY** is crucial to the entire sexual harassment mediation procedure. There must be no excuse for any member of the Committee, contact persons, the University administration, support persons, or any other interested party, to violate the confidentiality of any of the participants in the process.

3.7 Sexual Harassment Committee

The composition is as stipulated by the CKT-UTAS Statute, Schedule F: Standing Boards and Committees Statute 2. (21) pg. 96-97;

- Chairperson appointed by Vice-Chancellor

- Representative of UTAG
- Representative of GAUA
- Representative of SSA-UoG
- Representative of TEWU
- Representative of GRASAG
- Representative of SRC
- Head, Legal Section or representative
- Secretary appointed by the Registrar
- Representative of WiSTEM
- Representative of the University Ladies Club
- Counsellor

NOTE: In a situation of conflict of interest involving any of the Committee members, he/she shall step aside for investigations to continue.

3.7.1 The Sexual Harassment Committee's Response

Once the Sexual Harassment Committee receives notice of possible sexual misconduct:

- The complainant will be offered appropriate confidential support and other resources and notified of applicable institutional policies. These will include medical and counselling services.
- The University will take appropriate steps to prevent and/or address retaliatory conduct following a report.
- If requested, other participants in the process (such as witnesses) may also be offered appropriate support services and information.
- The Committee may implement some immediate interim intervention as may be appropriate. This may include the separation of the complainant and the

respondent's living situations. Such intervention(s) may be kept in place until the end of the review or appeal process.

3.7.2 Role and Responsibilities of the Sexual Harassment Committee

The Sexual Harassment Committee will have the following responsibilities under complaints mechanism:

3.7.2.1 Education and Training: The Committee will plan and manage the University's sexual harassment education and training programmes. These programmes shall include wide dissemination of the policy to the University community; providing educational materials to promote compliance with the policy and familiarity with local reporting procedures; and training of other university personnel who may be responsible for responding to informal reports of sexual harassment.

3.7.2.2 Documentation: The Committee shall maintain records of reports of sexual harassment and actions taken in response to reports, including records of investigations, voluntary resolutions, and disciplinary action, as appropriate.

3.7.2.3 Reporting: The Committee shall prepare and submit annual reports to the Vice-Chancellor and/or the University Council on its work.

3.7.2.4 Investigation: The Committee shall deal with specific complaints of sexual harassment as an investigative body in accordance with the grievance procedures outlined under this policy.

NOTE: Refer to Statute 2. (21) b of the CKT-UTAS Statutes for more functions of the Committee

3.8 Guidelines

The Sexual Harassment Committee will respond to all reports in a prompt, thorough, procedurally fair and effective manner. Upon receipt of a report, the Committee will strive

to complete its review as soon as possible, but not later than 21 working days from receiving a relevant request. The following guidelines shall apply:

- The Complainant shall formally request to the Sexual Harassment Committee to take further action.
- The Committee shall notify the alleged offender that the matter is being taken further and that it may result in disciplinary action.
- The Committee shall initiate separate investigatory meetings with the complainant and the alleged offender to attempt to resolve the matter unless both the complainant and the alleged offender agree to a joint meeting being convened.
- Any person (complainant or respondent) participating in the process may have a counsellor/support person (other than a lawyer) present at any meeting related to the review of the reported sexual misconduct, provided the person meets with the approval of the Committee.

3.9 Investigation Findings and Outcome Notification

The Committee shall prepare a written report at the conclusion of an investigation. The following shall be adhered to:

- i. The Sexual Harassment Committee shall within seven days of the close of the hearing write a draft report of the outcome of the investigations, including any recommendations made or sanctions imposed.
- ii. The Committee's draft report shall contain:
 - a summary of the Complainant's allegations;
 - a summary of the Respondent's statements in response to the allegations;

- a description of the relevant information provided by witnesses or obtained from documents including comments submitted in response to the draft report, and
 - the Committee's analysis and findings.
- iii. A complainant or Respondent will be given the chance to comment about their own statement or the investigation summary provided. They will have to respond not later than five (5) calendar days after being given the invitation by the Sexual Harassment Committee to do so.
- iv. Following the receipt of any comment made, the Committee will address any identified factual inaccuracies or misunderstandings as appropriate and make a final determination.
- v. The Committee's final written report shall be sent to the Vice-Chancellor and shall contain, but may not be restricted to the following:
- A summary of the investigation
 - The Committee's findings
 - A summary of the Committee's rationale in support of the findings and
 - Recommendations and Interventions
- vi. The Vice-Chancellor shall study the report and the recommendations of the Sexual Harassment Committee and make final decisions on the recommendations.

3.10 Withdrawal of a Filed Complaint

A complainant may withdraw a case filed before the Committee any time after filing and during the process of the investigation. In such a case the Complainant shall state in writing the reasons for withdrawal of the complaint and append his/her signature to the statement.

3.11 Record of Proceedings

The Committee's record of proceedings on a particular matter shall give details of the enquiry. This includes a statement of the allegations, the positions of the parties, a summary of the evidence, findings of fact, and a determination by the Committee as to whether the University policy has been violated. The record shall also contain the sanctions recommended and applied, where applicable. Other recommendations made to the parties for actions to restore or improve the relationship between the parties where no finding of guilt is made against the Respondent may be included. The record may be used as evidence in other related procedures, such as subsequent complaints, grievances and/or disciplinary actions.

3.12 Rights of the Complainant

Any member of the University community who believes that he or she has been subjected to sexual harassment in violation of this Policy is urged to pursue the matter and utilize the procedures described under this Policy for redress. The Complainant will not be reprimanded, victimised, retaliated against, or discriminated against in any way for initiating an inquiry or complaint in good faith.

3.13 Rights of the Respondent

A person against whom a complaint is lodged will be presumed innocent of that charge unless and until there is a final finding of culpability by the Committee or a stipulated admission to the charge by that person.

3.14 Right to Representation

A complainant and a respondent in a sexual harassment matter will have the right to representation by counsel.

3.15 False Accusations/Complaints

Persons whose complaints are later found to be false or made maliciously without regard for the truth shall be subjected to disciplinary action. Where the Committee finds a member guilty of making a false complaint, the following may apply;

- I. Warning or reprimand in writing
- II. Suspension
- III. Dismissal
- IV. Any other penalties or sanctions prescribed by the Committee

NOTE: *Individuals who bare false witnesses during the Committee's investigation shall be subjected to the sanctions stated in 3.15 above.*

3.16 Appeals Procedure

In the event that the Complainant or the alleged offender is aggrieved with the outcome of the investigations and/or the action to be taken, she/he has a right to appeal within seven (7) days. In reviewing the case, the Vice-Chancellor, as the final arbiter shall call for such information as he/she shall deem necessary. The Vice-Chancellor shall as soon as possible but not later than twenty-one (21) working days, review the case and render a decision.

3.17 Sanctions

If the respondent is found responsible for the reported misconduct, the University shall initiate a sanctioning process designed to eliminate the misconduct, prevent its recurrence and remedy its effect while supporting the University's mission and vision obligations. These sanctions should also serve to promote safety and deter students and workers from similar future behaviour. Sanctions, specifically designed for each unique case, that may

be imposed by the Sexual Harassment Committee and/or, the Vice-Chancellor shall include, but are not limited to, the following:

3.17.1 Apology: A written statement of one's regrets, remorse, or sorrow for having sexually harassed or another to the complainant and copied to the vice-chancellor and the Sexual Harassment Committee.

3.17.2 Formal Reprimand: A formal notice that the respondent has violated the University policy on sexual harassment and that future violations may be dealt with more severely.

3.17.3 Educational Project: Completion of a project specifically designed to help the respondent understand why certain behaviour was inappropriate and to prevent its occurrence.

3.17.4 Relocation of the Offender: The Respondent will be relocated to another Department/Section. Transfer or removal from university housing: placement in another room or housing unit or removal from university housing either temporarily or permanently.

3.17.5 No Contact: Restriction from entering specific university areas such as hall(s) of residence and/or from all forms of contact with certain persons.

3.17.6 Suspension: Separation from the University for a specified period of time or until certain conditions are met.

3.17.7 Expulsion: Permanent separation from the University.

3.17.8 Referral to Appropriate Law Enforcement Body: These would include the DOVVSU, CHRAJ.

3.17.9 Withholding of Promotion or Termination of Employment: This would apply to university workers.

3.17.10 Rustication or Expulsion or Dismissal and/or Withholding of Results:
This would apply to students.

3.18 Support and Follow-up of Survivors of Sexual Harassment

Once a sexual harassment complaint has been made by any member of the University Community, the individual shall be assigned a Counsellor who will support the Complainant throughout the entire procedure. This shall be done in collaboration with the Sexual Harassment Committee. The Committee, in collaboration with the counselling centre, shall be responsible for the support of the survivor for as long as all parties deem necessary. This follow-up support may take the form of counselling, a health care referral or referral to an appropriate spiritual or religious leader. In no instance shall the survivor be left to cope with the ramifications of the harassment incident without appropriate support.

3.19 Review of Policy

The Committee and other relevant stakeholders of the University community shall review the entire policy every four (4) years. However, portions of this policy could be amended periodically as and when the Committee and stakeholders deem necessary.

UNIT 4: RESPONSIBILITIES OF VARIOUS ORGANS IN THE IMPLEMENTATION PROCESS

To ensure that the policy is implemented to make a meaningful impact, rules and regulations shall be enacted for the implementation of the Sexual Harassment Policy. The University Community and all those associated with the University have a responsibility to adhere to the policy and apply it in their day-to-day activities and in all communications with, or on behalf of the institution.

4.1 The University Council

The University Council shall have the overall responsibility for ensuring that the University complies with the Policy, which includes ensuring that;

- The Policy is not the only document that indicates that the University seeks to provide an atmosphere of work and study in which all individuals are treated with respect and dignity. The principles of the Policy should be referenced and put into specific action in other relevant university policies/regulations/ plans such as the University Statutes, strategic plan, student handbooks, conditions of service, code of conduct, grievance and resolution policy etc. and in particular, the gender policy.
- The Policy shall be made available to students and employees in various forms, as a hand-out at orientation programmes and on the University's website, among others.
- Measures shall be put in place to ensure the creation and maintenance of an environment that seeks to provide an atmosphere of work and study in which all employees and students of the University are treated with respect and dignity regardless of gender.

- An organisational framework shall be established to integrate the objectives of the Policy into the University's strategic plan.
- Steps shall be taken to prevent sexual harassment and sexual abuse in the University.
- Steps shall be taken to respond promptly and effectively to reports of sexual harassment and sexual abuse in the University.
- Steps shall be taken to administer appropriate disciplinary measures when a violation is found to have occurred as provided by this policy.
- All policies, statutes and regulations of the University shall be in compliance with the Sexual Harassment Policy.

4.2 The Office of the Vice-Chancellor

As the chief disciplinary officer, the Vice-Chancellor shall take the lead role in ensuring compliance with the Policy and will be responsible for;

- Constituting an appropriate body such as a Sexual Harassment Committee to be established under this policy (CKT-UTAS Statute, Schedule F: Standing Boards and Committees Statute 2. (21) p. 96-97).
- Receiving reports of findings and recommendations of the Committee and following up on recommended actions.

4.3 Counselling Centre

The Counselling Centre of the University shall be equipped to implement this policy by exercising consultative functions and by providing support and advice to victims. The centre shall be committed to providing an emotionally safe and respectful environment that will foster development and greater subjective well-being of staff and students.

4.4 Reporting Channel

The Gender Mainstreaming Section (GMS) under the Counselling Centre shall be in charge of sexual harassment issues. The section shall ensure that both genders are optimally served at all levels with no discrimination. The section shall be delineated to receive complaints pertaining to sexual harassment.

4.5 Harassment Committee

The Sexual Harassment Committee shall perform the following responsibilities under complaints mechanism:

- **Education and Training:** The Committee shall plan and manage the University's sexual harassment education and training programs. The programs should include wide dissemination of this policy to the University community; providing educational materials to promote compliance with the policy and familiarity with local reporting procedures; and training of other University personnel who may be responsible for responding to informal reports of sexual harassment.
- **Documentation:** The Committee shall maintain records of reports of sexual harassment and actions taken in response to reports, including records of investigations, voluntary resolutions, and disciplinary action, as appropriate.
- **Reporting:** The Committee shall prepare and submit an annual report to the Vice-Chancellor and/or the University Council on its work.
- **Investigation:** The Committee shall deal with specific complaints of sexual harassment as an investigative body in accordance with the grievance procedures outlined under this policy.

- **Sanctions/Disciplinary Actions:** The Committee shall delineate and design appropriate sanctions or disciplinary measures to be applied to persons who violate this policy.

UNIT 5: PROMOTION OF SEXUAL HARASSMENT POLICY

5.1 Dissemination of Information on Sexual Harassment Policy

This policy document shall be published and disseminated without charge to all members of the University community. It shall be displayed at conspicuous places in all schools, departments, centres, lecture halls and other public areas as far as possible. It shall also be made available to newly recruited staff of the University and newly admitted students.

5.2 Training and Capacity Development

All members of the Committee shall receive appropriate training about sexual harassment and sexual misconduct and how to apply this policy and the grievance procedures in order to discharge their duties in an efficient and sensitive manner.

5.3 Policy Review

The Policy shall be subjected to review at the end of every four (4) years. Comments, suggestions, and contributions for review shall be forwarded to the Office of the Registrar.

REFERENCES

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University for Development Studies (2018). *Sexual Harassment Policy*. University Press

ANNEX 1

SEXUAL HARASSMENT COMPLAINT FORM
(CONFIDENTIAL)

A. COMPLAINANT'S PROFILE

Name:

Age:

Cell Phone & Email:

Status: Student/Non-Student/(Other):

Address/Department/Hall:

Position/Registration No. & Level:

Date(s) & Time(s) of Incident(s):

.....

B. ALLEGED PERPETRATOR'S PROFILE

Name: Age:.....

Cell Phone & Email:.....

Status: Student/Non-Student/(Other).....

Address/Department/Hall:.....

Position/Registration No. & Level:

C. RELATIONSHIP WITH ALLEGED PERPETRATOR

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D. DESCRIPTION/NATURE OF COMPLAINT PROVIDE A SUMMARY OF THE INCIDENT(S)

IN THE BOX BELOW. YOU MAY ADD AN ATTACHMENT

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E. PREFERRED (IMMEDIATE) OPTIONS

Medical attention	<input type="checkbox"/>	Police report	<input type="checkbox"/>
Legal action	<input type="checkbox"/>	Notify family member	<input type="checkbox"/>
Professional Counselling	<input type="checkbox"/>	Other	<input type="checkbox"/>

F. ANY OTHER RELEVANT INFORMATION (such as details of any previous report(s)

made):

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G. CONFIRMATION

I confirm that the information provided on this form is a true reflection of what happened to me and I also subject myself to investigation by the Sexual Harassment Committee for the facts to be verified an appropriate action(s) taken.

Signature of Complainant Date:.....

Signature of Receiving Officer Date:.....

ANNEX 2

EXAMPLES OF SEXUAL HARASSMENT

The following examples are illustrative of conduct or behaviour that, if proven, would be considered under this policy to establish sexual harassment in either an employment or an academic setting:

- Unwelcomed, unsolicited advances, and/or propositions of a sexual nature;
- Unwelcomed sexual advances whether they involve physical touching or not;
- Unwelcomed and inappropriate affectionate gestures;
- Unwanted and persistent propositions for dates;
- Unwelcomed and inappropriate touching, such as palling, pinching, hugging, or brushing against an individual's body; grabbing of parts of the body, kisses;
- Excessive and unwanted attention in the form of love letters, telephone calls or gifts, stalking;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip about an individual's sexual activity, deficiencies or prowess, sexual innuendos;
- Unwelcomed leering, whistling, heckling, hooting at an individual, including name-calling;
- Passing on pornographic material in print or electronic form or passing written offensive messages of a sexual nature (including e-mails and text messages;
- Insults, jokes, or anecdotes that belittle or demean an individual or a group's sexuality or gender; Unwelcome sexually-oriented gestures, verbal expressions, or comments of a sexual nature about an individual's body, clothing, or sexual experience;

- Unwelcomed references to one's appearance or body where they cause psychological harassment especially if such expressions are persistent; ²
- Inappropriate displays of sexually suggestive objects or pictures, cartoons, calendars, books, magazines;
- Sexual assault, which is an unwanted sexual act done without the consent one party, and/or that occurs under threat or coercion Sexual assault includes, but is not limited to, attempted rape, indecent assault, forcible anal sex, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling (e.g., unwanted touching or kissing for purposes of sexual gratification), and threat of sexual assault;
- Suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's employment, work assignments, or status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation;
- Disciplining or firing a subordinate who ends a romantic relationship;
- Retaliation from a person in authority due to refusal of sexual favours which may include limiting opportunities for the complainant and generating gossip against the employee or other acts that limit access or change performance expectations after a subordinate refuses repeated requests for a date.

NOTE: Anyone engaging in such activities can be considered to have engaged in Sexual Harassment, which is NOT allowed at this University. If you, or anyone you know, experiences any of the above - OR ANYTHING SIMILAR - in the University of Cape Coast learning and working environment:

YOU MUST REPORT

You must confide in:

The University Counsellor

The Vice-Chancellor of the University

Your Dean or HOD

The Registrar of the University

Your immediate supervisor

Your hall advisor

Any other trusted person.

You will not be held responsible.

You will not be blamed.

The person you report will receive appropriate punishment.

Your situation will be kept secret

Please help keep this campus a safe and comfortable environment for us all!

ANNEX 3

COMPOSITION OF SEXUAL HARASSMENT COMMITTEE

The composition is as stipulated by the CKT-UTAS Statute, Schedule F: Standing Boards and Committees 2. (21) pg. 96;

Chairperson appointed by Vice-Chancellor

Representative of UTAG

Representative of GAUA

Representative of SSA-UoG

Representative of TEWU

Representative of GRASAG

Representative of SRC

Head, Legal Section or representative

Secretary appointed by the Registrar

Representative of WiSTEM

Representative of the University Ladies Club

Counsellor