



UNIVERSITY OF
EDUCATION, WINNEBA



ANTI SEXUAL HARASSMENT POLICY

(REVIEWED) 2025

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FOREWORD

There has been the pressing need for the University of Education, Winneba (UEW) to revise her existing Anti Sexual Harassment Policy, which has been in operation for several years, to bring it to terms with the complex and ever-evolving nature and forms of conducts that constitute sexual harassment. Additionally, this revision serves as a clear demonstration of our institutional commitment to strengthen existing structures and the capacity to deal with all possible forms of harassment within the University environment.

UEW acknowledges the fact that sexual harassment runs counter to our mission, vision and the tenets of our corporate strategic plan of providing congenial environment for all our stakeholders, including our students (both local and international), workers, strategic partners, etc., to thrive at all times. We are in agreement with Barack Obama where he says that 'there is nothing wrong with instituting policies that say that harassment of any form, whether it comes through the internet or whether it happens to you face to face, is unacceptable; that we have zero tolerance when it comes to sexual harassment, we have zero tolerance when it comes to harassing people because of their sexual orientation, because of their race, because of their ethnicity'.

The UEW Anti Sexual Harassment Policy seeks to promote a healthy working climate that promotes gender-friendliness where all will feel safe to learn, work or transact all forms of business in the precinct of the University devoid of intimidation and injustice in any form. Our University places much premium on gender equality and equity, and it is for this reason that gender equity is one of our core values. The revised Anti Sexual Harassment Policy seeks to deter and sanction potential perpetrators of sexual harassment

and offer avenues for victims to seek redress. By this revised policy, the University seeks to intensify its commitment to systematically eliminate all forms of harassment from its working environment such that every member of the University community will feel safe and can make the most out of their learning or working experience.

Prof. Stephen Jobson Mitchual, PhD
Vice-Chancellor
March, 2025

ANTI SEXUAL HARASSMENT POLICY FOR THE UNIVERSITY OF EDUCATION, WINNEBA

1.0 PREAMBLE

The University of Education, Winneba is committed to creating and maintaining a community in which all persons who participate in the University's programmes and activities do so in an environment free from intimidation, exploitation and abuse. The University seeks to provide an atmosphere of work and study in which all individuals are treated with respect and dignity. This Anti Sexual Harassment Policy is therefore intended to guide the University community. It defines prohibited conducts, outlines the procedures for reporting violations, conduct of investigations and sanctions.

2.0 PURPOSE OF THE POLICY

The purpose of the Anti Sexual Harassment Policy is to create a gender friendly academic environment conducive for teaching, learning, research and business, devoid of all forms of discrimination and sexual harassment.

3.0 THE OBJECTIVES OF THE POLICY

The objectives of the policy are to:

- prevent sexual harassment through education and sensitisation;
- provide appropriate channels of investigation for all allegations and reports of incidents of sexual harassment in the university;
- administer appropriate disciplinary measures when a violation or attempt thereof, is found to have occurred as provided by this policy;
- ensure that victims of sexual harassment, witnesses or anyone who participates in the investigation does not face retaliation, victimisation or stigmatisation;
- guarantee that every member of

the University community, that is, students, teaching and non-teaching staff, shall have access to the use of the University's facilities and services without fear of sexual harassment;

- guarantee that all persons in responsible or any other positions do not use their positions or authority as tools for demanding sexual favours;
- ensure that all records regarding complaints of sexual harassment are treated with utmost confidentiality;
- ensure that all communications with complainants, witnesses, committees and third parties are treated with utmost confidentiality and professionalism;
- provide channel of redress for members who are falsely or maliciously accused.

4.0 APPLICATION AND SCOPE OF THE POLICY

This policy is applicable to all members of the University community. These include staff of the University, all students (regular, sandwich, distance and international students) as well as persons who serve the University as its agents. The policy also extends to those who transact business with the University such as clients and contractors as well as visitors who perpetrate sexual harassment or are subjected to sexual harassment at the premises of the University, in all its facilities and locations including vehicles.

5.0 DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is any unwelcome advances of offensive or persistent nature, request for sexual favour, verbal or physical conduct/gestures, or any

other sexual behaviour that are detrimental and has adverse consequences for any person or persons in the workplace or learning environment. It also includes situations where submission to or rejection of such advance(s), request(s) or conduct is made, either explicitly or implicitly a term or condition of employment or as a basis of interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. The conduct must be unwelcome, unsolicited and regarded as offensive or undesirable.

Sexual Harassment includes Quid Pro Quo harassment which occurs when a sexual conduct is requested from an employee or student, either under the promise of a reward for acquiescence or threats of detrimental action for refusal.

It also includes Hostile Environment Sexual Harassment which occurs when the workplace is permeated with inappropriate sexual conduct, resulting in intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the victim's employment and create an abusive work environment.

6.0 ACTS THAT CONSTITUTE SEXUAL HARASSMENT

The acts include but not limited to the following:

1. unwelcome, unsolicited advances, and/or propositions of a sexual nature, whether they involve physical touching or not;
2. unwelcome and inappropriate affectionate gestures;
3. unwanted and persistent propositions for dates or hang out;
4. unwanted touching, such as patting, pinching, tickling, hugging or deliberate brushing against an individual's body; grabbing of parts of the body, kisses or any other inappropriate bodily contact;
5. excessive and unwanted attention in the form of love messages (including text messages, e-mails, and other social media platforms such as

WhatsApp, snapchat, etc.), telephone calls, gifts, or stalking;

6. sexual epithets, jokes, written or oral references to sexual conduct, gossip about an individual's sexual activity; deficiencies or prowess, sexual innuendos;
7. unwelcome jeering, whistling, heckling, hooting at an individual and name-calling on sexual grounds;
8. passing on pornographic material or offensive messages of a sexual nature in print or an electronic form (including text messages, e-mails, and other social media platforms such as WhatsApp, snapchat, etc.);
9. insults, unwanted jokes or anecdotes that belittle or demean an individual or a group sexually;
10. unwelcome sexually-oriented gestures, verbal expression, or comments of a sexual nature;
11. inappropriate displays of sexually suggestive objects or pictures, cartoons, calendars, books, magazines, etc. that degrades a person or a group;
12. drug-facilitated sexual assault which refers to applying, administering, or causing to be taken by another person, a drug, matter or thing, with intention to stupefy or overpower that other person so as to enable any other person to have a carnal or unnatural carnal connection with that other person;
13. sexual assault, which is sexual act without the consent of one party, and/or that occurs under threat or coercion. It includes, but is not limited to, rape, attempted rape, indecent assault, forcible anal sex, forcible oral copulation, sexual assault with an object, sexual battery, unwanted kissing, threat of sexual assault, forcible fondling and unwanted touching;
14. sexual intimidation which constitutes threatening behaviour of a sexual nature directed at another person;
15. seduction which refers to the act of making someone want to engage in

- sexual activity with another person, especially in a subtle or manipulative way e.g. exposing oneself to another without their consent either in private or public;
16. defilement which constitutes the natural or unnatural carnal knowledge of a child under 16 years of age whether with or without consent of the child;
 17. retaliatory and abusive behaviours directed towards either former relationship partners or individuals who have rejected the sexual advances of another.
- f. retaliation from a person in authority which may include limiting opportunities or other acts that limit access or change performance expectations after a subordinate refuses sexual favours or repeated requests for a date;
 - g. threats of academic failure or promise of academic success or other academic rewards in exchange of sexual favours;
 - h. staff exploiting relationship with subordinate staff or students for sexual needs;
 - i. staff conferring undue favours to influence subordinate staff or students to yield to sexual desires.

6.1 POWER DYNAMICS

The aspect of power dynamics that bear on sexual harassment is the actions or behaviours of persons in authority towards subordinates or the vulnerable that amounts to unwelcome conduct of a sexual nature. Such acts include:

- a. abuse of power relations such as unfair treatment based on gender or sex;
- b. using a position of authority to promise rewards or favour in return for sexual favours or to threaten or punish either directly or by implication, for refusing to submit to sexual activity, or for reporting harassment;
- c. suggestions that not submitting or rejection of sexual advances will affect decisions regarding such matters as an individual's employment, work assignments, status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation;
- d. making a student's work or an employee's job more difficult because of that person's sex with the intention of frustrating them to give in to sexual advances;
- e. victimisation of a subordinate as a result of ending a romantic relationship;

7.0 IMPLEMENTATION AND COMPLIANCE

The University Governing Council, the Vice-Chancellor and the Anti Sexual Harassment Committee have specific roles in the implementation of the Anti Sexual Harassment Policy.

7.1 THE ROLE OF THE UNIVERSITY GOVERNING COUNCIL

The University Governing Council shall have the overall responsibility for ensuring that the University enforces the Anti Sexual Harassment Policy.

7.2 THE ROLE OF THE VICE-CHANCELLOR

The Vice-Chancellor, as the Chief Disciplinary Officer of the University is responsible for ensuring compliance with the Anti Sexual Harassment Policy. The Vice-Chancellor shall:

- a. constitute the Anti Sexual Harassment Committee and appoint its Chair in accordance with the provisions in the Statutes;
- b. receive reports on findings and recommendations of the Anti Sexual Harassment Committee for necessary action.

7.3 ANTI SEXUAL HARASSMENT COMMITTEE

The Vice-Chancellor, per the directive of the University Statutes, shall appoint a Standing Committee to deal with all sexual harassment issues.

7.3.1 MEMBERSHIP

- a. Three persons of high moral character and proven integrity to be appointed by the Vice-Chancellor, one of whom shall be the Chairperson.
- b. Head, Legal Services Office or representative.
- c. One representative each from the Union(s) of the affected persons shall be co-opted to participate in the deliberations when their members (complainant or respondent) are involved in sexual harassment.
- d. Director, Gender Mainstreaming Directorate or representative - Member/Secretary (UEW Statutes, 2024).

7.3.2 QUALITIES OF MEMBERS

All members of the Committee shall be of high credibility, gender sensitive and possess technical competency to handle grievances.

7.3.3 RESPONSIBILITIES OF THE ANTI SEXUAL HARASSMENT COMMITTEE

The Anti sexual Harassment Committee will have the following responsibilities.

7.3.3.1 EDUCATION AND TRAINING

The Committee shall plan and manage the University's sexual harassment education and training programmes. The programmes should include wide dissemination of this policy to the University community, provision of educational materials to promote compliance with the policy and familiarisation with local reporting procedures. The committee shall also provide training for other University personnel who may be responsible for responding to reports of sexual harassment.

7.3.3.2 INVESTIGATION

The Committee shall investigate specific complaints of sexual harassment in accordance with the grievance procedures outlined in this Policy Document. The Committee shall also serve as pre-adjudication investigative body.

7.3.3.3 SANCTIONS/DISCIPLINARY ACTIONS

The Committee shall recommend appropriate sanctions or disciplinary measures to be taken against persons who violate this Policy to the Vice-Chancellor. The sanctions and disciplinary actions provided in this Anti Sexual Harassment Policy align with the sanctions in the UEW Statutes.

7.3.3.4 DOCUMENTATION

The Committee shall maintain records of reports, evidence of sexual harassment and actions taken in response to complaints, including records of investigations, voluntary resolutions, and disciplinary action.

7.3.3.5 ANNUAL REPORTING

The Committee shall prepare and submit an annual report on its work to the Vice-Chancellor and the University Governing Council.

7.3.3.6 TRAINING AND CAPACITY BUILDING

All members of the Anti Sexual Harassment Committee shall receive appropriate training about sexual harassment and how to apply this Policy and the grievance reporting procedures in order to discharge their duties in an efficient and sensitive manner. Periodically, members will undergo additional training to update their knowledge and skills on current issues related to the Anti Sexual Harassment Policy.

8.0 THE ROLE OF THE GENDER MAINSTREAMING DIRECTORATE

The Gender Mainstreaming Directorate shall:

- facilitate the implementation of the Anti Sexual Harassment Policy;
- receive formal/informal complaints of sexual harassment from affected persons and process accordingly;
- collaborate with the Directorate of Health Services, UEW and the Counselling centre to provide needed support for affected persons.

9.0 DISSEMINATION OF INFORMATION ON THE ANTI SEXUAL HARASSMENT POLICY

- a. This Policy document shall be published and disseminated without charge to all members of the University community, as well as persons who transact businesses with the University. It shall be displayed at conspicuous places in all faculties, schools, departments, lecture halls and other public areas. It shall also be made available to newly recruited staff of the University and newly admitted students.
- b. The Anti Sexual Harassment Policy shall not be 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.
- c. The provisions contained in the Anti Sexual Harassment Policy shall be included in all other University documents such as the University Statutes, Corporate Strategic Plan, Undergraduate and Postgraduate Students Handbook, Conditions of Service, Code of Conduct and other Policies as well as Regulations.
- d. The Anti Sexual Harassment Policy in various forms shall be made available to all students and employees during orientation, workshops and seminars.
- e. The Anti Sexual Harassment Policy shall be available and accessible on the University Website in varied media forms.

10.0 MODE OF REPORTING AND INVESTIGATING COMPLAINTS

Alleged conduct of sexual harassment should be reported to the Gender Mainstreaming Directorate or anyone the complainant is comfortable with, and such a person should report the case to the Gender Mainstreaming Directorate as soon as possible.

For sexual harassment occurring outside the university campus, the Committee should liaise with the Domestic Violence and Victims Support Unit (DOVVSU) of the Ghana Police Service for redress. Prompt reporting will enable the committee to investigate the facts, determine the issues, and provide an appropriate remedy or disciplinary action.

10.1 RIGHTS OF THE COMPLAINANT

Any member of the University Community who believes that they have been a victim of sexual harassment in violation of this Policy is entitled to pursue the matter and utilize the procedures described under this Policy for redress. The complainant shall not be reprimanded, retaliated against, or discriminated against in any way for initiating an enquiry or complaint.

10.2 RIGHTS OF THE RESPONDENT

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

10.3 RIGHTS TO REPRESENTATION

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

10.4 DUTY TO COOPERATE

Complainant, respondent and witnesses must cooperate with investigations into sexual harassment which are conducted by the Anti Sexual Harassment Committee. Refusal to cooperate with an investigation or to impede an investigation may result in disciplinary actions or a report to the law enforcement agency.

10.5 MALICIOUS ACCUSATIONS OR UNFOUNDED COMPLAINTS

The University recognizes that false accusations could have a serious impact on the reputation and integrity of individuals. As such, malicious accusations will be treated very seriously. Anyone who is found to have made a deliberately malicious complaint or allegation against another person shall be subject to formal disciplinary action under appropriate University procedure.

11.0 GRIEVANCE REPORTING PROCEDURES

The following guidelines shall apply in handling Sexual Harassment complaints.

11.1 INFORMAL APPROACH TO DEALING WITH SEXUAL HARASSMENT

Informal reporting is the initial report of a complainant to a third party or the Gender Mainstreaming Directorate about their experience of sexual harassment for redress.

- a. Where a member of the University community feels that they have been a victim of sexual harassment, they may attempt to resolve the matter directly with the alleged offender by advising that the behaviour is unwelcome, must be stopped, or must not occur again.
- b. A complainant may choose to ask another person they trust to intervene. The person who is asked to intervene may provide advice or counselling to the parties involved. This shall be on a strictly confidential basis and only on the specific request of the complainant.
- c. A complainant may request through the Anti Sexual Harassment Committee, that an attempt be made to resolve a sexual harassment matter through mediation. If such a request is made, the committee shall determine whether the respondent is willing to engage in mediation.
- d. A mediator shall then be selected by

mutual agreement of the complainant and the respondent. The role of the mediator is to facilitate discussion and to suggest alternative resolutions. The mediator shall report the process of investigation and the conclusion to the Anti Sexual Harassment Committee. If the matter cannot be resolved, the committee chair shall advise the complainant to file a formal complaint to the committee.

- e. If a complainant chooses not to use the informal approach to deal with sexual harassment, this shall not be used against them or affect the merits of the case when a formal complaint is lodged.
- f. In cases of sexual harassments that are considered severe or extreme, such as rape, attempted rape, defilement, sexual battery, all forms of sexual assault and non-consensual anal copulation, a complainant shall be counselled to report the issue to the Police and lodge a formal complaint to the committee instead of utilizing the informal approach.

11.2 FORMAL APPROACH TO DEALING WITH SEXUAL HARASSMENT

Formal reporting occurs when a victim submits an official complaint to the Anti Sexual Harassment Committee, either verbally or in written form, for appropriate investigation and action.

The following are applicable to dissatisfied complainants and first-time complainants who opt for the formal approach:

- a. a member of the university community who has been a victim of sexual harassment or dissatisfied with the outcome of the informal approach shall make a formal complaint to the Committee for redress;
- b. a complainant shall present their grievances orally to a Committee member or a person designated by the Committee to receive such complaints. The said person shall listen to the complainant and explain

- the processes involved in the formal grievance reporting procedure. The purpose of the discussion is to inform and educate the complainant. The Committee member at this stage shall not dissuade the complainant from filing the written complaint;
- c. the complainant shall put their complaints in writing and lodge it with the committee. In the case of a complainant being unable to write, the Committee shall assist them to write the complaint. The written complaint shall be read out and explained in the language they understand after which they will append their signature or thumbprint;
 - d. the written statement shall give details of the alleged harassing behaviour, and if possible, give details of dates, places, evidence and names of those connected with the incidents;
 - e. the Committee shall notify the respondent about the matter and request that they file a statement in response to the allegations within seven working days. In the case of the respondent's inability to write, the process in sub-section (c) will apply.
 - f. the Committee shall conduct verbal hearings with the complainant and the respondent;
 - g. the Committee shall hear the complainant first after which the respondent shall also be heard. The parties may cross-examine each other before the Committee, after which testimonies shall be taken from their witnesses, if any. The chairperson must ensure that the cross-examination sessions are conducted in a free and fair manner and devoid of any intimidation;
 - h. a decision will be taken after careful review of circumstances, evidence adduced, statements and all other relevant information before the Committee;

- i. any dissenting opinion among the Committee members shall be recorded together with the reason for the dissent and forwarded as part of the Committee's report;
- j. where a respondent is found to have engaged in sexual harassment, the appropriate sanction shall be recommended.

NOTE: When the complaint is made, the Committee shall take measures to pre-empt any possible retaliation.

11.3 SEXUAL HARASSMENT INCIDENTS OCCURRING OFF-CAMPUS

In situations where sexual harassment involving a member of the University community occurs off campus, the case shall be referred to DOVVSU for appropriate action. The incident will also be documented by the Anti Sexual Harassment Committee to monitor the outcome and inform decision-making in similar future cases.

11.4 SEVERE FORMS OF SEXUAL HARASSMENT

Severe or extreme forms of sexual harassment include rape, attempted rape, defilement, sexual battery, all forms of sexual assault and non-consensual anal copulation.

- a. In such cases, the complainant shall be counselled to report to DOVVSU.
- b. The complainant shall also lodge a formal complaint to the Anti Sexual Harassment Committee for the necessary procedures and sanctions.
- c. A victim of severe sexual harassment shall be referred to the counselling centre and the University Hospital for support.

11.5 OTHER RELEVANT CONSIDERATIONS FOR THE WORK OF THE COMMITTEE

11.5.1 EVIDENCE

The following may be considered as evidence during the hearing of a case.

Anti Sexual Harassment Policy

- a. Written detailed accounts of the complainant and the respondent.
- b. Witness statements (If any).
- c. Statements of persons with whom the complainant might have discussed the incidents, or from whom advice may have been sought.
- d. Any other documents, audio-visual recordings, electronic communication including but not limited to e-mails, phone texts and WhatsApp.
- e. Medical evidence, including DNA test results will be required, if the incidence resulted in pregnancy and childbirth.

Note: Expert advice may be sought if necessary.

11.5.2 WITHDRAWAL OF A FILED COMPLAINT

A complainant may withdraw a case filed before the Anti Sexual Harassment Committee any time after filing and during the process of investigation. In such a case, the complainant shall state in writing the reasons for withdrawal of the complaint and append their signature or thumbprint to the statement.

11.5.3 REFUSAL OF RESPONDENT TO RESPOND TO NOTICE OF FILED COMPLAINT OR TO PARTICIPATE IN ENQUIRY

The Committee may go ahead and investigate a complaint even where a respondent refuses to respond to the allegations or participate in the enquiry process.

11.5.4 COMPLAINTS AGAINST A MEMBER OF THE COMMITTEE

Members of the Anti Sexual Harassment Committee shall declare any interest they may have in a matter whenever a complaint is filed before the Committee. If a complaint of sexual harassment is made against a member of the Anti Sexual Harassment Committee, they shall not be part of any of the processes of the Committee relating to the investigation of the said complaint.

11.5.5 RECORD OF PROCEEDINGS

The Committee's record of proceedings on a particular matter shall give detailed information about the enquiry. This includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, findings of the facts, and a determination of the Committee as to whether the University Policy has been violated or not. The record shall also contain sanctions recommended, where applicable. Other recommendations made to the parties for actions where no findings of guilt are made against the respondent may be included. The record may be used as evidence on other related procedures, such as subsequent complaints, grievances and/or disciplinary actions.

11.5.6 DECISION MAKING

The investigation procedure shall be completed within 30 working days of the date the request for formal investigation was filed. The Committee may seek an extension of time from the Vice-Chancellor with reasons where it is not possible to complete the investigation within the said duration.

11.5.7 SANCTIONS

The Committee shall recommend the appropriate sanctions where the respondent has been found to have engaged in behaviour that can be characterized and established as constituting sexual harassment. These sanctions include but are not limited to formal apology, leave without pay, suspension, denial of promotion, dismissal and transfer, and shall be applied on a case-by-case basis. In serious and repeated/habitual cases, the respondent shall be dismissed. These sanctions shall not operate to prejudice criminal action in the case of serious offences tantamount to crime under the Laws of the Republic of Ghana.

11.5.8 APPEAL

A complainant or respondent who is dissatisfied with the outcome of the

investigation and/or the decision of the Anti Sexual Harassment Committee, can appeal to the University Governing Council, which may refer the matter to the University's Appeals Board.

11.5.9 NON-RETALIATION

During the process of investigation of a matter, retaliation from either party or third parties shall be monitored by the Anti Sexual Harassment Committee. An individual who is subjected to retaliations such as threats, intimidations, reprisals, or adverse employment or educational actions, for having made a report of sexual harassment, or misconduct, or who assisted someone to report sexual harassment, or who participated in any manner in an investigation, or resolution of a report on sexual harassment, may make a report of such retaliation to the Anti Sexual Harassment Committee. The report of retaliation shall be treated as a report related to sexual harassment and misconduct, and will be subject to the same procedures.

11.5.10 CONFIDENTIALITY

The Anti Sexual Harassment Committee shall maintain confidentiality of all matters reported to it, and of the proceedings. Parties in an investigation, including their representatives shall be advised that maintaining confidentiality is essential to protect the integrity of the investigation.

11.5.11 REFERRAL FOR COUNSELLING OR OTHER PSYCHO-SOCIAL SUPPORT

In appropriate cases, the Committee may request that either party to the case seeks counselling or support from designated institutions or personnel. Besides, the Committee may at the request of a party to the matter, refer that party to appropriate institutions or personnel for counselling and other psycho-social support.

12.0 REVIEW OF POLICY

This policy may be reviewed every 5 years.

13.0 COMPLAINT FORM

All persons making a complaint at the Anti Sexual Harassment front desk, shall complete the sexual harassment complaint form.

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