



**UNIVERSITY OF DAR ES SALAAM**



**ANTI-SEXUAL HARASSMENT POLICY**

**OFFICE OF DEPUTY VICE CHANCELLOR  
(ACADEMIC)**

**2018**

# 1.0 INTRODUCTION, RATIONALE, INTERPRETATION, PURPOSE AND SCOPE

## 1.1 Introduction

The University of Dar Es Salaam (UDSM) is a public institution of higher learning which is mandated by national laws, international standards and has its own commitments to provide learning and working environment free from intimidation, discrimination and any other form of abuse towards maintaining its long time good image. As party to the UDSM Declaration on Academic Freedom and Social Responsibility of Academics, the University is committed to provide:

- (i) Access to education on equal and equitable basis;
- (ii) Prepare individuals to strive for full participation in the emancipation of the human person and society from oppression, domination, and subjugation; and further,
- (iii) Enable all its members to overcome prejudices related to sex, race, nation, ethnicity, religion, class and culture<sup>1</sup>.

The UDSM core values include among others:

- (i) Equity and social justice by ensuring equal opportunity and non-discrimination on the basis of personal, ethnic, religious, gender and other social characteristics
- (ii) Professional and ethical standards by upholding highest professional standards and ethical behaviour, and through openness, honesty, tolerance and respect for the individual in all disciplines
- (iii) Social responsibility by promoting an awareness of, and providing leadership to respond to, the issues and problems facing society with a view to ultimately solving and alleviating them<sup>2</sup>.

The legal and regulatory environment within which the UDSM is functioning makes it imperative for the institution to take measures to prevent sexual harassment as well as take corrective measures which will deter potential perpetrators from act of harassment. In realizing this, the Institute of Gender Studies-University of Dar Es Salaam (IGS-UDSM), has took further initiatives to review its 2006 Anti-Sexual Harassment Policy to cater for the basis of making the UDSM achieve its mission, vision, core values and to continue standing as a pioneer of virtue.

## 1.2 Rationale

Historically, sexual harassment has existed at the University of Dar Es Salaam since 1970s. According to authentic records, there were two identified rape cases one in 1970s and another in 1980s. In the 1990s a series of some female students faced sexual harassment incidences. One was raped, another committed suicide following sexual harassment by PUNCH pipelining her (High Table Commandments) following a scuffle between two male students over her misinterpreted relationships with them<sup>3</sup>. Another case was of murder at Mabibo hostel where a male student after being rejected by a female student stabbed her to death. In addition, a documented case of sexual harassment is that of a female postgraduate student who was harassed sexually by a prominent member of academic staff in 1998. Additionally, four male instructors were expelled due to sexual harassment practices.

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<sup>1</sup> These principles are enshrined in the Dar Es Salaam Declaration on Academic Freedom and Social Responsibility 1990 also available at: [www.umn.edu.humanrts/Africa/DARDOC](http://www.umn.edu.humanrts/Africa/DARDOC)

<sup>2</sup> [Http://www.udsm.ac.tz](http://www.udsm.ac.tz)

<sup>3</sup> University of Dar es Salaam Anti-sexual harassment Policy, 2006

It was also reported that the Gender Dimension Programme Committee rated sexual harassment as the number one gender issue that faced the University population in July 2003. According to a study on sexual harassment at University of Dar es Salaam, out of 733 respondents who filled and returned a questionnaire, 185 (or 26.2%) indicated that they had been sexually harassed. The types of sexual harassment reported included verbal, non-verbal and physical ones as well as those through messages. A very small percentage (16%) of those sexually harassed reported about the harassment. Following this situation, the UDSM saw the need of addressing the sexual harassment by developing an Anti-Sexual Harassment Policy (2006).

The UDSM 2006 Anti-Sexual Harassment Policy was enacted to ensure that its community's (students, staff and service providers) educational and employment environment is free from unlawful discrimination and harassment based upon an individual's sex. In realizing the UDSM mission and vision 2061, the UDSM Institute of Gender Studies is committed to creating an equal and free environment from sexual harassment by reviewing its Anti-Sexual Harassment Policy (2006). Although the purpose, motivation and context of developing an Anti-Sexual Harassment Policy have remained more or less the same, the current policy is more elaborate on reporting procedures and accountability mechanisms for preventing and supporting victims of sexual harassment. It emphasizes prevention and prompts corrective measures which will deter potential harassers from conducting such actions and controlling such behaviours that no deaths, rape, murder, pedophile, and suicide or permanent trauma to victims of sexual harassment.

### **1.3 Interpretation**

#### **1.3.1 Sexual harassment**

Sexual harassment is a form of sexual discrimination occurring when there is deliberate or repeated use of sexual comments, attempted physical contact, or actual physical contact including sexual violence in the workplace or academic environment that creates a hostile environment for the recipient. Sexual harassment is an inappropriate behavior and it is against the law. The law prohibits any form of sexual harassment in the workplace as well as any other environment. Staff and students need to know that legal action could be taken against them for sexual harassment and that they could also be exposing the university to liability.

##### **1.3.1.1 Forms of sexual harassment**

A conduct amounts to sexual harassment when:

- a) Submission to such conduct is explicitly or implicitly made to be a term or condition of an individual's employment or status in a course, programme, or activity; or,
- b) Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or,
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's free enjoyment of life in general, work or educational performance, or of creating an intimidating, hostile, or offensive environment for one's life, work or learning.

##### **1.3.1.2 Examples of sexual harassment**

Sexual harassment may consist of any or all but shall not be limited to the following illustrative examples:

- i. Unwanted jokes, innuendoes, noises, lewd suggestions, foul language, obscene gestures;
- ii. Uninvited touch, uninvited kisses or embraces, smutty jokes or comments, making promises or threats in return for sexual favors, displays of sexually graphic material including posters, pinups, cartoons;
- iii. Graffiti or messages left on notice boards, desks or common areas, repeated invitations to go out after prior refusal, "flashing" or sexual gestures;

- iv. Sexual based insults, taunts, teasing or name-calling, steering or leering at a person or parts of their body, unwelcome physical contact such as massing a person without invitation or deliberately brushing up against them;
- v. Touching of a person's clothing including lifting up skirts or shirts, blouses, flicking bra or pant straps, or putting hands in a person's pocket, forcing acceptance of sex request, sexual explicit humiliating conversation;
- vi. Persistent questions or insinuations about a person's private life, offensive phone calls or letters or offensive screen savers;
- vii. Belittling comments on a person's autonomy, persistent demands for dates;
- viii. Forcing for sexual activity or favours;
- ix. Asking about personal/sex life, explicit sexual suggestions in return for reward;
- x. Telling lies or spreading rumours about a person's sex life with the purpose of assassinating the character of the victim; unwanted physical contact of any sort which is sexual in nature especially touching of sensitive body parts, brushing against another's body, hair or clothes, kissing, pinching, patting, grabbing, or cornering;
- xi. Displaying (to a person) of pornographic and sexually suggestive pictures and/or sexual objects;
- xii. Transmitting offensive written telephone or electronic communications;
- xiii. Indecent exposure;
- xiv. Indecent curiosity such as peeping, eavesdropping, persistent unwanted brazen questioning into a person's sexual matters;
- xv. The use of one's authority, undue influence or power, either explicitly or implicitly, to force or cause another to go into unwanted sexual relations or to punish another for his or her refusal;
- xvi. The creation by a member of a group of people of an intimidating, hostile or offensive working or educational environment through verbal or physical conduct of a sexual nature;
- xvii. Causing sexual annoyance to a third party or third parties

*\*The above acts though some may consider them trivial but lead to serious consequences such as sexual assault (rape), murder, suicide, and development and nurturing of pedophiles in the society.*

### **1.3.1.3 What does not constitute sexual harassment?**

- Sexual harassment does not include a relationship of mutual free consent between or among persons of the age 18+ and of sound mind. However, we should observe that the university entry now is as early as 16 years of age. In that case consent with minors or a minor is unlawful.
- Sexual harassment does not include verbal expressions or written materials that are relevant and appropriately related to course subject matter or curriculum.
- In determining whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of circumstances, including the context in which the conduct occurred.

### **1.3.1.4 Effects of sexual harassment**

Sexual harassment generates short-term and long-term effects that can cause devastating physical and psychological injuries on the health, confidence, morale and performance of the individuals affected by it, as detailed below:

- i. Sexual harassment violates fundamental rights, personal dignity as well as personal integrity.
- ii. Neglecting early symptoms and acts have led to serious consequences such as fights, suicides, violence, depression, Post-Traumatic Stress Disorder (PTSD) and denial of rights. Likewise, in a course of time, short-term effects gradually turn into long-term effects.
- iii. Panic attack and depression continue even after the harassing has stopped.
- iv. The victim may begin to associate his or her work or studies with this harassment and seek to change careers or studies.

- v. If the victim leaves his/her position and moves to a new job or quits studies, he/she may feel uncomfortable with the new workplace or new academic setting, which could ultimately lead to feelings of devoid.

### **1.3.2 Complainant:**

It means the person (male/female) who is alleging the occurrence of sexual harassment. The person harassing another student, staff member (academic and administrative staff) or service provider can be an individual of the same or of the opposite sex.

### **1.3.3 The harasser**

This means any person (male/female) either student or member of staff or service provider, duly admitted or employed by the UDSM who following the rules and regulations, can be accused of sexual harassment.

### **1.3.4 Retaliation**

It includes threats, intimidation, reprisals, and adverse actions related to one's employment or education.

### **1.3.5 Member of staff (Administrative and Academic)**

It means an employee (male/female) of the UDSM duly appointed by the university authorities following its rules and regulations.

### **1.3.6 Student**

It means a student (male/female) of the UDSM duly admitted by the UDSM and her/his identity card is valid according to the UDSM regulations.

### **1.3.7 Service providers**

It means contractors, vendors and link experts duly recognized by the UDSM rules and regulations.

### **1.3.8 Hostile environment**

It refers to unwelcome conduct of a sexual nature that creates an intimidating, hostile or offensive working or academic environment and has the effect of substantially interfering with the victim's work or study. A Behavior will be considered "unwelcome" if the individual did not solicit or invite it and particularly if s/he indicates that s/he finds the conduct undesirable or offensive. Acquiescence or failure to complain does not mean that the conduct is welcome. However, if a student or staff or service provider actively participates in sexual banter or discussions without giving an indication that s/he does not like it, it will probably not meet the definition of "unwelcome". Not every act that might be offensive to an individual or group will necessarily be considered as harassment and/or a violation of the University's standard of conduct. In determining whether an act constitutes harassment, the totality of the circumstances that pertain to any given incident in its context must be carefully reviewed and due consideration given to the protection of individual rights, freedom of speech, academic freedom and advocacy.

### **1.3.9 Place and time of harassment**

Sexual harassment is unlawful anywhere where UDSM is performing for example in any work or academic related context.

### **1.3.10 Process of reporting complaints**

- i. It is the purpose of the formal complaint process to provide for the ascertainment of all facts which are necessary for the resolution of allegations of sexual harassment. All complaints should be reported to the heads of the respective units (College, School, Institutes, Department, Centres and Bureaus).
- ii. The Principals, Deans, Directors and Heads will conduct investigations.

- iii. In order to initiate the formal process, the Complainant must submit a written complaint.

#### 1.4 Why Anti-Sexual Harassment Policy

Sexual harassment in any form is considered to be unacceptable behavior and a source of conflicts, distressful and counterproductive to the mission of an educational institution. The university regards sexual harassment as a violation of the standards of conduct required of all persons associated with the university. The objectives of this policy therefore are to:-

- i. Provide correct interpretation of the concept of sexual harassment which will assist to overcome customs and traditional practices and behavior that militates against women and men;
- ii. Establish a mechanism that encourages victims of sexual harassment to exercise their rights, maintain their dignity and refuse to submit to the pressures of sexual harassment;
- iii. Take action in eliminating sexual harassment at UDSM and impose promptly handling of cases effectively and with utmost sensitivity and fairness;
- iv. Inform members of the university community about sexual harassment, including sexual favours and violence, and explain what they can do if they encounter or observe it in connection with any university program or activity;
- v. Promulgate and codify the university's position and response to issues of sexual harassment as governed and addressed by:
  - The UDSM Gender Policy; Chapter two section 2.6, on organizational culture which identifies among either issues, the Existence of culture of silence in relation to sexual harassment<sup>4</sup>;
  - The Sexual Offences Special Provision Act, 1998, which criminalizes sexual harassment and such actions are termed as kind of behaviours causing sexual annoyance to a person, uttering any word, making any sound or gesture, or exhibiting any object, including any organ whether male or female intending that such word or sound shall be heard, or that the gesture shall be seen by a woman or man<sup>5</sup>;
  - The Employment and Labour Relations Act, 2004 which terms sexual harassment as a form of discrimination<sup>6</sup>;
  - The UDSM Staff Code of Conduct 2012 (1.1: C.) which identifies the incidents of immoral behavior such as sexual harassment, forms of discrimination and the use of abusive language among members of University<sup>7</sup>;
  - The UDSM Research Ethics Policy and Operational Guidelines 2010 (2.11: vii) that states, all forms of discrimination or sexual harassment in research are not condoned<sup>8</sup>;
  - The Code of Ethics and Conduct for Public Service which is very clear and detailed on the areas that constitute sexual harassment in employment. It states: a public servant shall refrain from having sexual relationships at the workplace. Likewise, he/she will avoid all types of conduct which may constitute sexual harassment which include<sup>9</sup>:-
    - Pressure for sexual activity or sex with a fellow employee or student;
    - Rape, sexual battery and molestation or any sexual assault;
    - Intentional physical conduct which is sexual in nature such as unwelcome touching, pinching, patting, grabbing and or brushing against another employee's body, hair or clothes;

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<sup>4</sup> UDSM Gender Policy 2006

<sup>5</sup> URT (1998), The sexual Offences Special Provision Act, 1998

<sup>6</sup> URT,(2004), The Employment and Labour Relations Act, 2004

<sup>7</sup> UDSM staff code of contact (2012)

<sup>8</sup> UDSM Research Ethics Policy and Operational Guidelines, (2010)

<sup>9</sup> URT, The code of Ethics and Conduct for Public Service

- Sexual innuendos, gestures, noises, jokes, comments or remarks to another person about one's sex body;
  - Offering or receiving preferential treatment, promises or rewards and offering or submitting to sexual favours.
- vi. Prevent or/and avoid sexual assaults, suicide, and psychological traumas.

### **1.5 Scope**

This policy applies to all students, staff (academic and administrative members of staff), as well as individuals who have a contractual relationship with the UDSM, including service providers. It is the responsibility of the UDSM management to monitor, evaluate and support the Institute of Gender Studies in operationalizing, informing and educating the whole UDSM community on this policy. Similarly each community member of the University has a responsibility of familiarizing herself/himself with this policy to ensure that her/his conduct does not violate the principles and the spirit of this policy.

## **2.0 SITUATIONAL ANALYSIS, POLICY STATEMENTS AND STRATEGIES**

### **2.1 Situational Analysis**

#### ***2.1.1 Sexual harassment as an issue***

In an effort to eliminate sexual harassment which is obviously among the major factors that hinders the University of Dar Es Salaam (UDSM) from meeting its mission and vision, Anti-Sexual Harassment Policy (2006) was enacted. It is twelve years down the road since the policy was enacted, but sexual harassment exists among the university community namely; students, administrative and academic staff and other service providers including contractors and vendors.

A number of cases have been filed and reported to the Dean of Students' Office (DOSO), the Institute of Gender Studies, the Directorate of Human Resource Management (DHRM), respective Colleges, Schools, Institutes, and Departments while other cases have gone unreported<sup>10</sup>. However, there are cases that have been heard and resolved. It has been noted that other cases are fabricated, pending while others are overlooked. Nevertheless, there are reports of harassers' flawed procedures or ethical consideration not being adhered to. It has been observed that most of the cases are not reported because many of the students, service providers, administrative and junior academic staff do not know where to report. The few who know are not sure of their protection, especially when the accused is a senior official<sup>11</sup>. Lack of an official reporting unit, accountability and handling mechanism; lack of information and awareness of the Anti-Sexual Harassment Policy; anxiety and embarrassment on the part of the victimized have been identified as some of the leading causes of continuing sexual harassment at the UDSM<sup>12</sup>.

### **2.2 Policies and Strategies**

#### ***2.2.1 Policy statement one***

The University of Dar Es Salaam long term Vision 2061 identified pillars include inspired and motivated staff and students; visionary leadership; and, sustainable resources<sup>13</sup>. Thus in meeting the three pillars the university environment must be free from sexual harassment and any other forms of discrimination. The environment as suggested in the UDSM Vision 2061 should encompass social environment that needs to be enhanced to enable staff and students to do their work effectively and efficiently. Accordingly, the University of Dar Es Salaam is committed to maintaining a positive climate for study and work, in which individuals are judged solely on relevant factors, such as ability and performance, and can pursue their activities in an atmosphere that is free from coercion, intimidation and violence. Any violation of mutual trust, any form of intimidation or exploitation damages the institution's educational process by undermining the essential freedoms of inquiry and expression. Students and staff from colleges, schools, institutes, bureaux and centres must feel personally secure for real learning to take place. Service providers must be assured of their safety. All students, staff and service providers must be assured that the University will take action to prevent such misconduct and that anyone who engages in such behaviour is subject to disciplinary procedures. One type of such behaviour which the University of Dar Es Salaam will not tolerate is sexual harassment.

#### **2.2.1.1 Strategies**

In attaining its vision the UDSM shall:

- i.** Take appropriate corrective actions, including discharge or expulsion from the University of any student or employee or terminate contract with the service provider who is declared in sexual harassment claim.

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<sup>10</sup> As it was reported during a symposium workshop on sexual harassment held on 8/5/2015 at UDSM

<sup>11</sup> Ibid

<sup>12</sup> Ibid

<sup>13</sup> University of Dar es Salaam vision 2061

- ii. Set up effective regulations to prohibit sexual harassment at the University of Dar Es Salaam and provide for it appropriate sanctions; such as the provisions of the Penal Code Cap. 16 as amended by the Sexual Offences Special Provisions Act, Act No. 4 of 1998; staff and student codes of conduct and use the Sexual Harassment Committee of the Council for handling of sexual harassment matters.
- iii. Establish a mechanism that will make all staff, students and service providers create and maintain an acceptable environment in which sexual harassment is perceived as an unacceptable behaviour in order to maintain an environment that is hospitable, equitable and conducive for safe and decent community life.

### ***2.2.2. Policy statement two***

The University of Dar es Salaam shall encourage all staff, students and service providers to report to appropriate authorities/organs any cases of sexual harassment they have experienced or heard of, involving members of staff, students or service providers of the university.

#### **2.2.2.1 Strategies**

- i. Ensuring the Complainants follow the set up procedures for reporting and recording of sexual harassment incidents and follow up thereafter.
- ii. Establishing an effective mechanism that strongly encourages anyone who feels that she/he has been a victim of sexual harassment that has happened within or outside the university to bring such incidents to the attention of relevant officers or organs.
- iii. Maintaining utmost confidentiality in respect of both the complainant and the respondent throughout any investigations and/or proceedings.
- iv. Ensuring protection of all parties in harassment proceedings from intimidation, threats or repercussion once an incident has been reported and provide for sanctions or enforce regulations against officers who breach the rule of confidentiality in respect of the information obtained in the course of handling sexual harassment complaints and those who intimidate and threaten those who report on sexual harassment.

### ***2.2.3 Policy statement three***

The University of Dar Es Salaam shall ensure that anyone who feels that she/he has been a victim of sexual harassment is strongly encouraged to bring such incidents to the attention of relevant officers or organs.

#### **2.2.2.2 Strategies**

- i. Continuous education, information and sensitization to the UDSM community on sexual harassment since every year new admissions and recruitment take place.
- ii. Equipping the UDSM community with skills and tools to defend themselves against sexual harassment.
- iii. Provision of enough resources for education and sensitization to appropriate committees.
- iv. Launching sensitization programmes and advocacy for education about sexual harassment for staff and students.
- v. Establishing a monitoring and evaluation committee for sexual harassment.
- vi. Setting up a hotline for reporting sexual harassment cases.
- vii. Encouraging sport and body exercises on (Wednesdays afternoon) at UDSM sports ground.

## **3.0 SITUATIONAL ANALYSIS, IMPLEMENTING ORGANS AND PROCEDURAL ASPECTS**

### **3.1 Situational Analysis**

#### ***3.1.1 Implementing organs and procedural aspects***

The UDSM through Anti-Sexual Harassment Policy of 2006 did not institute implementing mechanism of sexual harassment incidences. The initial policy did not incorporate mechanisms of making follow up on issues raised on sexual harassment made by different individuals. Thus, it has been very difficult for the UDSM management to document the sexual harassment complaints and establish the rate of incidences towards instituting an effective mechanism for eradicating it. Occasionally, serious violent incidents related to sexual harassment have contributed to loss of lives, poor performance, psychological trauma and destroying the UDSM image that could have been prevented if monitoring and evaluation was being exercised.

### **3.2 Policies and Strategies**

#### ***3.2.1 Policy statement one***

The UDSM has institutionalized and publicized a law/act that addresses potential ethical and legal issues that apply when individuals are caught in sexual harassment incidences for example the Anti-Sexual Harassment Policy of 2006 aimed at sensitizing the community about the existence of such a situation. Previous incidences were adequately addressed with limitations of implementing the policy.

##### **3.2.1.1 Strategies**

- i. The UDSM through Institute of Gender Studies shall sensitize Deans, Directors and Heads of Departments about Anti-Sexual Harassment Policy inter alia heads of those sections shall publicize and institutionalize a system at Colleges, Schools, Institutes, Directorates, Bureaux and Centres that prohibits a departmental member from becoming romantically or sexually involved with students or staff for whom the College, School, Institute, Bureaux or Centres' member has or should expect to have supervisory responsibility.
- ii. The university shall prohibit dual or multiple relationships at work or academic setting by making sure the professional integrity is maintained and that supervisors and leaders do not engage in sexual relationship with their students or subordinates in order to:
  - Monitor the working/study environment to ensure that acceptable standards of conduct are observed all times;
  - Model appropriate behavior;
  - Promote the university's Anti-Sexual Harassment Policy within their work/study area.
- iii. The UDSM Sexual Harassment Committee when informed about the sexual harassment incidences about its members shall cooperate with the complainants and respective officials from Colleges, Schools, Institutes, Directorates, Bureaux and Centres to ensuring that sexual harassment reported cases are objectively handled.

#### ***3.2.2 Policy statement two***

The UDSM shall make sure any student or staff from Colleges, Schools, Institutes, Bureaux, Centres member and service provider of the University who believes that he or she may have experienced sexual harassment promptly reports the incident to the UDSM's existing institutional units (College, School, Institutes, departments and Bureaux) or Directorate of Human Resource or Dean of Students Office.

##### **3.2.2.1 Strategies**

- i. The vice chancellor shall appoint Sexual Harassment Committee where each College, School, Institute, Bureau, Centre, Directorates, student organization and auxiliary police will have two representatives. The members shall constitute 50% male and 50% female. The committee shall work as contact personnel, members of the implementing organs and their names shall be publicized throughout the University community. The vice chancellor shall appoint a lawyer to become the chairperson of the sexual harassment committee (SHC) who will also work as the secretary of the two implementing organs (DOSO and DHRM).
- ii. The Vice Chancellor shall execute and strengthen the Human Resources Directorate, and the Dean of Students' Office to become the sexual harassment implementing organs. In the event that both parties are University students, the matter will be referred to the Dean of Students' office for resolution according to the rules and regulations of the University regarding student rights and responsibilities. If both parties are employees or service providers, the matter will be referred to the Directorate of Human Resource for resolution according to the rules and regulations of the University regarding staff rights and responsibilities. If the matter is between an employee and student or service provider the matter will be handled by the Dean of students' office, Directorate of Human Resources Management and the sexual harassment committee while recorded by the Director of Institute of Gender Studies.
- iii. The Sexual Harassment Committee after receiving the complaint shall notify the DOSO and DHRM with a copy to the Gender Institute Director within ten (10) days.
- iv. The implementing organs, DOSO and DHRM shall then schedule a fact finding meeting for the purpose of determining the facts relevant to the sexual harassment complaint.
- v. Within 10 days of receipt of the Findings of Fact, the DHRM/DOSO with a SHC representative shall schedule a meeting with the Respondent. Respondent shall receive a copy of the Findings of Fact prior to the meeting with the Committee.
- vi. All records will be kept in the Office of DHRM, DOSO and the Gender Institute in a totally confidential file. The Directors/Dean shall also be responsible for the issuance of a notice of failure to reach an amicable resolution.
- vii. The UDSM shall ensure that formal review procedures on sexual harassment are not geared to replicate an external judicial process.
- viii. The University shall promptly investigate all sexual harassment complaints in a confidential manner to the extent that it is possible to do so. Depending on the severity of the case, consequences may include an apology, counseling, transfer, dismissal, demotion or other forms of disciplinary action including reporting the matter to the Police Gender Desk.
- ix. The Vice Chancellor shall appoint and strengthen the Institute of Gender Studies to become a monitoring and advocacy unit for sexual harassment complaints.
- x. The UDSM shall set maximum period for the existence of the sexual harassment committee members to be three-year term.
- xi. The Vice Chancellor shall appoint and strengthen the School of Education to enhance the UDSM community participation in sports and exercise.
- xii. Any case reported to any institutional units the head of that section should seriously follow up the matter.
- xiii. In case the harassed chooses to report to the police station should be aware that the matter will be handled by the Police.

- xiv. In the event that a complaint is made against members of the Council of Trustees, the complaint will be referred to the Office of the Chancellor of the UDSM for disposition under the policies and procedures of that office.

## **4.0 SITUATIONAL ANALYSIS, MONITORING AND EVALUATION**

### **4.1 Situational Analysis**

#### **4.1.1 Monitoring and evaluation**

To date, the UDSM lacks an effective official reporting unit and has not established an effective and accountable handling mechanism on how to deal with sexual harassment complaints. A number of cases that have so far been reported were dealt with on an ad hoc basis. Now, the University of Dar Es Salaam has recognized the need and desires to use an effective implementing organ that shall be used to report sexual harassment complaints. This organ shall be proper UDSM organs which are appropriate to handle such issues namely the office of the Dean of Students; Directorate of Human Resource; Colleges, Schools, Institutes, Department, Disciplinary Committee and the last will be the Police Gender desk. However, the UDSM has counseling services, especially for students. These services are offered at the dean of students' office while the services are not available for staff and service providers.

### **4.2 Policy Statement and strategies**

#### **4.2.1 Policy statement one**

The UDSM shall establish a monitoring and evaluation unit for sexual harassment cases

##### **4.2.1.1 Strategies**

- i. The Vice Chancellor shall execute and strengthen the Institute of Gender Studies to monitor and evaluate all cases reported
- ii. The Institute of Gender Studies will report as among its activities quarterly and annually on the state of sexual harassment at the UDSM campuses and other units scattered in the country (Dar Es Salaam City centre, Arusha, Dodoma, Iringa, Mwanza and Mbeya) to the management and stakeholders.
- iii. The Institute of Gender Studies will make the policy accessible to the university website in English and Kiswahili language and braille to cater for all members of the University community.

## **5.0 University commitment**

Thus, the University, in tackling sexual harassment in its set values is committed to<sup>14</sup>:

- i. Professional and ethical standards by upholding the highest professional standards and ethical behaviour, and through openness, honesty, tolerance and respect for the individual in all disciplines.
- ii. Social responsibility by promoting awareness among the University community, and providing leadership to respond to the issues and problems facing society with a view to ultimately solving and alleviating them.

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<sup>14</sup> <http://www.udsm.ac.tz>

- iii. Teaching and learning by creating a holistic teaching and learning environment which is student centred, providing students with social, cultural and recreational opportunities that will facilitate the full realisation of their potential for academic and personal growth.
- iv. Institutional autonomy characterized by self-governing structures guided by the University's Council and greater independence of action, while being responsive to societal and development needs or to what is prescribed by the relevant legal instruments.
- v. Public accountability by ensuring transparent decision making and open review, as well as the full participation of stakeholders in the development of the institution and in major policy shifts.
- vi. Equity and social justice by ensuring equal opportunity and non-discrimination on the basis of personal, ethnic, religious, gender or other social characteristics.
- vii. Academic freedom by upholding the spirit of free and critical thought and enquiry, through the tolerance of a diversity of beliefs and understanding, as well as fostering open exchange of ideas and knowledge amongst the staff and/or students.
- viii. As a commitment to society any proven guilt person to sexual harassment information for example rapist, harassers and paedophiles shall be shared with police force
- ix. The university shall use its internal disciplinary action to punish any person found guilty to sexual harassment
  - ❖ The University of Dar Es Salaam therefore, hereby review a policy on Anti-Sexual Harassment for implementation by all concerned parties.

## **APPROVAL**

The anti-sexual harassment policy is hereby approved:

1. .... **Chancellor**

**Date**.....

2. .... **Vice Chancellor**

**Date**.....