



SEXUAL HARASSMENT POLICY

Version	1.0
Short description	Sexual Harassment Policy
Relevant to	Staff, Students and Stakeholders
Approved by	University Council
Responsible officer	Deputy Vice-Chancellor Academic & Student Affairs
Responsible office	Office of the Vice-Chancellor
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Related legislation	Constitution of Kenya,2010, The Sexual Offences Act,2006, The Public Officer Ethics Act,2003, The Universities Act, 2012, and The Leadership and Integrity Act, 2012
Key words	Harassment

JUNE, 2014

APPROVAL

The University of Eldoret having been awarded its Charter on 11th February 2013 has set on a growth path guided by its vision of “being a Premier University that is globally visible in knowledge generation and technological innovation”

As part of laying its foundation, the University developed its Statutes in November 2013 followed by its first strategic plan which will be rolled out later this year, 2014. The process of recruiting its top managers was completed in March 2014. The University has now embarked on the process of developing its policies which will guide decisions of the different organs of the University in order to achieve rational outcomes geared towards the growth of the University. This Sexual Harassment Policy is just one of the many policies that the University is rolling out.

My special thanks go to all those who put in their time, effort and skills to develop this Policy.

By virtue of the authority vested in me as the Chairman of Council of the University of Eldoret and in reference to the approval granted by Council in its meeting of....., I hereby sign this Sexual Harassment Policy this....14th....day of.....June....2014.



**Prof. Sarone Ole Sena. B.Ed.; M.Phil.; M.Sc.; Ph.D.
Chairman of Council**

ACRONYMS

KUDHEIHA:	Kenya Union of Domestic, Hotels, Education Institutions, Hospitals and Allied Workers
SHO:	Sexual Harassment Office
UASU:	Universities Academic Staff Union
UoE:	University of Eldoret
KUSU:	Kenya Universities Staff Union

DEFINITIONS

- A. *Alleged perpetrator*: a person alleged to have committed an act of sexual harassment.
- B. *Case Officer*: the person assigned to present the University's case in formal internal disciplinary proceedings, who may also be the person assigned to investigate the case.
- C. *Complainant*: a person who lodges a complaint under this policy, or a person against whom an act or acts of sexual harassment as defined in the policy has or have allegedly been perpetrated.
- D. *Confidentiality*: ensuring that information is accessible only to those authorized to have access to it.
- E. *Effective consent*: informed consent, freely and actively given, with mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity.
 - i. In the absence of mutually understandable words or actions (a meeting of the minds on what is to be done, where, with whom, and in what way), it is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity to make sure that they have consent from their partner(s).
 - ii. Mutually understandable consent is a subjective standard. Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a mutually understandable agreement between them to do the same thing, in the same way, at the same time, with each other.
 - iii. When a person who is the object has difficulty indicating to the alleged perpetrator that the conduct is unwelcome, the person may seek assistance and intervention of another person in order to make it clear that the conduct is unwelcomed.

- iv. Consent which is obtained through the use of fraud or force whether that force is physical force, threats, intimidation, or coercion, is ineffective consent;
- v. Effective consent may never be given by minors (statutory rape) to legal adults, by mentally disabled persons, or by physically incapacitated persons. One who is physically incapacitated as a result of alcohol or other drug consumption (voluntary and involuntary), or who is unconscious, unaware, or otherwise physically helpless, is incapable of giving consent. One may not engage in sexual activity with another who one knows or should reasonably have known is physically incapacitated.

F. *Employee*: an employee of the University or a person who has agreed to be bound by the rules and policies of the University relating to staff.

G. *Incapacitation*: means being in a state where a person lacks the capacity to appreciate the fact that the situation is sexual or cannot appreciate (rationally and reasonably) the nature and/or extent of that situation.

H. *Indecent exposure*: is the deliberate exposure in public or in view of the general public by a person of a portion or portions of his or her body, in circumstances where the exposure is contrary to local moral or other standards of appropriate behavior. It ranges from including the genital areas, buttocks and female nipples.

I. *Intercourse*: vaginal or anal penetration by a penis, object, tongue or finger; and oral copulation (mouth to genital contact or genital to mouth contact).

J. *Manager*: any employee of the University with managerial, supervisory or Warden's responsibilities.

K. *Sexual Harassment Office (SHO)*: office where cases of sexual harassment will be reported.

L. *Sexual touching*: any intentional or reckless contact with the breasts, buttocks, groin, mouth, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts.

M. ***Sexual assault***: is an assault of a sexual nature on another person, or any sexual act committed without consent either a man on a woman, a woman on a man or may involve any combination of two or more men, women and children.

N. ***Rape***: is an assault by a person involving sexual intercourse with another person without that person's consent.

O. ***Attempted rape***: is a failed attempt to force sexual intercourse with someone without their consent.

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FORWARD

University of Eldoret herein referred to as UoE, is committed to providing an institutional environment where all may pursue their studies, careers, duties and activities free from sexual harassment. The University supports the rights of individuals to be free from sexual harassment while engaged in activities undertaken as part of their study, employment, or any other legitimate activity associated with it. The University, therefore, establishes a Sexual Harassment Policy and the regulations to be followed towards its implementation.

Sexual harassment subverts the mission of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff. The University will not tolerate sexual harassment, nor will it tolerate unwelcomed behavior of a sexual nature toward members of the University community when that behavior creates an intimidating or hostile environment for employment, education, on-campus and off-campus living, or participation in a University activity. Sexual harassment constitutes serious misconduct and will result in disciplinary action.

The intention of the Sexual Harassment Policy is to provide the staff, students and any other person involved in official activities of the University with information and intervention strategies designed to make all aware of conduct which could constitute sexual harassment, procedures to follow if one is sexually harassed, and what consequences may follow from violation of the provisions of the policy.

A handwritten signature in black ink, appearing to read "Akenga".

**Prof. Teresa A. O. Akenga, B.Ed., M.Sc., Ph.D., MRSC, MBS
Vice-Chancellor**

OVERVIEW OF UNIVERSITY OF ELDORET

Vision

To be a Premier University that is globally visible in knowledge generation and technological innovations.

Mission

To provide high quality Education in training, Science, Agriculture and Technology that promotes networking, Partnerships and linkages with other institutions and industry.

Core Values

At University of Eldoret, we are committed to:

- Integrity
- Innovativeness;
- Customer satisfaction;
- Competitiveness;
- Equity; and
- Responsiveness

Mandate

The Mandate of University of Eldoret is enshrined in its **objects** and **functions**. The **objects** of the University shall be to:

- (a) Provide directly, or in collaboration with other institutions of higher learning, facilities for quality University education, including scientific and professional education, and the integration of teaching, research, outreach and effective application of knowledge and skills to the life, work and welfare of the citizens of Kenya;
- (b) Provide and advance University education and training to appropriately qualified candidates, leading to the conferment of degrees and award of diplomas and certificates and such other qualifications as the Council and the Senate shall from time-to-time determine and in so doing, contribute to realization of sustainable national economic and social development;
- (c) Provide programmes, products, and services in ways that reflect the principles of equity and social justice.

The **function** of the University shall be to participate in technological innovation as well as discovery, transmission, preservation and enhancement of knowledge, and stimulate the intellectual participation of students in the economic, social, cultural, scientific and technological development of Kenya.

1. OBJECTIVES

The sexual harassment policy has the following objectives:

- i. To prevent sexual harassment;
- ii. To remedy sexual harassment situations;
- iii. To provide methods for dealing with sexual harassment offenders;
- iv. To educate the University community on sexual harassment; its causes and consequences;
- v. To raise the awareness of University of Eldoret community on sexual harassment incidents;
- vi. To promote harmonious relations in the University;
- vii. To consistently handle cases of sexual harassment promptly, effectively and with utmost sensitivity and fairness;
- viii. To promote research and publication of research findings and recommendations for cultural reform measures regarding sexual harassment;
- ix. To promote a progressive public debate on sexual harassment both within and outside the University;
- x. To uphold fundamental human rights.

2. DEFINITION OF SEXUAL HARASSMENT

- a) Unwelcome sexual advances, requests for sexual favours, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - i. It is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations, or permission to participate in a University activity,
 - ii. The conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating or hostile academic, work or student living environment.

- b) Determining what constitutes sexual harassment depends on the specific facts and context in which the conduct occurs. Sexual harassment may take many forms – subtle and indirect or blatant and overt. For example, it may:
- i. Be conduct toward an individual of the opposite sex or the same sex.
 - ii. Occur between peers or between individuals in a hierarchical relationship.
 - iii. Be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance.
 - iv. Consist of repeated actions or may even arise from a single incident if sufficiently egregious.

2.1. Examples of sexual Harassment Evidence of sexual harassment or behavior that may constitute prohibited sexual harassment includes, but is not limited to, the following:

- i. Physical assault;
- ii. Direct or implied threats that submission to sexual advances will be a condition of, or that failure to submit to such advances will adversely affect employment, work status, promotion, grades, letters of recommendation, or participation in a University activity;
- iii. Direct propositions of a sexual nature or persistent unwelcomed efforts to pursue a romantic or sexual relationship, including subtle pressure for sexual activity, an element of which may be repeated staring;
- iv. A pattern of unwelcomed sexually explicit gestures, statements, questions, jokes, or anecdotes, whether made physically, orally, in writing, or through electronic media. A pattern of unwelcomed conduct involves:
 - Unnecessary touching;
 - Remarks of a sexual nature about a person's clothing or body;
 - Remarks relating to sexual activity or speculations concerning previous sexual experience;

- Unwelcome verbal conducts such as insinuations, suggestions or hints of sexual nature, sexual advances, sexual threats, comments of sexual overtones, sex-related jokes or insults, inappropriate enquiries about a person's sex life and whistling of a sexual nature;
 - Unwelcome non-verbal conduct such as gestures, staring, indecent exposure and the display or sending by electronic or other means sexually explicit pictures or objects.
 - i. Sexual assault;
 - ii. Rape;
 - iii. Attempted rape;
 - iv. A display of graphic sexual material (not legitimately related to the subject matter of a course, if one is involved, or to job requirements) in a context where others are not free to avoid the display because of an employment or educational requirement or without surrendering a privilege or opportunity that others may reasonably expect to enjoy in that location.
- b) Sexual harassment may take the form of special victimization, *quid pro quo* harassment and the creation of a hostile environment.
- i. Special victimization occurs when a person is victimized or intimidated for failing to submit to sexual advance;
 - ii. *quid pro quo* harassment occurs when an alleged perpetrator influences or attempts to influence a person's employment circumstances by coercing or attempting to coerce that person to engage in sexual activities;
quid pro quo harassment occurs when an alleged perpetrator influences or attempts to influence the admission of a student to the University or to University accommodation, by coercing or attempting to coerce that person to engage in sexual activities.
- quid pro quo* harassment also occurs when an alleged perpetrator influences or attempts to influence the access of a student to training, organizational or funding opportunities, or interferes in grading or evaluation, by coercing or attempting to coerce a student to engage in sexual activities;

- iii. Creation of hostile environment occurs when the purpose or effect is to interfere with another's performance at work or in study.

2.2. Romantic and/or Sexual Relationships

Romantic and/or sexual relationships between individuals in a supervisory, teaching, evaluation, advising, coaching, or counseling relationship constitute a conflict of interest.

In General: There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions, and parties in such a relationship assume those risks. In the University context, such positions include (but are not limited to) teacher and student, supervisor and employee, senior faculty and junior faculty, mentor and trainee, adviser and advisee, teaching assistant and student, coach and athlete, and the individuals who supervise the day-to-day student living environment and student residents. Because of the potential for conflict of interest, exploitation, favoritism, and bias, such relationships may undermine the real or perceived integrity of the supervision and evaluation provided, and the trust inherent particularly in the teacher-student context. They may be less consensual than the individual whose position confers power or authority believes. The relationship is likely to be perceived in different ways by each of the parties, especially in retrospect.

Moreover, such relationships may harm or injure others in the academic or work environment. Relationships in which one party is in a position to review the work or influence the career of the other may provide grounds for complaint by third parties when that relationship gives undue access or advantage, restricts opportunities, or creates a perception of these problems. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic involvement, this past consent does not remove grounds for a charge based upon subsequent unwelcome conduct.

Where such a relationship exists, the person in the position of greater authority or power will bear the primary burden of accountability, and must ensure that he/she (and this is particularly important for academic staff) does not exercise any supervisory or evaluative function over the other person in the relationship. Where such recusal is required, the recusing party must also notify his/her supervisor, Head of Department or Dean.

a) Prohibited Relationships

- i. Romantic and/or Sexual Relationships between faculty/staff/graduate students/undergraduate students cannot continue whenever there are supervisory, teaching, evaluation, advising, coaching or counseling responsibilities for the student. Alternative academic/supervisory arrangements must be made to avoid being in a prohibited relationship. If acceptable alternative arrangements are not feasible, the relationship cannot continue.

Romantic and/or sexual relationships between supervisor and employee are prohibited. No person involved in a romantic and/or sexual relationship will have direct responsibility for evaluating the performance or for making decisions regarding the hiring, promotion, tenure, compensation, or termination of the other party to the relationship. Supervisors, including faculty supervisors, must take immediate steps to make acceptable alternative arrangements regarding their supervisory responsibility to the other party to avoid an actual or apparent conflict of interest. If acceptable alternative arrangements are not feasible, the relationship cannot continue.

- ii. Notification and responsibilities to avoid prohibited relationships

University staff/graduate student/undergraduate students must notify their supervisor (Head of Department, Dean, Deputy Vice Chancellor) of any prohibited relationship in which they are involved; and have a duty to cooperate in making acceptable alternative arrangements. The Sexual

Harassment Office will facilitate or consult with parties about notification and making acceptable alternatives.

Individuals who engage in prohibited relationships (who do not notify their supervisors and do not make acceptable alternative arrangements) are in violation of this policy. Supervisors, who obtain information that the Romantic and/or Sexual Relationship section of this policy has been violated, have an institutional duty to report the violation to the Sexual Harassment Office.

iii. Acceptable alternative arrangements

Acceptable alternative arrangements means removing any supervisory, teaching, evaluation, advising, coaching, or counseling responsibilities between the person with institutional power and the student or employee. The alternative arrangement should avoid negative consequences for the student or employee. If acceptable alternative arrangements are not feasible, the relationship cannot continue.

b) Corrective Action

- i. After a thorough review of the facts, corrective action will be taken on any faculty/staff/student who violates the romantic and/or sexual relationship policy by:
 - Entering into or engaging in a prohibited relationship without notification and without making immediate acceptable alternative arrangements, or
 - Failing to follow any part of this policy, or
 - Failing to implement any responsibility of supervisors as identified in this policy. This applies to all supervisors, including Heads of Department and Deans.
- ii. The corrective action process will be in accordance with university policies.
- iii. An individual who promptly provides notification of a prohibited relationship and cooperates in making acceptable alternative arrangements in a timely manner will not be held in violation of the romantic and/or sexual relationship policy.

c) Important advisory statement on romantic/sexual relationships

- i. The University prohibits romantic and/or sexual relationships between staff and students, lecturer and student, supervisor and employee, senior faculty and junior faculty, mentor and mentee, adviser and advisee, teaching assistant and student, coach and athlete.
- ii. Individuals in position of power must be aware that romantic or sexual relationships with students and junior staff are fraught with danger of exploitation and pose a legal risk to both the individual and the institution.
- iii. The University strongly prohibits romantic and/or sexual relationships between academic staff and graduate students; between academic staff and undergraduate students; when the academic staff has any influence over academic judgments about the student.
- iv. In some cases non-consensual relations may constitute sexual harassment, and allegedly consensual relations that “go bad” may later result in allegations of sexual harassment.
- v. The university shall not take responsibility for relationships outside the University

2.2.1. Duty to act

Any supervisor, Head of Department, Dean or staffs who become aware of information that would lead a reasonable person to believe that sexual harassment has occurred will notify the Sexual Harassment Office, by ensuring that a Harassment Complaint Form or other appropriate documentation is filed within five working days of becoming aware of the information.

2.2.2. Interpretive rules for sexual misconduct charges

- i. The victim of sexual misconduct is not required to physically resist or attack a sexual aggressor unless the intent is to rape.
- ii. Silence, previous sexual relationships, and/or current relationship with the alleged perpetrator (or anyone else) may not, in themselves, be taken to imply consent. Consent cannot be implied by attire, or inferred from the buying of dinner or the spending of money on a date.

- iii. Intentional use of alcohol/drugs by the person accused of sexual misconduct is not an excuse for violation of the sexual harassment policy.
- iv. A perpetrator who deliberately drugs or attempts to persuade another to consume alcohol or drugs for the purpose of rendering that person incapacitated or sexually submissive/passive commits a violation of the sexual harassment policy.
- v. Effective consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly (because you cannot be expected to read the mind of your sexual partner(s)), and all sexual activity must cease when such consent are withdrawn.
- vi. "Intent to rape" is not required under this policy. The requisite intent for rape is demonstrated by engaging in the act of intercourse intentionally.
- vii. Effective consent has an expiration date. Effective consent lasts for a reasonable time, depending on the circumstances. Effective consent must be contemporaneous with the sexual activity involved.
- viii. Nonconsensual sexual contact or exploitation is not limited to strangers and can include acquaintances.
- ix. **Group Interactions:** When members of groups, individuals acting collusively, or members of a student organization act in concert in violation of the sexual harassment policy, they will be charged individually and the group may be charged as a student organization. Sanctions against an organization can range from organizational deregistration to expulsion.
- x. **False Reporting:** The University will not tolerate intentional false reporting of sexual misconduct. It is a violation of this policy to make an intentionally false report of sexual misconduct, and is also a constitutional violation chargeable in a court of law.

2.2.3. Policy administration procedure

Investigations: If significant facts are contested, an investigation may be undertaken. The investigation will be conducted in a way that respects, to the extent possible, the privacy of all of persons involved. In appropriate cases,

professional investigators may be asked to assist in the investigation. The results of the investigation may be used in the third party intervention process or in a grievance or disciplinary action.

In determining whether alleged conduct constitutes sexual harassment, the investigator will consider all available information and will review the totality of the circumstances, including the context in which the alleged incident(s) occurred. Although repeated incidents generally create a stronger claim of sexual harassment, a single serious incident can be sufficient. Determinations will be made on a case-by-case basis

Advice: Persons who have concerns about sexual harassment should contact the Sexual Harassment Office, any Sexual Harassment Adviser, and the director of sexual harassment office, the dean of students' office, the counselor, the chaplain, the warden or the medical officer.

Isolated behavior that does not rise to the level of sexual harassment but that, if repeated, could rise to that level, demonstrates insensitivity that may warrant remedial measures. Academic or administrative officers who become aware of such behavior in their areas should counsel those who have engaged in the behavior. Such counsel should include a clear official statement that the behavior is not acceptable and should cease, information about the potential consequences if such behavior persists, and a recommendation, as appropriate, to undertake an educational program designed to help the person(s) understand the harm caused by the behavior.

Complete Confidentiality: Reports of the sexual misconduct incidences to be kept in confidentiality. The victim should speak with counselors (on or off-campus), who also will maintain confidentiality. Counselors will explain the details of confidentiality rules. The Sexual Harassment Office may keep confidential records of reports of sexual harassment and the actions taken in response to those reports, and use them for purposes such as to identify individuals or Departments likely to benefit from training so that training

priorities can be established. No identifying information will be retained in cases where the individual accused was not informed that there was a complaint.

Non-retaliation: The Sexual Harassment Policy prohibits retaliation against an individual for reporting sexual harassment, or for participating in an investigation. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the sexual harassment allegation. Allegations of retaliation should be reported to the Sexual Harassment Office.

External Reporting: Sexual harassment is prohibited by Kenyan law under the Sexual Offences Act No. 3 of 2006. In addition to the internal resources just described, individuals may pursue complaints directly with the government agencies that deal with unlawful harassment and discrimination claims.

3. RESOURCES FOR DEALING WITH SEXUAL HARASSMENT

For consultation:

- i. Sexual Harassment Office, phone number;
- ii. Deputy Vice Chancellor, Academic & Students' Affairs, 077 424 9552;
- iii. Dean of Students, 020 264 5434;
- iv. Counseling and consultation service, 020 264 5434;
- v. Health Services, phone number;
- vi. Wardens.

For more information:

- i. University of Eldoret Sexual Harassment Policy Document;
- ii. Harassment complaint form.

4. THE ROLE OF MANAGERS

- a) Every Manager shall take all reasonable steps to create and maintain an environment that is free from sexual harassment. In this regard managers are required to:
 - i. Exercise leadership by knowing and understanding the terms of this policy, and by assuming responsibility for implementing the policy;

- ii. Communicate the policy to all employees and students in their respective areas of responsibility;
 - iii. Ensure that all new staff and students have been informed about the policy and given the opportunity to discuss its implications.
- b) Every Manager shall take appropriate action when instances of sexual harassment occur and act in accordance with the reporting and disciplinary processes laid down in this policy. Managers are therefore required to:
 - i. Treat all complaints as confidential and all concerned with dignity and respect;
 - ii. Refer all complaints to the Sexual Harassment Office (SHO);
 - iii. When conduct in breach of this policy is observed but no complaint is lodged, report the matter to the SHO;
 - iv. When appropriate, take steps in consultation with the SHO to prevent sexual harassment from occurring.

5. COMMUNICATION

- a) The University shall take all reasonable steps to communicate this policy to all employees and students on a regular basis and to raise awareness about the need to prevent sexual harassment.
- b) The University shall make this policy available on its Web pages, and provide regular and current information on its implementation via its Web pages.
- c) The Deputy Vice-Chancellor (Academic & Students' Affairs) shall ensure that (a) and (b) occur.
- d) The Deans shall:
 - i. Communicate regularly by written and oral means the seriousness of sexual harassment and the existence of this policy and its important features to employees and students within their Schools;
 - ii. Communicate regularly with Heads of Departments and all other managers in the School concerning their responsibilities in the implementation of this policy.
- e) The Dean of Students shall:

- i. Communicate regularly by written and oral means the seriousness of sexual harassment and the existence of this policy and its salient features to employees and students within the University Hostels;
 - ii. Communicate by written and oral means the contents of this policy to the students both directly and through University of Eldoret Student Organization (UoESO).
- f) The SHO shall:
- i. Provide ICT and the Publicity Office with information that will enable the University community to be informed regularly about the implementation of this policy;
 - ii. Send an email to all employees and students at least once a year informing them about this policy;
 - iii. Report annually to the Deputy Vice Chancellor (Academic and Students' Affairs) about the effectiveness of communication of this policy.

6. THE ROLE OF THE SEXUAL HARASSMENT OFFICE

- a) Within three months of the adoption of this policy, the Sexual Harassment Office will be established and personnel hired. The office will be headed by an Officer in Charge who shall oversee the work of the medical officer, investigator and counselor. The investigative arm of this office will work closely with the police in cases where a perpetrator violates the Sexual Offences Act No. 3 of 2006.
- b) Within six months of the implementation of this policy the SHO shall organize workshops on this policy that will be available for the College Management, Deans, Heads of Department and Security Services. Staff representative bodies (UASU, UTENSU & KUDHEHIA) and the student organization (CUCSO) shall be entitled to nominate representatives to attend workshops offered by SHO. The SHO shall repeat the programme of workshops annually. The SHO shall integrate this policy into staff induction and student orientation programmes.

- c) The SHO shall provide supportive and protective measures to complainant, whether or not disciplinary proceedings are instituted.
- d) Supportive measures may include, but are not limited to:
 - i. Crisis counseling;
 - ii. Emergency medical services, legal advice and other relevant services.
- e) Protective measures may include, but are not limited to:
 - i. No-contact order, where appropriate;
 - ii. Change of accommodation, where appropriate;
 - iii. Change of academic classes and courses, where appropriate;
 - iv. Special leave (students) or leave of absence (staff), where appropriate.
- f) An alleged perpetrator may at any stage approach the SHO for advice on the application and interpretation of this policy. In such cases the SHO shall:
 - i. Provide the alleged perpetrator with a copy of this policy and of the University's disciplinary rules;
 - ii. Advice the alleged perpetrator of her/his right to obtain legal representation and of the availability of counseling;
 - iii. Advice the alleged perpetrator that the University may choose to follow the University disciplinary rules even if the complainant does not wish to do so;
 - iv. Explain to the alleged perpetrator the protective measures available to the complainant.

7. POLICY REVIEW AND EVALUATION

The Policy will be reviewed from time to time, or as need arises.

8. EFFECTIVE DATE

This Policy shall be effective from the date it is approved by the University Council.

APPENDIX: ORGANIZATIONAL STRUCTURE OF SEXUAL HARASSMENT COMMITTEE

