



Fogarty International Center
Advancing Science for Global Health



HEPI-TUITAH

GRANT No: R25TW011210

SHarPResT



Topic 4

Sexual Harassment policy

Lodging a complaint



- Complaints of sexual harassment must be brought to the attention to the ASHC through the USHC and Top Management Committee by the victim, a witness or any concerned person. All received complaints shall be handled expeditiously and with utmost care in the interest of justice for all parties involved in order reach a fair conclusion to the matter and where possible an amicable settlement between the parties.
- a) There are two options that a witness or a victim of sexual harassment may wish to pursue: an informal procedure and a formal procedure as seen in section 7 and 8 below.
- b) In the case of the Victim being a student, they will make a complaint to DOS through the USHC through his/her Head of the department or can report directly to the DOS, who will present the same to the TMC for further action.

- a) In the case of the victim being a member of Staff, they will report to the University Secretary through the Director Human Resource or directly to the University Secretary who will present the same to the Top Management Committee (TMC).
- b) In the case where the complainant is a Third Party, they will report directly to the University Secretary who will present the complaint to the TMC for further action.
- c) There will be a MUST Suggestion Box and an ASHC Suggestion box which will be open to those that want to share any information (Whistle Blower) concerning any case being handled by the ASHC.
- d) Whistle-blower information and any information found in the MUST suggestion box, or reported by email or telephone text shall be shared with the ASHC handling the matter and investigated for merit and complaints addressed as appropriate.

- When the matters are reported to the TMC, it will through the Vice Chancellors office, appoint ASHC and its Chairperson and these will be not less than 3 and not more than 9 members and forward the complaint to them for further handling.
- On receipt of a complaint from the TMC, the ASHC will have the same recorded in writing and assigned immediately to a case facilitator who will expeditiously manage the complaint well putting into account the sensitivity of the matter,
- The ASHC will put in place a Suggestion Box for any information the public would like to share with them pertaining to any case they are handling or any other matter and the same will be investigated for merit and complaints addressed as appropriate.

The steps to be taken by the case facilitator on receipt of a complaint should include, but are not limited to, the following:

- i) Advise the complainant that there are formal and informal procedures which can be followed;
- ii) Explain the formal and informal procedures to the complainant;
- iii) Advise the complainant that he/she may choose which procedure should be followed by the University, but that the University reserves the right to pursue the matter further in accordance with the University Rules and Policies even where the complainant has decided not to;
- iv) Advise the complainant that the case facilitator assisting him or her may not be called as a witness during any formal procedure;
- v) Reassure the complainant that she or he will not face any adverse consequences in choosing to follow either the formal or informal procedure;
- vi) Advise the complainant that the matter will be dealt with confidentially;
- vii) If applicable, advise the complainant that no negative inference on his or her credibility will follow as a result of late reporting;
- viii) Provide the complainant with information about counselling services available within the University as well as information on how to access independent counselling and other services;
- ix) Inappropriate circumstances, advise the complainant of her or his right to refer the matter to the Ugandan Police and obtain further legal advice outside the University.
- x) Report back to the ASHC of any findings or decisions taken by the Complainant and seek further guidance.

- If a complainant, after consultation with the case facilitator, does not wish to pursue the matter, and the complaint is judged by the ASHC to be of a serious nature, the ASHC must refer the matter to the office of the University Secretary (US) or the Dean of Students' (DOS) office (where applicable). The ASHC, in consultation with the US's office or DOS' office (where applicable), shall consider all relevant information, including but not limited to the following:
 - i. The risk to other persons in the University;
 - ii. The severity of the sexual harassment;
 - iii. The history of the alleged perpetrator with regard to previous cases and complaints of sexual harassment.

- If it appears to the ASHC and US's office or DOS' office (where applicable) that there is a significant risk of harm to other persons, they may advise the Case facilitator to follow a formal procedure, irrespective of the wishes of the complainant. In such an event the complainant must be advised accordingly and the ASHC, in consultation with the US's office or DOS' office must prepare a written recommendation to the University Top Management. The recommendation shall include (but not be limited to) the following:
 - i. A description of the alleged sexual harassment or assault;
 - ii. The complainant's reasons for his/her unwillingness to pursue the matter further or to be called as a witness;
 - iii. Compelling reasons in support of a formal procedure.



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- No victim of sexual harassment shall be required to lodge a complaint to the person who is a suspect in the matter. The complaint should be addressed to the next best alternative.
- This policy shall not compel anyone to report cases of sexual harassment. The decision to lodge a complaint shall be fully vested in the victim who shall be allowed to fully exercise their right. The only exception shall be in cases where failure to report may result in serious harm to the victim or others.



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*Please channel your questions to the
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