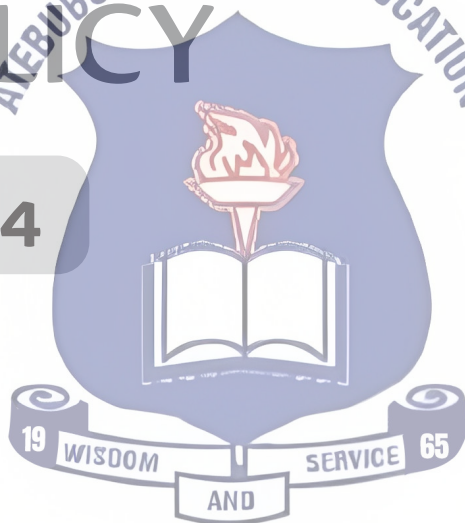


# SEXUAL HARASSMENT POLICY

2024



ATEBUBU  
COLLEGE OF  
EDUCATION



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# BRIEF HISTORY OF THE ATEBUBU COLLEGE OF EDUCATION

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Atebubu College of Education is a Teacher Education Institution in Atebubu (Atebubu Amantin Municipality), Bono East Region. The College was founded in October 1965. The College was the first second cycle institution, and the only Teacher Training College in the Eastern Corridor of the then Brong-Ahafo Region, out of which Bono, Bono East and Ahafo Regions were born. The College began with eighty (80) male students and with the passage of the Education Act in 2008, Act 778, the College is now a tertiary institution, affiliated to the University of Cape Coast and currently running 4-year Bachelor in Primary Education, 4-Year Bachelor in Early Grade Education and 4-Year Bachelor in JHS Education programmes. The College has six Academic Departments: Education Studies, Science, Social Sciences, Languages, Mathematics and ICT, and Creative Arts.

## MISSION STATEMENT

Atebubu College of Education is committed to a partnership with students, alumni, sister educational institutions, government regulatory bodies and community stakeholders, providing students with the knowledge, practical skills and professional attitudes to become productive citizen in a challenging, technological and diverse world.

## VISION

The Igniting minds, beyond borders: Atebubu College of Education's legacy – a generation of teachers redefining education.

## CORE VALUES

The following Core Values are intended to drive the mission, vision and strategic direction of Atebubu College of Education:

- Excellence and Professionalism
- Commitment and Hard Work
- Gender, Equity, and Social Inclusion (GESI)
- Teamwork and Mentorship



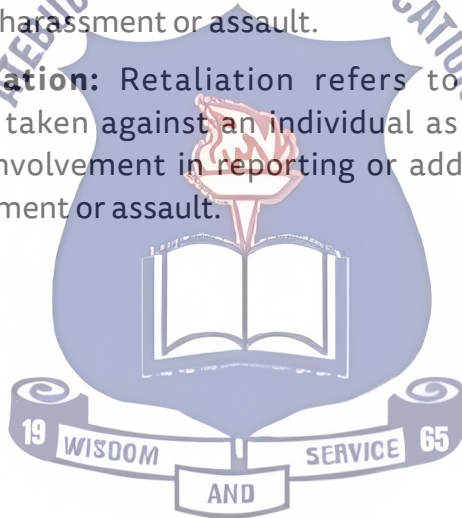
# DEFINITION OF TERMS

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- a. **Quid pro quo:** It is a form of harassment and abuse of power that essentially means “this for that” or “something for something” indicating an explicit or implicit expectation of sexual cooperation in return for job-related benefits.
- b. **Retaliation:** In the context of Sexual Harassment Policies, retaliation could include actions such as demotion, termination, harassment, or other negative consequences inflicted upon an individual who has spoken out against or reported instances of sexual harassment.
- c. **Sexual Harassment:** Sexual harassment encompasses unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature that creates a hostile or offensive work environment.
- d. **Bad faith complaints:** This refers to complaints or accusations that are made with malicious intent, without any genuine belief in the validity of the claims.
- e. **Anonymous Report:** An anonymous report refers to a disclosure or complaint regarding sexual harassment made without revealing the identity of the person making the report.
- f. **Sexual Imposition:** Sexual imposition typically refers to any unwanted or inappropriate sexual contact or

advances made without consent. It can include actions such as touching, groping, or other forms of physical contact of a sexual nature without consent.

- g. Rape:** Rape is a form of sexual assault involving non-consensual sexual intercourse or penetration. It is a serious crime and a violation of a person's bodily autonomy and rights.
- h. Safe Space Focal Persons:** Safe Space Focal Persons are individuals designated within the College, who are trained to provide support, resources and a safe environment for individuals who have experienced sexual harassment or assault.
- i. Retaliation:** Retaliation refers to any adverse action taken against an individual as a response to their involvement in reporting or addressing sexual harassment or assault.





# ABBREVIATIONS

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- a. **SSFPS** - Safe Space' Focal Persons/ People
- b. **SHGC** - Sexual Harassment Grievance Committee
- c. **CETAG** - Colleges of Education Teachers Association of Ghana
- d. **CENSAG** - Colleges of Education Non-Teachers Association of Ghana
- e. **TP** – Teaching Practice
- f. **UCC** – University of Cape Coast
- g. **GTEC** – Ghana Tertiary Education Commission



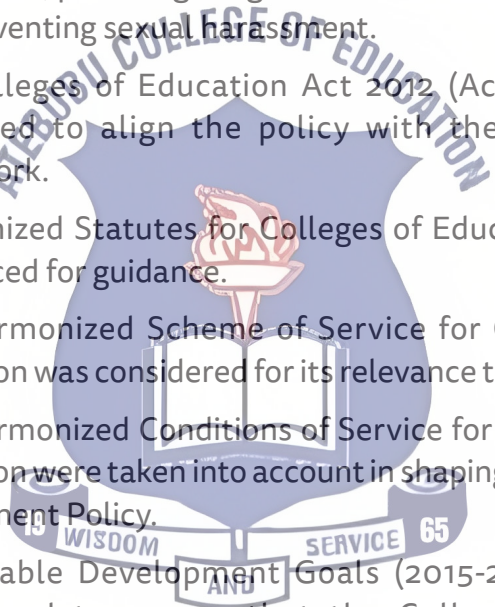
# 1.0 PREAMBLE

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Atebubu College of Education is committed to creating an environment where everyone can thrive without facing harassment or discrimination. This policy stems on Ghana's 1992 Constitution, which ensures citizens' rights, including freedom from gender-based discrimination. Additionally, the policy is influenced by the Labour Act, 2003 (Act 651), which prohibits unwelcome sexual advances in the workplace. The college values equality and academic excellence, aiming to maintain a culture of dignity and respect in line with the Criminal Code Act (Act 554). To uphold these principles, the college has established a policy to prevent and address sexual harassment incidents. This policy provides guidance, support, and protection for victims and witnesses, outlining procedures for reporting and handling such incidents promptly and effectively. By promoting accountability, education, and support, Atebubu College of Education seeks to cultivate a safe and inclusive environment conducive to personal and academic development. All members of the community are encouraged to familiarize themselves with this policy.

To align with the values of Atebubu College of Education, the creation of the Sexual Harassment Policy involved extensive consultations with the following entities:

- i. Legal counsel was sought to ensure that the College's Sexual Harassment Policy aligns with all relevant laws and regulations.

- 
- ii. Sexual Harassment Policies of established universities such as UG, UCC, and KNUST were examined for insights and best practices.
  - iii. The consultation included referencing the Labour Act of 2003 (Act 651), which forbids unwelcome sexual advances within the workplace.
  - iv. The 1992 constitution of Ghana was referenced to ensure that the College's policy aligns with the constitutional framework, providing a legal foundation for addressing and preventing sexual harassment.
  - v. The Colleges of Education Act 2012 (Act 847) was consulted to align the policy with the statutory framework.
  - vi. Harmonized Statutes for Colleges of Education were referenced for guidance.
  - vii. The Harmonized Scheme of Service for Colleges of Education was considered for its relevance to the policy.
  - viii. The Harmonized Conditions of Service for Colleges of Education were taken into account in shaping the Sexual Harassment Policy.
  - ix. Sustainable Development Goals (2015-2030) were referenced to ensure that the College's Sexual Harassment Policy aligns with international standards and commitments towards fostering a safe and inclusive environment.
  - x. The 2007 Domestic Violence Act which addresses various forms of violence, including sexual harassment within domestic settings was looked at to ensure that its policy extends to cover interpersonal relationships within the

college community, promoting a holistic approach to preventing and addressing sexual harassment.

- xi. The 2018 Gender in Education Policy for Colleges of Education was consulted to ensure that the College's Sexual Harassment Policy is in harmony with sector-specific guidelines.



## 2.0 POLICY GOAL

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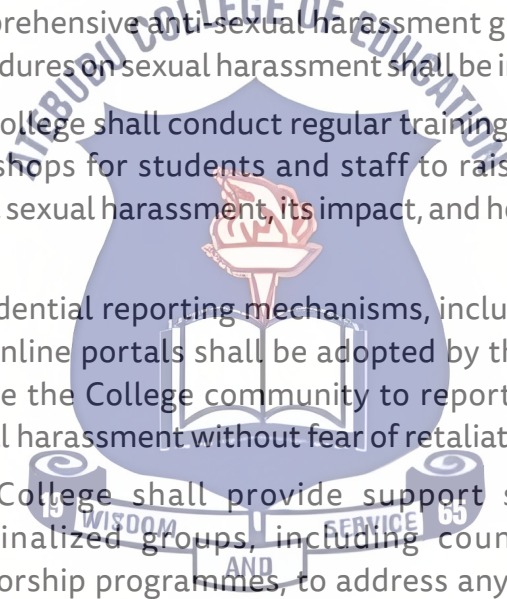
The goal of the College's Sexual Harassment Policy is to foster a safe, respectful, and inclusive environment where all members of the College community are protected from any form of sexual harassment.



## 3.0 GUIDING PRINCIPLES

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The Sexual Harassment Policy for Atebubu College of Education outlines the rules and guidelines for the proper and responsible use of the institution's information technology and other resources.

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- i. Comprehensive anti-sexual harassment guidelines and procedures on sexual harassment shall be implemented.
  - ii. The College shall conduct regular training sessions and workshops for students and staff to raise awareness about sexual harassment, its impact, and how to prevent it.
  - iii. Confidential reporting mechanisms, including hotlines and online portals shall be adopted by the College to enable the College community to report incidents of sexual harassment without fear of retaliation.
  - iv. The College shall provide support services for marginalized groups, including counselling and mentorship programmes, to address any instances of discrimination or inequality.
  - v. Disciplinary measures shall be implemented, including sanctions up to and including termination for repeat offenders.
  - vi. The College shall provide appropriate support services, including counselling and legal assistance to victims of sexual harassment.

- vii. The College shall organise sexual harassment awareness campaigns and events during key times of the academic year, such as orientation week and Sexual Assault Awareness Month, to engage the college community in conversations about sexual harassment prevention.
- viii. The College shall collaborate with legal experts and relevant authorities to ensure that College policies and practices align with legal requirements and best practices in addressing sexual harassment.
- ix. There shall be regular audits and assessments of the college's compliance with relevant laws and regulations, identifying any areas for improvement and taking corrective action as necessary.



## 4.0 OBJECTIVES AND THEIR STRATEGIES

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The objectives of the Sexual Harassment Policy are to:

- i. Raise Awareness and Understanding
  - Conduct regular awareness campaigns, workshops, and training sessions on sexual harassment prevention and reporting procedures for all members of the college community.
- ii. Establish Clear Definitions and Procedures:
  - Clearly define sexual harassment, provide examples, and outline reporting procedures in a comprehensive policy document accessible to all members of the College community.
- iii. Provide Support for Victims
  - Establish confidential support mechanisms, such as counselling services and victim advocacy programs, to provide emotional support and guidance to individuals who experience sexual harassment.
- iv. Ensure Fair and Timely Investigations:
  - Develop a structured investigation process that is prompt, impartial, and respects the rights of both the complainant and the accused, with trained personnel overseeing the process.



v. Implement Effective Disciplinary Measures:

- Enforce disciplinary actions, such as warnings, suspension, or termination, for individuals found guilty of sexual harassment, following a fair and transparent disciplinary procedure outlined in the policy.

vi. Promote Accountability and Responsibility:

- Hold all members of the College community accountable for their actions and behaviour by clearly communicating expectations and consequences related to sexual harassment.

vii. Encourage Reporting and Documentation:

- provide multiple reporting channels, ensuring confidentiality, and protecting individuals from retaliation for reporting incidents of sexual harassment.

viii. Collaborate with External Resources:

- Establish partnerships with external organizations, such as legal services, law enforcement agencies, and community support groups, to provide additional resources and expertise in addressing sexual harassment cases.

ix. Regular Review and Evaluation

- Conduct periodic reviews and evaluations of the Sexual Harassment Policy and its implementation effectiveness.

- x. Promoting a safe and secure space for all students and staff.
  - Provide training for departments and staff on identifying and responding to safety concerns, and establish a system for students and staff to easily report any safety issues or concerns they encounter.



## 5.0 SUPPORTING PROCEDURE

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Supporting procedures are essential for implementing and enforcing a Sexual Harassment Policy at Atebubu College of Education. Below are some key procedures that can support the effective implementation of the policy:

### 5.1. DISSEMINATION, MONITORING AND EVALUATION

- i. **Training and Education Programmes:** The College shall conduct regular training and educational programs to raise awareness about sexual harassment, including what constitutes it, how to prevent it and how to report incidents.
- ii. **Clear Reporting Mechanisms:** The College shall establish clear and accessible reporting mechanisms, including multiple avenues for reporting such as a suggestion box, trusted personnel, or designated reporting officers.
- iii. All persons involved in a case are expected to maintain strict confidentiality unless otherwise agreed to by the parties. Any communication or information gathered in any case is confidential except to the extent that disclosure is necessary to effectively implement this policy or to undertake any disciplinary or remedial steps arising from a complaint made under this policy. Confidentiality may not apply to persons subject to

extra-college judicial processes or where disclosure is required by law.

- iv. Prompt Investigation Process:** The college shall outline a clear and timely investigation process to address reports of sexual harassment, ensuring a fair and impartial investigation that respects the rights of both the complainant and the accused.
- v. Support Services for Victims:** The College shall provide comprehensive support services for victims, including access to counselling, medical assistance, legal guidance, and other relevant resources.
- vi. Monitoring and Evaluation:** The College shall regularly monitor and evaluate the effectiveness of the procedures to ensure that they remain relevant and responsive to the evolving needs of the College community.
- vii. Collaboration with External Agencies:** The College shall establish partnerships with external agencies, such as local law enforcement and support organizations, to ensure a comprehensive response to cases of sexual harassment that may require legal or external intervention.
- viii. Awareness Campaigns:** The College will conduct awareness campaigns and initiatives to promote a culture of respect and understanding, emphasizing the importance of preventing sexual harassment within the College community.

## **5.2. BAD FAITH COMPLAINTS**

A complaint made in bad faith shall constitute grounds for disciplinary action against the complainant, which shall be commenced in accordance with applicable disciplinary processes.

## **5.3. RETALIATION**

There shall be no retaliation against any person on account of a complaint or an expressed intention to complain under this policy or on account of evidence or assistance given with respect to a complaint or a proposed complaint under this policy. Such retaliation shall be grounds for a complaint under this policy. The College considers retaliation or the threat of retaliation at any stage to be a serious offense because it prevents potential complainants, witnesses and administrators from acting on their concerns. The complainant should report threats, acts of retaliation and other safety concerns to the Students Affairs Officer, the Vice Principal and/ or the relevant administrators.

## **5.4. ANONYMOUS REPORTING**

Any individual may make an anonymous report concerning an act of sexual and gender-based harassment and violence, intimate partner violence, and stalking. Individuals may report the incident without disclosing their names, identifying the parties involved or requesting any action. Depending on the extent of information available about the incident or the individuals involved, however, the College's ability to respond to an anonymous report may be limited.

## 5.5. OFFENSE

Any non-consensual sexual conduct is deemed an offense, encompassing acts such as sexual harassment, sexual imposition, sexual assault, and rape. Sexual harassment offenses may manifest verbally, non-verbally, or physically, involving unwelcome remarks, offensive literature, unnecessary touching or assault. Sanctions for these offenses will be tailored to the unique circumstances of each case, with the understanding that more serious cases may involve legal institutions in Ghana for further definition, clarification, verification, and adjudication.

The Atebubu College of Education considers all offenses mentioned in this document with the utmost seriousness. For most sexual offenses, excluding sexual assault and rape, sanctions have been suggested in this document. The Sexual Harassment Grievance Committee and involved parties shall refer to this document for the sanctions for these offenses. The committee's deliberations and recommendations will be shared with all interested parties and submitted in a written report to the Principal, whose judgment is final. In the case of sexual assault and rape which are often of a more severe nature, shall be referred to the appropriate adjudicating body.

## 5.6. IMPLEMENTATION AND COMPLIANCE MECHANISMS

### i. Appointment of 'Safe Space' Focal Persons/ People (SSFPs)

The principal shall appoint a female and male member of staff as 'Safe Space' focal people, who will act as the first point of contact for informal reporting. These focal

people could be the Gender Champion and a member of the Gender Committee.

## **ii. Sexual Harassment Grievance Committee (SHGC)**

The Principal shall appoint a seven-member Sexual Harassment Grievance Committee (SHGC) as follows:

- i. The Vice Principal
- ii. One teaching Senior Staff A member
- iii. One Safe Space Focal Person
- iv. One representative of students
- v. One representative of CETAG
- vi. One representative of CENSAG
- vii. One non-voting secretary

### **The responsibilities of the SHGC shall include:**

- i. Receive complaints
- ii. Investigate complaints
- iii. Conduct regular hearings on the merits of sexual harassment cases
- iv. Proffer recommendations to the Principal
- v. Assume responsibility for monitoring compliance
- vi. Collaborate with the Gender Committee to enhance awareness of the policy and related issues within the college community
- vii. Serve as sensitive and mindful role models for understanding sexual harassment issues and their implications

A sub-committee, comprising three to four members selected from the seven, will be assigned to each case, reflecting the complainant's status. This composition includes:

- i. one teaching Senior Member,
- ii. one student representative,
- iii. one non-teaching
- iv. One non-voting secretary.

The committee chair shall be present for all cases.

Since the process is mediation, not a judicial matter, legal counsel is not permitted. While both the complainant and the accused may bring a support person, this individual cannot be a professional. The committee emphasises that it is not a court of law, and its members are not trained legal practitioners. Allowing legal counsel at this stage would undermine the educational and supportive nature of the mediation procedure. If either party prefers legal action, they are advised to pursue the case through the appropriate legal authority. The College, empowered through the SHGC, is authorized to make independent judgments and recommendations without recourse to the courts and without the involvement of legal counsel in any proceedings. AND

## **5.7. REPORTING PROCEDURES/PROCESS**

There are two ways to report instances of sexual harassment: informal and formal procedures.



## 5.8. INFORMAL REPORTING

Informal reporting systems are designed to address a harassment complaint through confidential advice, support, and negotiation facilitated by an objective third party. It's important to note that perpetrators can emerge from various contexts, including superiors, fellow students, colleagues, TP mentors, head teachers, teachers, or community members. The informal reporting process aims to swiftly resolve issues, and, in many cases, it is recommended for the initial instance of harassment. However, if the harassment persists or inflicts serious distress upon the victim, a more formal reporting approach may become necessary.

The following shall constitute the informal reporting system for sexual harassment:

- i. The victim/accuser shall report the incident to a Safe Space focal person.
- ii. The Safe Space focal people shall ensure confidentiality after listening and recording relevant information from the victims themselves. When the need be the victim is referred to the counselling unit for assistance.
- iii. To ensure objectivity, if a Safe Space focal person does not feel that she/he would be objective (particularly if it involves a close friend or colleague), a neutral person should appoint to handle that particular issue.
- iv. After hearing the story, the focal person shall assist the victim in identifying the type of harassment they have experienced (hostile, quid pro quo, retaliation), and confirm whether or not the victim asked the harasser to cease the behaviour. If the victim has

been too uncomfortable to ask, or has asked but the unwanted behaviour has continued, the focal person should mediate with the harasser on the victim's behalf.

- v. Mediation with the alleged harasser must be done in a sensitive, thoughtful, and confidential way. The harasser may not realise he/she has done anything wrong. It is often best to give the benefit of the doubt, or at least speak to the harasser as if he/she is being given the benefit of the doubt, rather than being accused of harassment.
- vi. The focal person should ask the alleged harasser for their side of the story and ensure confidentiality. If the harasser denies that he/she have done what was claimed, the focal person should remain neutral.
- vii. The focal person shall state that as long as the victim is not made to feel uncomfortable again, no further discussions will be had. If the alleged harasser agrees with this, the focal person should communicate this verbally to the victim and document the mediation so that there is a record of it. These records should remain confidential and in a secure place. The focal person shall also tell the victim to immediately report if the unwanted behaviour continues or if the harasser retaliates in any way.
- viii. If the victim is not satisfied with the outcome of the informal mediation, if the unacceptable behaviour continues, or if retaliation occurs, then the victim may request that the matter be dealt with under the formal reporting system.

## 5.9. FORMAL REPORTING

Formal reporting systems are established to address harassment complaints through a comprehensive investigation and the documentation of evidence. It is imperative to communicate to all students and staff that formal complaints should be submitted for serious offenses and/or persistent incidents of unwanted sexual harassment. This is essential as disciplinary actions ensuing from formal reports provide a robust and equitable mechanism to prevent perpetrators from committing further offenses. It ensures a thorough examination of the matter, promoting a fair and just resolution while safeguarding the well-being and safety of the college community.

The following shall constitute the formal reporting system for sexual harassment:

### i. Preliminary Consultation

- Purpose: To initiate the formal grievance process, the victim shall engage in a preliminary meeting with a Safe Space focal person. This session aims to provide an overview of the formal complaint procedure and clarify the required evidence. The focal person is responsible for ensuring confidentiality, demonstrating empathy, and offering referral to counselling if needed. It is essential to convey to the victim the sanctionable nature of false accusations.

### ii. Notification of Complaint

- Submission: The victim shall be required to submit a formal, written notice of the grievance to the Safe Space focal person/people. The grievance should encompass supporting evidence, including:

- a. Dates, times, and locations of harassment.
- b. Detailed descriptions of the type(s) of harassment experienced (hostile, quid pro quo, retaliation, or other).
- c. Identification of witnesses or, in the absence of direct witnesses, the use of a witness to verify the victim's account.
- d. Any available material evidence, such as emails, text messages, letters, recordings, etc.
- e. Documents related to any attempted informal reporting or mediation.

### iii. Convening the Sexual Harassment Grievance Committee (SHGC)

- *Composition:* Formal hearings shall be overseen by a Grievance Committee. Should any member of the committee feel a lack of objectivity, especially in cases involving close relationships, they may be substituted by a neutral staff member. In instances where the Principal is implicated, a member of the College Council shall be co-opted as a member of the committee.

### iv. Acknowledging Receipt:

- *Timeline:* The SHGC shall be responsible for acknowledging the victim's complaint within one week of receipt. Simultaneously, a copy of the complaint and supporting evidence shall be provided to the alleged harasser, who has one week to respond, furnishing any supporting evidence or witnesses. A formal hearing shall be scheduled within a week following the receipt of the response. All involved

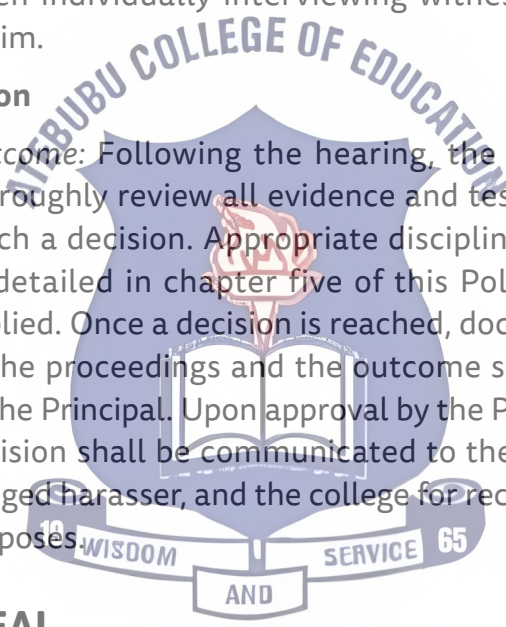
parties, including named witnesses, are required to attend the hearing. Victims have the right to be accompanied by a colleague or friend throughout the formal grievance meeting.

**v. Hearing Format**

- *Confidentiality:* The formal hearing is not public and shall ensure confidentiality for all parties involved. The committee shall adopt a consistent approach when individually interviewing witnesses for the victim.

**vi. Decision**

- *Outcome:* Following the hearing, the SHGC shall thoroughly review all evidence and testimonies to reach a decision. Appropriate disciplinary actions, as detailed in chapter five of this Policy shall be applied. Once a decision is reached, documentation of the proceedings and the outcome shall be sent to the Principal. Upon approval by the Principal, the decision shall be communicated to the victim, the alleged harasser, and the college for record-keeping purposes.



**5.10. APPEAL**

**i. Grievance Appeal Procedure**

Individuals retain the right to appeal any decision reached during the grievance process. Grounds for appeal include the introduction of new evidence or a new witness challenging the committee’s original decision. The appeal must be submitted in writing to the Principal within one week from the date of notification of

the original hearing's outcome. The appeal notice shall outline the new evidence or witness and provide reasons for their exclusion from the initial case. If the Principal is satisfied with the justification for the omission, a copy of the appeal notice will be shared with the other involved parties. The responding party has one week to address the new evidence or witness, and the appeal hearing shall be scheduled within one week of receiving this response. The same SHGC that handled the original hearing will preside over the appeal.

## **ii. Appeal Hearing Format**

*Procedure:* The appeal hearing shall follow a format similar to the original hearing but exclusively considers the new evidence or witness and the rationale for their exclusion from the initial case. All parties involved shall be afforded the opportunity to respond.

## **iii. Decision of the Appeal Hearing**

*Outcome:* At the conclusion of the appeal hearing, the SHGC shall promptly deliver a final decision, including any necessary actions. Once the decision is reached, documentation of the appeal proceedings and the outcome shall be submitted to the Principal. Upon approval by the Principal, the committee shall communicate the outcome/decision to the victim, the alleged harasser, and the college for record-keeping purposes. It is important to note that the decision made during the appeal hearing shall be final.

## 5.11. SUMMARY OF STEPS FOR REPORTING SEXUAL HARASSMENT

### INFORMAL REPORTING

1. Victim/Accuser reports incident to Safe Space focal person.
2. Safe Space focal person clearly identifies and establishes type of SH, and confidentially advises, supports and leads negotiation of the reported harassment.
3. If harassment persists or has caused serious distress then...

### ESCALATION TO FORMAL REPORTING

1. Notification of escalation
2. Convening the grievance committee
3. Acknowledgement of complaint (1 week)
4. Response from accused (1 week)
5. Confidential formal hearing (2 weeks after initial acknowledgement of complaint)
6. Decision taken

### APPEAL

1. Lodge written appeal (1 week after outcome of original hearing).
2. Response from the other party (1 week).
3. Appeal hearing (1 week after response received)

## 5.12. DISCIPLINARY ACTIONS/SANCTIONS

**NB:** Actual or attempted rape or sexual assault is a criminal offence. The police will be called immediately and there shall be an immediate expulsion or termination of the harasser's employment contract.

| Hostile environment harassment  | Disciplinary action   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Unnecessary and unwanted nicknames</li> <li>2. Intrusive sexually explicit questions</li> <li>3. Spreading rumors about a person's sexuality or sexual activity including speculation about previous sexual experience</li> <li>4. Remarks of a sexual nature about someone's clothing or body</li> </ol> | <ol style="list-style-type: none"> <li>1. Verbal reprimand, warning to not repeat behavior and a written query documenting that a warning has been given.</li> <li>2. The harasser will be made to understand why the behavior deserves disciplinary action (it was unwanted, inappropriate and made the accuser uncomfortable) and write a letter of apology.</li> <li>3. If complaint happens again, harasser will be put on probation one year.</li> </ol> |



### **Disciplinary action for all other examples of hostile environment, 'this for that' and retaliation harassment**

1. Verbal reprimand, warning to not repeat behavior and a written query documenting that a warning has been given.
2. The harasser will be made to understand why the behavior deserves disciplinary action (it was unwanted, inappropriate and made the accuser uncomfortable) and write a letter of apology.
3. Put the harasser on probation for one year. If another case occurs during probation, termination or expulsion will be considered.

### **Disciplinary action for false accusations**

1. Verbal reprimand, warning to not repeat behavior and a written query documenting that a warning has been given.
2. The harasser will be made to understand why the behavior deserves disciplinary action (it constitutes lying and deceit) and

\* If there are no complaints after one year of probation, the harasser will no longer be susceptible to termination/expulsion. If complaints recur after the probation has been completed, a second hearing will be conducted. The past offense will be noted and termination/expulsion will be considered.

## 6.0 STAKEHOLDERS

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### 6.1. INTERNAL STAKEHOLDERS

- a. College Governing Council
- b. The principal
- c. Academic Board
- d. Students Affairs Officer
- e. Sexual Harassment Coordinator
- f. Guidance and Counselling Coordinator
- g. Staff
- h. Students

### 6.2. EXTERNAL STAKEHOLDERS

- a. UCC – University of Cape Coast
- b. GTEC – Ghana Tertiary Education Commission
- c. Regulatory bodies and government agencies oversee education and labour laws.
- d. Legal experts and advocates for gender equality and human rights.
- e. Community organizations and support groups providing resources for victims of sexual harassment.
- f. Local law enforcement agencies responsible for handling criminal cases related to sexual harassment.
- g. Partner Schools

## 7.0 MONITORING AND EVALUATION

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The monitoring and evaluation of the Sexual Harassment policy shall be overseer by the following:

- i. Central Management - Governing Council
- ii. Middle Management - College Management
- iii. Lower Management - Heads of Department



## 8.0 RESPONSIBILITY FOR IMPLEMENTATION

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The College Principal, Vice Principal, Student Affairs Officer, Sexual Harassment Grievance Committee, Guidance and Counselling Coordinator and the Academic Board shall be responsible for the day-to-day responsibility of ensuring the implementation of this policy.

The overall responsibility for the implementation of the Sexual Harassment policy is vested in the College Governing Council.

### 8.1. RESPONSIBILITY FOR MONITORING AND COMPLIANCE

The College Principal, Student Affairs Officer, Sexual Harassment Grievance Committee, Guidance and Counselling Coordinator shall be delegated to ensure the compliance, monitoring and evaluation of the effectiveness of the policy.

### 8.2. STATUS

Draft, revisions and approval of the policy shall be enforced by the College Governing Council. The implementation of the latest version of this policy supersedes all previous versions of this policy.

### 8.3. APPROVAL BODY

The College Governing Council

## 8.4. INITIATING BODY

Sexual Harassment Coordinator

## 8.5. EFFECTIVE DATE OF IMPLEMENTATION

1st January, 2024

## 8.6. REVIEW DATE

3years from the effective date (January, 2024 to January, 2027)



## 9.0 RESPONSIBILITY FOR MONITORING AND COMPLIANCE

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The College Principal, Student Affairs Officer, Sexual Harassment Grievance Committee, Guidance and Counselling Coordinator shall be delegated to ensure the compliance, monitoring and evaluation of the effectiveness of the policy.

### 9.1. APPROVAL BODY

The College Governing Council

### 9.2. INITIATING BODY

The Academic Board

### 9.3. EFFECTIVE DATE OF IMPLEMENTATION

1st January, 2024

### 9.4. REVIEW DATE

Three (3) years from the effective date (January, 2024 to January, 2026)

## 10.0 RELATED LEGISLATION

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Colleges of Education Act 2012 Act (847)

### 10.1. OWNER / SPONSOR

College Governing Council

### 10.2. AUTHOR

College Governing Council



## 11.0 FURTHER INFORMATION

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Contact the College Principal for any further information regarding this policy document as and when necessary:

### The Principal

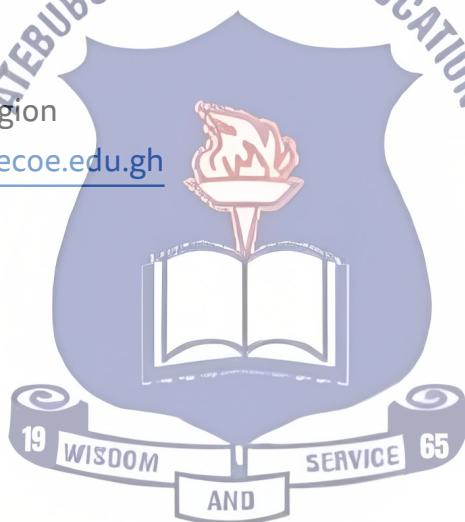
Atebubu College of Education

P. O. Box 29

Atebubu

Bono East Region

[principal@atecoe.edu.gh](mailto:principal@atecoe.edu.gh)





## 12.0 SOCIAL MEDIA HANDLES

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The following are the official social media handles of the College:

- i. Facebook-Atebubu College of Education
- ii. X-@atecoe\_official
- iii. Instagram-@atecoe\_official
- iv. YouTube-@Atebubu College of Education
- v. WhatsApp line-0200288320



# ANNEXES

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## DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is any behaviour that involves unwanted sexual advances, requests, and other verbal or physical conduct of a sexual nature. Sexual harassment can occur regardless of whether the harasser considers the behaviour to be offensive or not. Any unwanted sexual behaviour can have serious negative effects on victims, thus sexual harassment can have serious negative effects on the teaching and learning process as well.

Sexual harassment therefore includes, but is not limited to the following:

- i. Unnecessary and unwanted nicknames such as, 'sweetie', 'baby', 'girlfriend'.
- ii. Intrusive sexually explicit questions, asking personal questions about a person's sex life.
- iii. Spreading rumours about a person's sexuality, sexual activity, or speculations about previous sexual experience.
- iv. Remarks of a sexual nature about a person's clothing or body such as 'you look sexy in this dress', etc.
- v. Unnecessary and unwanted touching, pinching, massaging, dancing, hugging, or brushing up against a person's body.

- vi. Sexually suggestive stares, sounds or gestures such as winking, licking lips, whistling, sucking noises or pelvic thrusts.
- vii. Sending sexually explicit jokes, pictures, calendars, cartoons, internet images or pornographic materials via e-mail, social media, etc.
- viii. Unwanted recurrence of telephoning, texting, emailing, comments on social media, following, stalking, gift giving, proposing or asking for a date.
- ix. Unwanted propositions of a sexual nature (including those occurring in situations that begin as reciprocal attractions, but later cease to be mutual).
- x. Spying on someone who is engaged in intimate behaviors, such as undressing, bathing, sexual activity, or any other activity that is considered to be private.
- xi. Direct or indirect promises of academic benefits (such as high grades, letters of recommendation, participation in an activity), in return for sexual favours.
- xii. Direct or indirect promises of work benefits (such as job offer, promotion, housing, allowances, letters of recommendation, good appraisals), in return for sexual favours.
- xiii. Actual or attempted rape or sexual assault

# FORMS OF SEXUAL HARRASSMENT

## 1. CONSENT

Consent requires actively expressed, mutual agreement between partners to willingly participate in specific sexual activity. Consent must be ongoing, informed, and enthusiastically given by all parties. It should never be assumed or implied by silence, lack of resistance, attire, prior intimate conduct, or the existence of a relationship. A person who is incapacitated due to alcohol, drugs, sleep, disability, or other causes legally cannot give consent. Uneven power dynamics, such as between a lecturer and student or supervisor and employee, undermine the possibility of consent because of the nature of coercion. Consent may be withdrawn at any time, forcing the sexual activity to immediately cease.

The College unequivocally prohibits any form of intimate sexual relations between staff, students and any other category of persons, particularly in situations where one party holds a supervisory position over the other.

## 2. HOSTILE ENVIRONMENT

A hostile environment involves unwanted conduct that creates an environment where individuals, whether students, staff members, or others, feel uncomfortable or unsafe.

## 3. QUID PRO QUO ('THIS FOR THAT')

Quid pro quo sexual harassment occurs when there is an explicit or implicit promise of academic or career benefits in exchange for sexual favours. An example of

this is when a student is promised a better grade by a staff member in return for engaging in sexual activity.

#### 4. RETALIATION

Retaliation occurs when a student or staff member faces negative consequences in their academic or professional career as a consequence of refusing sexual advances, reporting incidents of sexual harassment, or assisting others in reporting such behaviour. Atebubu College of Education abhors any form of retaliation against individuals who have filed a complaint with the Sexual Harassment Grievance Committee, provided statements, or assisted in an investigation under the Policy.

Sexual harassment can take various forms and can occur in different settings. Here are some common forms of sexual harassment:

- i. Unwanted Sexual Advances or Requests:** Inappropriate touching, lustful comments, or persistent requests for dates or sexual favours without consent constitute sexual harassment.
- ii. Sexual Coercion:** Pressuring someone into sexual activity against their will or making them feel as if their job or opportunities are at risk if they refuse.
- iii. Sexual Comments or Jokes:** Sexually explicit remarks, jokes, or comments that create discomfort or a hostile environment for others can be considered harassment.
- iv. Sexual Display or Images:** Displaying or sharing sexually suggestive material, images, or objects in the

workplace or other environments without consent is a form of harassment.

- v. **Online Sexual Harassment:** Sending unwanted sexual messages, explicit images, or engaging in inappropriate behaviour online, including social media platforms or emails.

## THE COST/CONSEQUENCES OF SEXUAL HARASSMENT

Unwanted sexual behaviour can have serious effects on teaching and learning as well as other activities, causing a tense and unproductive environment in which to work and learn.

- i. Students who experience physical and psychological distress may feel pressure to avoid a class or drop out altogether.
- ii. Members of staff experiencing sexual harassment experience decreased morale and job satisfaction, and irreparable damage to interpersonal relationships at work.
- iii. Victims may suffer from anxiety, depression, headaches, sleep disorders, nausea, and lowered self-esteem to participate in any given setting.

## OTHER PRINCIPLES OF SEXUAL HARASSMENT POLICY

In alignment with the 2018 Gender in Education policy for the tertiary level, the following principles guide this policy:

- i. **Mutual Co-existence:** males and females in the college should co-exist peacefully, respectfully and improve gender relations.
- ii. **Non-Discrimination:** As enshrined in the 1992 Constitution of Ghana, neither Ghanaian men nor women should be discriminated against in terms of access to the resources that the nation offers to its citizens.
- iii. **Non-Violence:** Ghana's Labor Act (2003) and Domestic Violence Act (2007) prohibits sexual harassment, intimidation by inducing fear in another person, behaviour or conduct that harms another person, endangers the safety, health or well-being of another person, undermines another person's privacy, integrity or security, or detracts from another person's dignity and worth as a human being.
- iv. **Fairness and confidentiality:** All activities and strategies regarding sexual harassment cases should be dealt with fairly, promptly and in a confidential manner in the college.
- v. **Political Will:** All stakeholders in the college should have the political will to eliminate sexual harassment and all forms of sexual abuse.

## RESPONSIBILITIES OF SSFPS

The responsibilities of SSFPs shall include:

- i. Understand thoroughly what constitutes sexual harassment.
- ii. Be thoroughly familiar with the College Sexual Harassment Policy.
- iii. Receive reports of sexual harassment.
- iv. Assure the victim of confidentiality and support.
- v. Investigate the report (review evidence or speak with witnesses).
- vi. Mediate between victim and perpetrator.
- vii. Document and keep records safe.
- viii. Support victims in making formal reports.
- ix. Be an objective member of the Grievance Committee.
- x. Refer victims for appropriate support (e.g., counselling, police report).
- xi. Support the Gender Committee and the College in awareness creation on sexual harassment.
- xii. Support the College process in reviewing, simplifying and/or disseminating the Sexual Harassment Policy.