



Fogarty International Center
Advancing Science for Global Health



HEPI-TUITAH

GRANT No: R25TW011210

SHarPResT



Topic 3

Sexual Harassment policy

Policy Implementation

Communication & dissemination of the policy

- a) The University shall take all reasonable steps to communicate this policy to all employees, students and third parties on a regular basis and to raise awareness about the need to prevent sexual harassment.
- b) The University shall make this policy available on its Website and provide regular and current information on its implementation and have the same gazetted.
- c) The University shall communicate about the Policy in the joining instructions and mentorship programs for students and staff.
- d) The University shall consider mainstreaming aspects of the Policy in the formal curricular like Gender and Women Health and the Service Courses

The Deans and Directors shall:

- a) Communicate regularly by written or oral means the seriousness of the issue and the existence of this policy and its salient features to employees, students and third parties within their faculties/Institutes;
- b) Communicate regularly with Heads of Departments and all other supervisors in the faculty/institute concerning their responsibilities in the implementation of this policy.

The Dean of Students shall:

- a) Communicate regularly by written or oral means the seriousness of the issue and the existence of this policy and its salient features to employees, students and third parties within the University residences.
- b) Communicate by written or oral means the contents to the Students' Guild. This shall be during orientation of first-year students and at other opportune moments using appropriate media.
- c) Make the policy part of outreach programmes of clubs and societies

The Anti-Sexual Harassment Committee shall:

- a) Provide the Public Relations Department with information that will enable the University community to be informed regularly about the implementation of this policy
- b) Report annually to the University Top Management about the effectiveness of the implementation of this policy.

Education and training

- Continuing education and training/sensitisation are necessary to ensure that the University Community is aware of the contents of this policy and are able as appropriate to implement it and to prevent sexual harassment
- This shall be through instituting empowerment programmes for the University Community, strengthening the guidance and counselling unit of MUST, and encouraging academic staff and students to carry out research on Sexual and Gender-Based Violence to inform MUST's Policy Planning and Programming.

Third parties

- While the University has no jurisdiction over third parties who are neither students nor employees of the University, the University intends that this and related policies will be upheld and respected by all who work at or visit the university or who take part in the University's activities at any location (*such as hospital staff engaged in teaching/supervising students, where students may be for internship or placement, security agencies within the university*).
- Where such third parties are not subject to the code of conduct for staff and students, the ASHC will keep a record of complaints and reported violations of this policy and will report to appropriate offices or agencies so that the information can be taken into account in considering whether to continue to contract for services.

Implementing organs

- a) There shall be an Anti-Sexual Harassment Committee (ASHC) which shall be appointed by the Vice-Chancellor on behalf of Top Management. The Committee shall be charged with the duty and authority to ensure full implementation of this Policy.
- b) Each Faculty/Institute and Administrative Department shall nominate a Unit Sexual Harassment Committee (USHC) to deal with complaints at a local level.

Role of the anti-sexual harassment committee

- The ASHC shall provide a comprehensive sexual harassment response for the University. This will include the provision of supportive and protective measures to the complainant whether or not disciplinary proceedings are instituted.
- The supportive measures may include, but are not limited to:
 - a) Counselling and other psycho-social services to address the plight of the victims of sexual harassment, particularly the emotional and physical trauma they suffer.
 - b) Emergency medical services (e.g. Post Exposure Prophylaxis), para-legal advice and other relevant services
 - c) Measures to mitigate the impact of sexual harassment or the reporting thereof on the complainant.

- The protective measures may include, but are not limited to:
 - a) No-contact orders, where appropriate
 - b) Change of University student residence, where appropriate
 - c) Change of academic classes and academic concessions, where appropriate
 - d) Special leave (staff) or leave of absence (students) where appropriate

- While the primary aim of this policy is to assist complainants who allege sexual harassment, an alleged perpetrator may at any stage approach the ASHC for advice on the application and interpretation of the policy. This policy recognizes the right of the alleged perpetrator to a fair hearing. In such instances the ASHC shall:
 - a) Provide the alleged perpetrator with a copy of this policy and of the University's disciplinary rules;
 - b) Advise the alleged perpetrator of her/his right to obtain legal representation and of the availability of counselling;
 - c) Advise the alleged perpetrator that the University may choose to follow the University disciplinary rules even if the complainant does not wish to do so;
 - d) Explain to the alleged perpetrator the protective measures available to the complainant

Composition of the committee

- The composition of the committee shall be drawn from the different groups at MUST such Mbarara University of Science and Technology Academic Staff Association (MUSTASA), Mbarara University of Science and Technology Senior Administrator Forum (MUSTSAF), National Union of Educational Institutions (NUEI) and the Students Guild. The hierarchical ranks within the categories shall be taken into account. It shall also include representation from the University Secretary's office, the Dean of Students office, the Academic Registrar's office, the Directorate of Human Resource and Faculties/Institutes. Issues of gender balance shall be considered. The list of members shall be published and regularly updated. The members shall receive training and sensitization on sexual harassment.

Composition of the committee cont'd

- When there is a reported case of sexual harassment, the Vice-Chancellor on behalf of Top Management shall appoint from the composition an ad hoc committee chair and membership of 3 to 9 members to handle the case. To avoid pre-telling and impunity, the Committee will constitute of members from which an ad hoc investigating team of at least three members shall be selected to deal with each arising case. They shall be temporary members of the ad hoc Committee. The ad hoc committee will co-opt students to the team whenever cases of sexual harassment directly involve students.

- a) The composition of the ad hoc committee to handle specific cases shall be carefully selected to ensure that:
- i. All members are people of integrity with no previous allegations of sexual harassment;
 - ii. There are no conflict of interest issues;
 - iii. At least half of the members are female;
 - iv. The number of members shall be odd to cater to majority based decisions;
 - v. Student representation shall be limited to cases where students are involved either as victims or perpetrators;
 - vi. No junior staff shall be appointed to investigate staff members who serve in senior University positions unless the case involves a junior staff as a victim;
 - vii. If the alleged perpetrator is a member of the Top Management Committee; a committee of the University Council shall conduct the investigations.



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*Please channel your questions to the
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