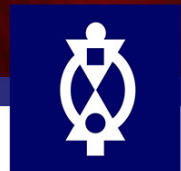




UNIVERSITY OF EDUCATION, WINNEBA

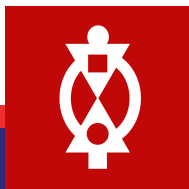


Sexual Harassment Policy

(REVISED)



UNIVERSITY OF
EDUCATION, WINNEBA



Sexual Harassment Policy

**REVISED
MARCH, 2020**

Table of Contents

Table of Contents..... i

Foreword..... iii

1. Purpose of Policy..... 1

2. Definition of Sexual Harassment and other Forms of Sexual Misconduct..... 1

4. Objectives of the Policy..... 5

5. Application and Scope of the Policy..... 5

6. Implementation and Compliance Institutions..... 6

6.1 The University Council..... 6

6.2 The Vice-Chancellor..... 7

6.3 The Gender Mainstreaming Directorate..... 7

6.4 Sexual Harassment Committee..... 7

7. Formal Reporting..... 8

7.2 Role of the Sexual Harassment Committee..... 8

7.2.1 Education and Training..... 9

7.2.2 Documentation..... 9

7.2.3 Reporting..... 9

7.2.4 Investigation..... 9

7.2.5 Sanctions/Disciplinary Actions..... 9

7.3 Right of the Complainant..... 9

7.4 Right of the Respondent..... 10

7.5 Right to Representation..... 10

7.6 Duty to Cooperate..... 10

7.7 Malicious Accusations or Unfounded Complaints..... 10

8. Promotion of Sexual Harassment Policy..... 10

8.1 Dissemination of Information on Sexual Harassment Policy..... 10

8.2 Training and Capacity Development..... 11

9. Grievance Reporting Procedures..... 11

9.1 Informal Approach to dealing with Sexual Harassment..... 11

9.2	Formal Approach to dealing with Sexual Harassment:	12
9.3	Other relevant considerations for the work of the Committee:	13
9.3.1	Evidence	13
9.3.2	Withdrawal of a filed complaint	13
9.3.3	Refusal of Respondent to respond to notice of filed complaint or to participate in enquiry	13
9.3.4	Complaints against a member of the Committee	13
9.3.5	Conflict of Interest and Duty	14
9.3.6	Record of Proceedings	14
9.3.7	Decision Making	14
9.3.8	Sanctions	14
9.3.9	Appeal	15
9.3.10	Non-Retaliation	15
9.3.11	Confidentiality	15
9.3.12	Referral for Counselling or other Psycho-Social Support	15
	Bibliography	17
9.4	Appendix	17
A.	Safeguarding Personal Declaration	17
B.	Self-declaration and disclosure form on history of abuse of children and adults at risk	19
	Complaint Form	21

FOREWORD

Development can only have a beneficial outcome for women when the working culture, structure, systems, procedures and underlying values of the institutions which shape women's lives themselves reflect a concern for gender equality... (Porter, Smyth and Sweetman, 1999)

The need to revise the Sexual Harassment Policy which has been in operation for the past 11 years was due to heightened concerns from constituents of the University on sexual harassment issues. Also, it was due to the institutional commitment to strengthen capacity to deal with all possible forms of harassment in the University environment. The University of Education, Winneba acknowledges the fact that sexual harassment runs counter to the mission and vision of any institution. The UEW Sexual Harassment Policy seeks to promote a healthy campus climate which is gender friendly, where all will be free to work, learn or pursue their academic career devoid of intimidation.

Considering the fact that gender equity is a core value in the University, it is imperative for the University to intensify its commitment to eliminate all forms of harassment from its environment such that every member of the University community can make the most out of their learning or working experience.

Rev. Fr. Prof. Anthony Afful-Broni, PhD

Vice-Chancellor

March, 2020

SEXUAL HARASSMENT POLICY FOR THE UNIVERSITY OF EDUCATION, WINNEBA

1. PURPOSE OF POLICY

The University of Education, Winneba is committed to creating and maintaining a community in which all persons who participate in the University 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 to achieve this objective. The University of Education, Winneba has adopted this policy on Sexual Harassment which is intended to guide the University community. The policy defines prohibited conducts, outlines the procedures for reporting violations, conduct of investigations and sanctions.

2. DEFINITION OF SEXUAL HARASSMENT AND OTHER FORMS OF SEXUAL MISCONDUCT

Sexual Harassment comprises unwelcome sexual advance(s), request(s) for sexual favours and verbal or physical conduct of a sexual nature when 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, that is unsolicited and regarded as offensive or undesirable by the action.

Sexual Harassment includes Quid Pro Quo harassment and Hostile Environment Harassment. Quid Pro Quo harassment 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. On the other hand, Hostile Environment Harassment occurs when the workplace is permeated with 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.

3. ACTS THAT CONSTITUTE SEXUAL HARASSMENT INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

For the purpose of this policy, Sexual Harassment shall be defined to include acts or behaviours constituting Sexual Abuse and Sexual Assault which occur within the defined scope of this University's policy in relation to members of the University community.

3.1 THE ACTS INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

- » Unwelcome, unsolicited advances, and /or propositions of a sexual nature;
- » Unwelcome sexual advances whether they involve physical touching or not;
- » Unwelcome and inappropriate affectionate gestures;
- » Unwanted and persistent propositions for dates;
- » Unnecessary and inappropriate touching, such as patting, pinching, hugging or deliberate 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;
- » Unwelcome jeering, whistling, heckling, hooting at an individual on sexual grounds, including name-calling;
- » Passing on pornographic material in print or electronic form or passing written offensive messages of a sexual nature (including e-mails, WhatsApp and text messages);
- » Insults, jokes or anecdotes that belittle or demean an individual or a group sexually;
- » Unwelcome sexually-oriented gestures, verbal expression, or comments of a sexual nature about an individual's body, clothing, or sexual experience;
- » Unwelcome references to one's appearance or body where they cause psychological harassment-especially if such expressions are persistent;
- » Inappropriate and/or degrading displays of sexually suggestive objects or pictures, cartoons, calendars, books, magazines;

- » Using a position of power and authority to threaten or punish either directly or by implication, for refusing to tolerate harassment, or submit to sexual activity, or for reporting harassment to promised rewards in return for sexual favours;
- » Sexual assault, which is an unwanted sexual act done without the consent of 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;
- » Making a student work or an employee's job more difficult because of that person's sex;
- » Discipline or dismissal of 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 refuse repeated request for a date.
- » Threats of academic failure or promise of academic success or other rewards in exchange of sexual favours.
- » Staff exploiting relationship with subordinate staff or students for sexual needs.
- » Staff conferring undue favours to influence subordinate staff or students to yield to sexual desires.
- » Sexual abuse
- » Retaliatory and abusive behaviours directed towards either former relationship partners or individuals who have rejected the sexual advances of another.
- » Sexual intimidation.



4. OBJECTIVES OF THE POLICY

4.1 THE OBJECTIVES OF THIS POLICY ARE TO:

- » Prevent sexual harassment through education and awareness creation.
- » Forbid and sanction sexual harassment offenses.
- » Investigate allegations and reports of incidents of sexual harassment in the University.
- » Administer appropriate disciplinary measures when a violation is found to have occurred as provided by this policy.
- » Ensure that victims of sexual harassment or anyone who participates in the investigation does not face retaliation or stigmatization.
- » As much as academic freedom and the right of every member of the University community to the freedom of expression is permissible, these actions ought to be free from bias and harassment.
- » Ensure that every member of the University community, that is, students, teaching and non-teaching staff, shall have access to its facilities and services without fear of harassment.
- » Ensure that all persons in responsible positions do not use their positions as tools for demanding sexual favours.
- » Treat all records regarding complaints of harassment with utmost confidentiality.
- » The University shall be mindful of complaints which may be false, such as malicious complaints shall constitute grounds for disciplinary action to be taken against the complainant.

5. APPLICATION AND SCOPE OF THE POLICY

This policy is applicable to all members of the University community. These include officers and employees of the University, all students (regular, sandwich and distance) as well as persons who serve the University as its agents and are under the control of the University in all its locations and facilities, including vehicles.

The University Council will have the overall responsibility for ensuring that the University complies with the Sexual Harassment Policy.

- » The Sexual Harassment Policy should 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. The principles of the Sexual Harassment Policy should be inculcated into specific action on other University documents such as the University Statute, Strategic Plan, Students Handbook, Conditions of Service, Code of Conduct and other Policies as well as Regulations and in particular the Gender Policy of the University of Education, Winneba.
- » The Sexual Harassment Policy should be made available to all students and employees in various forms, as a handout at orientation programmes for these groups and on the University Website, among others.
- » Measures should be put in place to guarantee the creation and maintenance of an environment that provides an atmosphere of work and study in which all the employees and students of the University are treated with respect and dignity regardless of gender.
- » An effective institutional framework on Sexual harassment is established.
- » All Policies, Statutes and Regulations of the University are compliance with the Sexual Harassment Policy.



6.2 THE VICE-CHANCELLOR

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

- » Constitute the Sexual Harassment Committee established under this policy and appoint its Chair.
- » Receive reports on findings and recommendations of the Sexual Harassment Committee and ensure that recommendations are acted upon forthwith.

6.3 THE GENDER MAINSTREAMING DIRECTORATE

- » The Gender Mainstreaming Directorate shall facilitate and support the Sexual Harassment Committee in the implementation of the Sexual Harassment Policy.
- » Establish a well-equipped Sexual Harassment Crisis and Counselling Unit to support University staff and students who have been victims of sexual harassment or assault cases.

6.4 SEXUAL HARASSMENT COMMITTEE

i. Membership

The Committee shall be composed of various constituent of the University: UTAG, GAUA, TEWU, SSA-UoG, University Lawyer, Director, Gender Mainstreaming Directorate, Student Representative, and a Secretary. They shall serve for a specified term appointed by the Vice-Chancellor. In other situations the Vice-Chancellor is empowered to elect a representative.

ii. Responsibilities

The Committee shall address sexual harassment issues relating to the University community by:

- » Planning and implementing the University's education and training programmes on sexual harassment. The programmes 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 on sexual harassment.
- » Maintaining records of reports on sexual harassment cases as well as actions taken in response to reports.

- » Preparing and submitting an annual report to the Vice-Chancellor and/or the University Council on its work.
- » Investigating specific complaints of sexual harassment when it is formally reported.

iii. Leadership

- » The Vice-Chancellor shall appoint a Chair for the Committee. The Committee at its first meeting will appoint a Vice-Chair who shall act in the absence of the Chair.
- » The Secretary of the Committee shall be nominated by the Registrar in consultation with the Vice Chancellor. The secretary shall ensure that all records of the Committee's meetings and proceedings are properly taken and documented.
- » The Chairperson shall be instrumental in summoning meetings, initiating enquiry processes and ensuring the integrity of all proceedings relating to investigation of grievances.
- » The quorum of the Committee shall be five including the Chairperson and the University Lawyer.

iv. Qualities

All members of the Committee shall have high credibility, gender sensitivity and technical competency to handle grievance procedures.

v. Review Policy

This policy shall be reviewed periodically, preferably after a 3-year lifespan.

7. FORMAL REPORTING

7.1 PROCEDURE

Reports of sexual harassment shall be brought as soon as possible after the alleged conduct occurs. Prompt reporting will enable the Committee to investigate the facts, determine the issues, and provide an appropriate remedy or disciplinary action.

7.2 ROLE OF THE SEXUAL HARASSMENT COMMITTEE

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

7.2.1 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 familiarization with local reporting procedures; and training of other University personnel who may be responsible for responding to informal reports of sexual harassment.

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.

7.2.3 REPORTING

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

7.2.4 INVESTIGATION

The Committee shall deal with specific complaints of sexual harassment as a pre-adjudication investigative body in accordance with the grievance procedures outlined under this Policy. This will be at the investigative level.

7.2.5 SANCTIONS/DISCIPLINARY ACTIONS

The Committee shall delineate and design appropriate sanctions or disciplinary measures to be applied to persons who violate this Policy. The sanctions and disciplinary actions should be aligned to the sanctions in the UEW Statutes.

7.3 RIGHT OF THE COMPLAINANT

Any member of the University Community who believes that he or she has 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 inquiry or complaint in good faith.

7.4 RIGHT OF THE RESPONDENT

A person against whom a complaint is lodged shall 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.

7.5 RIGHT TO REPRESENTATION

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

7.6 DUTY TO COOPERATE

Staff and students must cooperate with University investigations into sexual harassment which are conducted by the Sexual Harassment Committee. Refusal to cooperate with an investigation or to impede an investigation may result in disciplinary actions.

7.7 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.

8. PROMOTION OF SEXUAL HARASSMENT POLICY

8.1 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 Faculties, Schools, Department, 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.

8.2 TRAINING AND CAPACITY DEVELOPMENT

All members of the 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.

9. GRIEVANCE REPORTING PROCEDURES

The following [guidelines] shall apply in handling Sexual Harassment complaints:

9.1 INFORMAL APPROACH TO DEALING WITH SEXUAL HARASSMENT

- » Where a member of the University community feels that he or she has been a victim of sexual harassment, such a member may attempt to resolve the matter directly with the alleged offender by advising that the behavior is unwelcome, must be stopped, or must not occur again.
- » A Complainant may choose to ask another person whom he or she trusts to intervene on their behalf. The person who is asked to intervene may provide advice or counseling to the parties involved. This shall be on a strictly confidential basis and only on the specific request of the Complainant.
- » A Complainant may request through the Committee, that an attempt be made to resolve a sexual harassment matter through mediation. If such a request is made, the Committee receiving the Complainant shall determine whether the Respondent is willing to engage in mediation, and if so, a mediator shall 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 does not report findings from investigating the complainant or the process to the committee receiving the complaint. If the matter cannot be resolved, the Committee Chair shall advise the complainant to file a formal complaint before the Committee.
- » In cases of sexual harassments that are considered severe or extreme, such as attempted rape, sexual battery, sexual assault with a weapon and non-consensual anal copulation, a Complainant shall be counselled to report to the Police and launch a formal complaint before the Committee instead of utilizing the informal approach.
- » If a Complainant chooses not to use the informal approach to deal with sexual harassment, this shall not be used against him or her or affect the merits of the case when a formal complaint is launched.

9.2 FORMAL APPROACH TO DEALING WITH SEXUAL HARASSMENT:

- » A member of the University community who has been or is a victim of sexual harassment and is dissatisfied with the outcome of the informal approach shall make a formal complaint to the Committee for redress.
- » The Complainant shall present his or her grievance 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.
- » The Complainant shall put his or her complaint in writing and lodge it with the Committee. In the case of a Complainant being unable to write, the Committee shall assist him or her to write the complaint. The written complaint shall be read out and explained in the language he or she understands after which he or she will sign or thumbprint.
- » The written statement shall give details of the alleged harassing behavior, and if possible, give details of dates, places and names of those connected with the incidents.
- » The Committee shall notify the Respondent about the matter and request that he or she files 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 (d) will apply.
- » The Committee shall conduct verbal hearings with the Complainant and the Respondent. The parties may be present with their legal counsel.
- » 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.
- » A decision will be taken after careful review of circumstances, evidence adduced, statements and all other relevant information before the Committee.
- » When the complaint is made, the Committee shall take measures to pre-empt any possible retaliation.
- » Any dissenting opinion among the Committee members shall be recorded together with the reason for the dissent.
- » Where a Respondent is found to have engaged in sexual

harassment, the appropriate sanctions shall be recommended.

9.3 OTHER RELEVANT CONSIDERATIONS FOR THE WORK OF THE COMMITTEE:

9.3.1 EVIDENCE

The following may be considered as evidence during the hearing of the matter:

- » Written detailed accounts of the Complainant and the Respondent.
- » Witness statements (if any)
- » Statements of persons with whom the complainant might have discussed the incidents, or from whom advice may have been sought.
- » Any other documents, audio-visual recordings, electronic communication including but not limited to e-mails, phone texts and WhatsApp.
- » Expert technical advice may be sought if necessary
- » Medical evidence, including DNA test results, if appropriate.

9.3.2 WITHDRAWAL OF A FILED COMPLAINT

A Complainant may withdraw a case filed before the 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 his or her signature to the statement.

9.3.3 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.

9.3.4 COMPLAINTS AGAINST A MEMBER OF THE COMMITTEE

If a complaint of sexual harassment is made against a member of the Sexual Harassment Committee, he or she shall not be part of any of the processes of the Committee relating to the investigation of the said complaint.

9.3.5 CONFLICT OF INTEREST AND DUTY

Members of the Sexual Harassment Committee shall declare any interest they may have in a matter whenever a complaint is filed before the Committee.

9.3.6 RECORD OF PROCEEDINGS

The Committee record of proceedings on a particular matter shall give detailed 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.

9.3.7 DECISION MAKING

The investigation procedure shall be completed as promptly as possible and 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 days.

9.3.8 SANCTIONS

The Committee shall recommend the appropriate sanctions where the Respondent has been found to have engaged in behavior that can be characterized as 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 repeat 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 Ghana.

9.3.9 APPEAL

If the Complainant or Respondent is dissatisfied with the outcome of the investigation and /or the decision of the Sexual Harassment Committee, he or she shall have the right of Appeal to the Vice-Chancellor. The Vice-Chancellor shall hear and determine the appeal in accordance with the Statutes of the University.

9.3.10 NON-RETALIATION

During the process of investigation of a matter, retaliation from either party or third parties shall be monitored by the 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 in good faith, or who assisted someone with a report of sexual harassment, or who participated in any manner in an investigation, or resolution of a report on sexual harassment, may make a report of retaliation under these procedures. The report of retaliation shall be treated as a report of sexual harassment and misconduct, and will be subject to the same procedures.

9.3.11 CONFIDENTIALITY

The 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.

9.3.12 REFERRAL FOR COUNSELLING OR OTHER PSYCHO-SOCIAL SUPPORT

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



NO SEXUAL HARASSMENT

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9.4 APPENDIX

A. SAFEGUARDING PERSONAL DECLARATION

I, named below, acknowledge that I have read and understand the UEW Safeguarding Statement and Policy, and agree that throughout the period I work for or on behalf of UEW, I must:

- treat children and adults at risk with respect regardless of race, colour, gender, language, religion or faith (including non-belief), political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- not use language or behaviour towards children and adults at risk that is inappropriate, harassing, abusive, exploitative, sexually provocative, demeaning or culturally inappropriate;
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts, whether deliberately or inadvertently, and irrespective of local laws and customs;
- not exchange money, employment, goods, favourable treatment or services for sex, including sexual favours or other forms of humiliating, degrading, pornographic or exploitative behaviour;

- wherever possible, ensure that another adult is present when working in the proximity of children and adults at risk, and to seek and obtain prior consent from YOUR HEAD OF DEPARTMENT OR DEAN if circumstances dictate that another adult cannot be present for any reason whatsoever;
- consent from YOUR HEAD OF DEPARTMENT OR DEAN if circumstances dictate that another adult cannot be present for any reason whatsoever;
- not invite unaccompanied children and adults at risk into my home or other accommodation, unless they are at immediate risk of injury or physical danger from other people, and in which circumstances I will immediately notify MY HEAD OF DEPARTMENT OR DEAN;
- use any computers, mobile phones, video cameras, cameras or social media appropriately in accordance with all applicable laws and Statutes of UEW, and never to exploit or harass children or access child exploitation material through any medium;
- not use physical punishment on children and adults;
- immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate UEW procedures; and,
- immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with UEW that relates to child or adult sexual harassment, exploitation and/or abuse.

In order to comply with the UEW Safeguarding Statement and Policy staff are required to complete and sign this form at the time of engagement and return it to the Registrar.

I confirm that I have read and understood the personal declaration:

Full name:

Job/Post title:

Institute/faculty/Department:

Signature:

Date:

Full name:

Job/Post title:

Institute/faculty/Department:

Signature:

Date:

Received and reviewed on behalf of UEW by:

.....

B. SELF-DECLARATION AND DISCLOSURE FORM ON HISTORY OF ABUSE OF CHILDREN AND ADULTS AT RISK

In order to comply with the UEW Safeguarding Statement and Policy sub-consultants who may be in contact with children and adults at risk of harm are required to complete and sign this form at the time of engagement and return it to the Registrar before they engage with any beneficiaries or stakeholders.

CONFIDENTIAL: This declaration will be stored confidentially by the Registrar at UEW, and shared with the appropriate committee who will be responsible to assess whether there is any risk or not in relation to safeguarding children and adults at risk of harm as a result of engaging the services of the individual named below. Any such concerns will be notified confidentially to the Vice Chancellor for guidance on any action required.

Herewith, I confirm that:

- I have never abused a child or adult.
- I have never been found guilty of child abuse in a court of law or place of work.
- I have no history of having abused children or adults (as defined under the UEW Safeguarding Statement and sexual harassment Policy or under applicable law, including but not limited to sexual, physical, emotional, psychological or verbal abuse, harassment and/or exploitation).

- I am not listed on any registry of child abusers or abusers of adults (including those at risk).
- I am not the subject of an ongoing investigation related to abuse of a child(ren) or adult(s).
- I am not the subject of a disqualification from working with children and adults (including those at risk).
- I understand that failure to disclose relevant information or giving false information may result in the University taking disciplinary action against me and/or terminating my employment/relationship with the University.

I confirm that I have read and understood the above:

Full name:

Job/Post title:

Institute/Faculty/Department:

Signature:

Date:

Full name:

Job/Post title:

Institute/Faculty/Department:

Signature:

Date:

Received and reviewed on behalf of UEW by.....

.....

COMPLAINT FORM

**UNIVERSITY OF EDUCATION, WINNEBA
SEXUAL HARASSMENT COMPLAINT FORM
(CONFIDENTIAL)**

A. COMPLAINANT'S PROFILE

Name: Age:

Contact Number:

Email:

Address/ Department/ Hall:

Student/ Staff No. & Level:

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

B. ALLEGED PERPETRATOR'S PROFILE

Name: Age:

Contact Number:

Email:

Status: Student/ Staff/ Other:

Address/ Department/ Hall:

Student/ Staff No. & Level:

C. RELATIONSHIP WITH ALLEGED PERPETRATOR

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.....

D. DESCRIPTION/ NATURE OF COMPLAINT

(PROVIDE A SUMMARY OF THE INCIDENT (S) BELOW.

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E. PREFERRED OPTIONS

Medical attention

Police report

Legal action

Professional counselling

Other, please specify

F. 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 the 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:.....

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