UENR | UNIVERSITY OF ENERGY AND NATURAL RESOURCES



ANTI-SEXUAL HARASSMENT POLICY

UENR Policy **005**

UENR University of Energy and Natural Resources

ANTI-SEXUAL HARASSMENT POLICY

UENR POLICY 005

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FOREWORD

Sexual harassment is a serious violation of human rights that undermines dignity, safety, and well-being within institutions. As a University committed to excellence in teaching, research, and service, the University of Energy and Natural Resources (UENR) recognizes the importance of maintaining an environment where learning and professional engagement take place free from all forms of harassment and abuse.

The University is firmly committed to fostering a safe, respectful, and inclusive environment for all members of its community. Sexual harassment and related misconduct not only harm individuals but also hinder productivity, erode trust, and compromise the integrity of the institution. If left unaddressed, such behaviours may also expose the University to legal and reputational risks.

This Anti-Sexual Harassment Policy establishes a clear framework to prevent and address all forms of sexual harassment within the University community. It defines unacceptable conduct, outlines preventive measures, and provides transparent procedures for reporting, investigation, and resolution of complaints. The policy also specifies appropriate sanctions for violations and affirms that serious offences will be handled in accordance with the Criminal Offences Act, 1960 (Act 29), including referral to the appropriate law enforcement authorities where necessary.

In addition, the policy provides safeguards against retaliation and promotes fairness, confidentiality, and ethical conduct throughout all processes.

The effective implementation of this policy requires the commitment of all members of the University community. I therefore urge staff, students, and stakeholders to uphold the principles outlined in this policy and contribute to creating a safe and supportive environment that promotes dignity, respect, and productivity for all.

Prof. Elvis Asare-Bediako
Vice-Chancellor
University of Energy and Natural Resources
2025

ACKNOWLEDGEMENT

The Quality Assurance and Academic Planning Directorate (QAAPD) expresses its sincere appreciation to the committee tasked with the development of this Anti-Sexual Harassment Policy for the University of Energy and Natural Resources (UENR).

The Directorate further appreciates the valuable inputs from key stakeholders whose perspectives helped to strengthen the policy and ensure its relevance to the entire University community.

The Directorate also acknowledges the support of University Management and all stakeholders who contributed to the review and validation of this policy.

Prof. (Mrs.) Mercy A. A. Derkyi
Director, QAAPD
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1.0 INTRODUCTION

The University of Energy and Natural Resources (UENR) is a publicly funded national institution established in December 2011 through an Act of Parliament (ACT 830, 2011). Its mandate is to lead in education related to science, technology, and the management of Energy and Natural Resources, aiming to become a Centre of excellence in these vital fields. UENR is committed to creating a supportive environment for both staff and students to facilitate teaching, learning, and the generation of knowledge for sustainable development. Any form of abuse or harassment, including sexual harassment, is strictly prohibited within the university community. The policy outlines the definitions of sexual harassment, procedures for implementation, compliance bodies, investigation processes, and sanctions. It also makes references to the Criminal Offences Act 1960 (Act 29) and the Labour Act 2003 (Act 651).

2.0 Purpose of Policy

The Anti-Sexual Harassment Policy aims to create a safe environment for everyone participating in the University's programs and activities, protecting them from all forms of sexual advances, abuse, and exploitation. It provides guidelines for reporting incidents and procedures for responding to sexual harassment or abuse. For this policy, sexual harassment includes any act or behavior that constitutes sexual abuse or assault within the University, undermining the dignity and integrity of victims. Every member of the University community should be treated with respect and dignity, which are vital to their wellbeing both academically and professionally. The University is committed to promoting professionalism and ensuring relationships among individuals are free of prejudice and harassment, to maintain mutual respect, trust, and dignity. The policy also outlines fair disciplinary procedures for sexual misconduct, aligned with the University's disciplinary rules, aiming for prompt, thorough, and equitable investigation and resolution of complaints. All individuals, regardless of their status or position, will face full penalties for violations of this Policy. The University will educate members of the community about this Policy and enforce its implementation to prevent, correct, and discipline any such behaviour in violation of the Policy.

2.1 Aim of the Policy

The primary goal of the Policy is to establish and sustain a safe environment within the University community, free from sexual harassment, discrimination, oppression, and abuse.

2.2 The specific objectives of the Policy are to:

1. Formulate measures to prevent any form of sexual harassment and sexual abuse in the University.
2. Establish effective response mechanisms to handle sexual harassment cases should they occur; and
3. Impose suitable sanctions on individuals who commit sexual harassment when a violation is confirmed, as specified in the Policy.

3.0 Definition of Terms

3.1 Sexual Harassment

Section 175 of the Ghana Labour Act 2003 (Act 651) describes "Sexual Harassment" as any unwelcome, offensive, or persistent sexual advances or requests made by an employer, superior, or coworker to any worker, regardless of gender. Within this policy, sexual harassment is understood as any interaction between individuals of the same or different sex that involves:

- Unwelcome sexual advances
- Unwelcome requests for sexual favours
- Unequal treatment based on sex
- Other unwelcome verbal and physical conduct based on an employee's or student's sex

3.2 An unwelcome interaction occurs when:

- Such interaction is made either explicitly or implicitly on the terms or conditions of a person's employment; or
- The rejection or acceptance of such interaction is used as the basis for making employment decisions
- and grading decisions about a person (for example, hiring,

firing, failing to honour promotion, reassignment of significantly different responsibilities and a decision causing a significant change in benefits, tampering with students' grades); or

- Such interaction aims to or results in significantly and unreasonably disrupting an individual's work performance or fostering an intimidating, hostile, or offensive work environment. ng. or educational environment.

3.3 Complaint

- A verbal or written document of expression of grievance or resentment with evidence, prepared by a victim (or his or her representative) of alleged sexual harassment in violation of this Policy, with or without the consent of a witness
- Formal complaint: resolution made by the sexual harassment committee
- Informal complaint: any resolution made outside the sexual harassment committee

3.4 Complainant

An employee or student who submits a verbal or written complaint, along with evidence, prepared by the victim (or their representative) of alleged sexual harassment, in violation of this Policy, with or without the witness's consent.

3.5 Respondent

A member of the University community, such as an employee or student, accused of improper conduct related to a report or complaint of sexual harassment.

3.6 Committee

The University of Energy and Natural Resources' Anti-Sexual Harassment Committee established to handle issues related to sexual harassment.

3.7 Policy

Anti-Sexual Harassment Policy (2025) of the University of Energy and Natural Resources, UENR Policy 005

3.8 Member(s) of the University Community

This includes students (undergraduate, graduate, and postgraduate), postdoctoral fellows, faculty members, employees, and agents working for or on behalf of the University. For clarity, faculty covers full-time, visiting, and contract academics. It also encompasses members of the University's Governing Council.

3.9 Consent

This is an explicit and voluntary agreement to engage in sexual activity. Consent must be given freely and can be withdrawn at any time. Silence, the absence of resistance, and a prior relationship do not imply consent. Each instance of sexual activity requires fresh consent.

3.10 A. Section 98, Criminal Offences Act 1960 (Act 29)—Definition of Rape

Rape is the unlawful carnal knowledge of a female aged sixteen years or above without her consent.

B. Section 99, Criminal Offences Act 1960 (Act 29)—Evidence of Carnal Knowledge. Whenever, upon the trial of any person for an offence punishable under this Code, it is necessary to prove carnal knowledge or unnatural carnal knowledge, the carnal knowledge or unnatural carnal knowledge shall be deemed complete upon proof of the least degree of penetration.

C. Section 101, Criminal Offences Act 1960 (Act 29)—Defilement of Child Under 16 Years of Age.

(1) For purposes of this Act, defilement is the natural or unnatural carnal knowledge of any child under sixteen years of age.

(2) Whoever naturally or unnaturally carnally knows any child under sixteen years of age, whether with or without his or her consent, commits an offence and shall be liable on summary conviction to imprisonment for a term of not less than seven years and not 8

more than twenty-five years.

D. Section 102, Criminal Offences Act 1960 (Act 29) — Carnal Knowledge. Whoever has carnal knowledge or has unnatural carnal knowledge of any idiot, imbecile or a person with a mental health condition in or under the care of a mental hospital whether with or without their consent, in circumstances which prove that the accused knew at the time of the commission of the offence that the person had a mental incapacity commits an offence and shall be liable on summary conviction to imprisonment for a term of not less than five or more than twenty-five years.

E. Section 103, Criminal Offences Act 1960 (Act 29) — Indecent assault.

(1) Whoever indecently assaults any person shall be guilty of a misdemeanour and shall be liable on conviction to a term of imprisonment of not less than six months.

(2) A person commits the offence of indecent assault if, without the consent of the other person, he—

(a) forcibly makes any sexual bodily contact with that other person; or

(b) sexually violates the body of that other person in any manner not amounting to carnal knowledge or unnatural carnal knowledge.

F. Section 104, Criminal Offences Act 1960 (Act 29) —Unnatural Carnal Knowledge.

(1) Whoever has unnatural carnal knowledge—

(a) of any person of the age of sixteen years or over without his consent shall be guilty of a first degree felony and shall be liable on conviction to imprisonment for a term of not less than five years and not more than twenty-five years; or

(b) of any person of sixteen years or over with his consent is guilty of a misdemeanour; or 9

(c) of any animal is guilty of a misdemeanour.

(2) Unnatural carnal knowledge is sexual intercourse with a person in an unnatural manner or with an animal.

G. Same refers to such sexual offences provided for in Section 105-INCEST; Section 106- HOUSEHOLDER PERMITTING DEFILEMENT OF CHILD ON HIS PREMISES; 107-PROCURATION; AND Section 108-CAUSING OR ENCOURAGING SEDUCTION OR PROSTITUTION OF A CHILD UNDER SIXTEEN (16) YEARS of the Criminal Offences Act 1960 (Act 29).

4.0 Composition of Sexual Harassment

Sexual harassment may be perpetrated by men or women of the same or opposite sex as the recipient. It may be committed by individuals or groups of co-workers, students, supervisors, or subordinates. Sexual harassment may include actions and/ or behaviours such as:

i. Unwelcome sexually-oriented physical contact or gestures such as sexually suggestive winks, touching, patting, or repeated brushing against another's body;
ii. Unsolicited propositions or invitations for social outings or sexual activity;
iii. Subtle pressures for sexual activity such as verbal teasing or abuse;
iv. Unwelcome sexually-oriented slurs, jokes, bantering, or suggestive comments;
v. Displaying sexually explicit or suggestive materials in the office, such as posters, pictures, cartoons, or calendars, as well as engaging in pornographic content, nudity on camera (gnoc), phone sex, etc.;
vi. Sexually-oriented emails or accessing sex-related websites in the open office;
vii. Sexually-oriented entertainment occurring at the office or any related work setting, including off-site events such as training, conferences, or sporting activities.
viii. Offering preferential treatment or implying it as a promise or hint in exchange for sexual conduct.
ix. Threats, demands, or pressure to agree to sexual requests to retain a job, job standing, or to prevent other losses, and/or offers of benefits in exchange for sexual favours.
x. Excessive and unwanted attention through love letters, phone calls, gifts, or stalking.
xi. Insults, jokes or anecdotes that belittle or demean an individual or a group sexually;
xii. Retaliatory and abusive behaviours directed at former partners or individuals who have rejected sexual advances.
xiii. Threats of academic failure or promise of academic success or other rewards in exchange for sexual favours.
xiv. Staff members exploiting their relationships with subordinates or students for sexual purposes.
xv. Staff abusing their position to grant special favours to pressure subordinates or students into sexual activity. Additional examples of sexual harassment are provided in Appendix 1.

5.0 Scope of the Policy

a) This policy applies to the entire University community. To clarify, its scope includes, but is not limited to, University management, senior and junior members, contractual staff, and agents representing the University both inside and outside the campus.
b) This policy aims to clearly define procedures for addressing issues or allegations of sexual misconduct that could jeopardise the working relationships within the University community, affecting both students and staff.

c) This policy also applies to third-party service providers who, while not directly employed by the University, are involved in official duties on or off campus.

The university premises may include, but are not limited to, the following locations:

- Campuses
- Halls of residence, registered hostels, and "homestels" under the University's supervision
- University staff accommodation or guest houses
- Sports and recreational facilities managed by the University.

6.0 Compliance and Implementation

The Vice-Chancellor and the Core Management of the University will oversee the effective implementation of the anti-sexual harassment policy.

6.1 Vice-Chancellor

The Vice Chancellor shall implement the following parameters of the anti-sexual harassment policy:

1) The anti-sexual harassment policy should be integrated into all other University policies. This ensures the policy receives proper consideration in all official University deliberations, aiming to foster a peaceful and harmonious environment for staff and students. For instance, the implementation and compliance of this policy will be emphasised across various policies, including but

not limited to the University's Status, Staff Promotions Handbook, Students' Handbook, Code of Conduct, Quality Assurance Policy, Examination Handbook, and other regulations.

2) The anti-sexual harassment policy must be accessible to all students and staff, and also published on the University website. Additionally, it should be promoted at official University events, such as workshops, conferences, official trips, student and staff orientations, and national service orientations.
3) There are sufficient institutional structures to facilitate the smooth implementation of the anti-sexual harassment policy, along with adequate channels for seeking redress.
4) An enabling environment will be established to facilitate the effective implementation of the Policy, ensuring no intimidation of those involved and maintaining the confidentiality of victims.
5) Existence of sufficient preventive measures to discourage sexual harassment and related issues within the University community.
6) Issues of sexual harassment are addressed professionally to protect the University's reputation as a safe and friendly environment for both students and staff.
7) Existence of specific measures and sanctions for Policy violations.

6.2 Anti-Sexual Harassment Committee

An eleven (11)-member Committee will be formed from different Schools/Unions within the University community, including employees and students, to monitor violations of the Policy. All members must possess high credibility, gender sensitivity, and technical skills to manage grievance procedures effectively. Additionally, Committee members shall take an oath of secrecy to maintain strict confidentiality in handling matters brought before them.

a. The composition is as follows:

i. Chairman/Chairperson appointed by the Vice-Chancellor
ii. A lawyer from the University Legal Office
iii. A representative from UTAG, GAUA, SSA-UoG, TEWU, and Student Associations, either from GRASAG or SRC, depending on the case.
iv. A 'neutral' person, either external or internal, with expertise in Gender relations or the DOVS SU, appointed by the Vice Chancellor.
v. A representative from the Social Welfare Department regarding

defilement incidents involving the basic school.

vi. A certified medical doctor from the University or the External Medical field for medical examination of the victim

A representative from the University security or a police investigator should handle incidents involving sexual offences under the Criminal Offences Act 1960 (Act 29).

b. Responsibilities and Roles of the Committee

The Committee will effectively handle cases of sexual harassment within the University community by:

i. Investigation: The Committee will investigate and manage specific complaints of sexual harassment within the University community, following the procedures outlined in this Policy.
ii. Education and Training: The Committee will develop programs to raise awareness about the Policy and promote it across all University channels. These programs will clearly define what constitutes sexual harassment, outline reporting procedures, and specify the unit to contact when the Policy is violated.
iii. Documentation: The Committee shall gather, store, and maintain records of reports related to sexual harassment, along with actions taken in response, such as investigations, voluntary resolutions, and disciplinary measures, as appropriate.
iv. Reporting: The Committee will compile and submit an annual report on its activities to the Vice Chancellor and the Academic Board.
v. Sanctions/Disciplinary Actions: The Committee will develop and propose suitable penalties for individuals who breach this Policy. Examples of potential sanctions are provided in Appendix II (g).
vi. The committee will coordinate with the counselling unit to provide victims with counselling services regularly.

c. Term of office of members of the Committee shall be for a term of two years, and they are eligible for re-election appointment for another term only.
d. The Role of Peer Counsellors in the Policy

The role of the peer counsellors under the supervision of the Guidance and Counselling Centre is to ensure that:

i. They assist in spreading awareness of the sexual harassment policies, making sure students know their rights and how to report incidents.
ii. They help establish and uphold safe campus environments, promoting a feeling of security and support among students.
iii. They conduct awareness campaigns to promote a campus culture that actively prevents sexual harassment and offers support to survivors.
iv. They motivate students to report sexual harassment incidents by explaining how to report and reassuring them about the support options.
v. They offer ongoing support to survivors during the reporting, investigation, and any follow-up actions or proceedings.
vi. They give feedback to the Anti-Sexual Harassment Committee regarding how well current policies work and call for changes that reflect the needs and experiences of students.
vii. They organise support groups that allow survivors to connect with others who share similar experiences, promoting a sense of community and mutual support.

7.0 Reporting Procedures and Rights of the Complainant

Employees or staff are required to report sexual harassment allegations to the Anti-sexual Harassment Committee promptly, following established procedures to ensure thorough and efficient investigation. Reporters shall not face reprimands, teasing, retaliation, or hostile work environments as a consequence of their report. The complainant will be treated professionally, and an appeal process will be available if they are dissatisfied with the outcome or verdict.

In the event of the occurrence of a sexual harassment incident or sexual offence between students and/or employees, the following steps should be followed:

7.1 Complain

a) Any complaints regarding sexual harassment or sexual offences should be reported to the committee as soon as practically possible.
b) If a complaint is submitted, the committee representative shall immediately notify the members.

c) Sexual harassment or sexual offences can be reported to the committee or any individual aware of such incidents. The complainant is encouraged to report in person or online using the complaint form available on the University website. All submitted complaint forms, whether in person or online, will be handled and processed by the Chair of the Anti-sexual Harassment Committee.
d) All committee members or the appointed receiving agent acting on behalf of the committee shall honour any request for anonymity from the complainant.
e) Any complaint of sexual harassment or sexual offence shall be recorded in writing by the agent delegated by the committee.
f) The committee will assign an advisor to the case whenever necessary.
g) The investigation process should be completed as quickly as possible, typically within 60 working days from the date the formal investigation request was made to ensure timely feedback.

7.2 Delegated Agent

The following steps must be taken by the delegated agent appointed by the Anti-Sexual Harassment Committee on receipt of a complaint, but not limited to;

i. Guide the complainant on the formal and informal steps available for investigating sexual harassment and sexual offences.
ii. Advise the complainant that in cases of sexual offences, the University only offers formal procedures as outlined in the Policy.
iii. Describe the formal and informal steps available to the complainant if sexual harassment has taken place.
iv. Advise the complainant that, in cases of sexual harassment, there is a choice regarding which procedure the University should follow.
v. Advise the complainant that the assisting Advisor may not be called as a witness during any formal procedure.
vi. Inform the complainant that the outcome of the informal process does not bind them, and they retain the right to initiate the formal procedure.
vii. Inform the complainant that the matter will be handled in confidence.
viii. If applicable, advise the complainant that there shall be no negative inference on credibility as a result of late reporting.
ix. Provide the complainant with the relevant information available on

counselling and details on how to access independent counselling services.

x. Advise the complainant of their right to refer any matter to the Ghana Police Service and seek further legal advice and/ or legal representation in cases where the respondent falls outside the University's jurisdiction. All external legal advice and representation shall apply only to matters outside the University's jurisdiction.
xi. The complainant's consent must be obtained before conducting preparatory interviews by the committee for sexual harassment, offence, and misconduct. The respondent has the right to reply to the complaint and may be accompanied by witnesses or other individuals who can provide information to support either informal or formal procedures.
xii. If a complainant chooses not to pursue a serious matter, the committee, in consultation with the evidence provided, may convene an evaluation panel to review the complaint.
xiii. Protective measures for students and employees facing sexual harassment at the University

7.3 Policy

Policy on protective measures is not limited to the following;

a) The right to apply for a non-contact order when it is deemed appropriate.
b) There shall be a change of University student residence where reasonably possible. The University shall bear the cost of the change.
c) Temporary adjustment to the employee's working conditions and environment, as required.
d) Support for academic concessions for university students will be set up as needed and appropriate.
e) Employees shall be granted special leave, and university students shall be granted leave of absence when necessary and deemed appropriate.
f) A University student may request a leave of absence application.
g) A no-contact order or suspension notice shall not be issued to the respondent where it is deemed appropriate.

7.4 Non-Contact Orders issued to students

The issuing of non-contact orders to students shall be as follows;

a) A No-contact order shall be issued to protect a complainant from all types of gender-based violence, regardless of whether a formal disciplinary process has been initiated or considered.
b) A No-contact order shall not be a punitive measure but rather a protective measure for the complainant, where established
c) A respondent (employee or student) has the right to oppose the granting of a no-contact order within 72 hours of notice.
d) The terms of the No-contact order may differ depending on the case's circumstances. They may be amended by the relevant authority either after an appeal by the complainant or respondent, in consultation with the investigating officer and the committee.
e) Violating the No-contact order is a serious misconduct and may result in the appropriate disciplinary procedures for staff and students. The breach could lead the investigating officer to request the suspension of the respondent or complainant from the University for a certain period.
f) The appointed nominee shall issue a non-contact order for students in accordance with the provisions of the policy.
g) The no-contact order for students shall remain valid for a period of one (1) month under the policy. It may be renewed upon application by the complainant to the relevant authority.

7.5 Non-Contact Orders issued to Staff

a) A non-contact order for staff shall be issued by the Human Resources office or nominee in terms of the University Policy for staff, after considering the recommendation of the committee as part of a suspension notice.
b) A non-contact order for staff, which forms part of the sanctions, shall be valid for no more than one hundred (100) days or six months and may be renewed upon application by the complainant to the committee.

7.6 Suspension

a) A suspension notice is a protective measure issued when needed to safeguard the complainant from gender-based violence, regardless of whether a formal disciplinary process is initiated or considered. It also enables the University to investigate and address the complaint.
b) A suspension notice is not a punitive measure but rather a protective measure for the complainant or respondent.
c) A suspension notice might also include a directive for the respondent to avoid contacting the complainant, whether in person or online.

8.0 Rights of the Respondent

The following measures shall be observed to protect the rights of the respondents during
investigations:

a) Presumption of Innocence: The respondent is considered innocent until proven guilty via a fair and unbiased investigation.
b) Right to be Informed: The respondent has the right to receive prompt written notification from the chair of the Sexual Harassment Committee about any allegations of sexual harassment made against them. These charges must be specific and detailed enough to allow the respondent to respond effectively.
c) Access to Information: The respondent has the right to review relevant details concerning the allegations, including any evidence or witness statements provided.
d) The respondent's privacy and confidentiality will be maintained as much as possible and allowed by law during the investigation.
e) Fair Treatment: The respondent will be treated with dignity and respect throughout the investigation process and will be given the chance to share their side of the story and present evidence in their defence.
f) Protection Against Retaliation: The respondent will be safeguarded from any retaliation or adverse actions resulting from their participation in the investigation.
g) Appeal Process: If the respondent is deemed responsible for sexual harassment, they may appeal to an appeals committee on sexual harassment, formed by the Vice Chancellor, following the

University's appeal procedures.

h) Non-Discrimination: The respondent will not face discrimination based on gender, race, ethnicity, sexual orientation, or any other protected characteristic during the investigation.

9.0 Rights to Representation

The following measures shall be applied for fair representation:

a) Right to a Fair and Unbiased Representative: Both the complainant and the respondent can challenge the other's representative if there is a suspicion of conflict of interest or bias. If a representative is disqualified, the affected party can select a new one.
b) Right to Choose a Representative: Both the complainant and respondent have the right to select a representative for advice and accompaniment during meetings related to the complaint. Any person, including an attorney, can serve as a representative. It is up to each party to arrange their representative's involvement. The representative's role is to advise and support the complainant or respondent, not to replace them as the primary participant in the investigation or resolution. To include a representative in a meeting, the party must notify the other party and the committee of the representative's identity beforehand.

10.0 False Representations / Malicious Allegation or Complaint

While the University is dedicated to preventing all forms of sexual harassment, it will not tolerate false or malicious complaints. Anyone found to have made reports that are untruthful or who intentionally submits malicious reports without regard for the truth will face disciplinary measures, and similar sanctions used for those found guilty will be enforced.

11.0 Monitoring and Evaluation

The Quality Assurance and Academic Planning Directorate (QAAPD), in collaboration with the Gender Mainstreaming Unit, Human Resource Directorate, and relevant University committees, shall oversee the monitoring and evaluation of this Anti-Sexual Harassment Policy. The

M&E framework enables the University to assess the effectiveness of prevention measures, reporting systems, and response mechanisms, while ensuring continuous improvement.

11.1 Monitoring Mechanisms

Monitoring shall be conducted through:

i. Confidential reporting and case management systems for sexual harassment complaints.
ii. Periodic policy compliance reviews and audits across departments.
iii. Awareness and training programme evaluations.
iv. Feedback mechanisms, including surveys and consultations with staff and students.
v. Review of incident trends and resolution timelines.
vi. Monitoring of implementation of preventive and corrective actions.

11.2 Implementation-Focused KPIs

Objective	**KPI (Implementation-Focused)**	**Means of Verification**	**Frequency**	**Responsible Unit/Person**
Promote awareness and prevention	90% of staff and students trained on Anti-Sexual Harassment Policy	Training records, attendance sheets	Annual	HR / Gender Unit
Strengthen reporting mechanisms	Number of reported cases through formal channels	Complaint logs, case records	Quarterly	Gender Unit / HR
Ensure timely response and resolution	100% of reported cases resolved within stipulated timelines	Investigation reports, case files	Quarterly	HR / Disciplinary Committees

Ensure compliance and accountability	90% of cases addressed in accordance with policy procedures	Disciplinary records, case outcomes	Quarterly	QAAPD / HR
Protect victims and prevent retaliation	Number of reported retaliation cases addressed	Complaint logs, investigation reports	Quarterly	Gender Unit

11.3 Monitoring Process

1. Data Collection: Relevant units collect data on reported cases, training activities, and policy implementation.
2. Data Review: QAAPD and collaborating units review data to assess compliance and identify trends.
3. Performance Evaluation: Performance is measured against established KPIs to determine effectiveness.
4. Corrective Action: Where gaps are identified, appropriate actions such as training, awareness campaigns, or policy adjustments are implemented.

11.4 Reporting and Policy Review

Periodic reports shall be submitted to University Management on the implementation of the policy, including trends, challenges, and recommendations. The policy shall be reviewed every three (3) to five (5) years, or earlier where necessary, to ensure continued relevance and effectiveness.

12.0 Review of Policy

This Policy will be reviewed every five (5) years by the Anti-Sexual Harassment Committee along with all relevant stakeholders of the University community, and it must be approved by both the Academic Board and the University Council.

13.0 Reference

CHRAJ SEXUAL HARASSMENT POLICY, GHANA.

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