

SOKOINE UNIVERSITY OF AGRICULTURE



OFFICE OF THE DEPUTY VICE CHANCELLOR (PLANNING, FINANCE & ADMINISTRATION)

ANTI-SEXUAL HARASSMENT POLICY AND IMPLEMENTATION FRAMEWORK

SEPTEMBER 2025

TABLE OF CONTENTS

ACRONYMS AND ABBREVIATIONS	iv
DEFINITIONS OF KEY TERMS AND CONCEPTS.....	v
FOREWORD	vii
CHAPTER ONE	8
1.0 INTRODUCTION	8
1.1 Background Information.....	8
1.2 Situation Analysis and Rationale	8
1.3 Objectives of the Policy.....	9
1.4 Scope of the Policy.....	9
CHAPTER TWO	10
2.0 ORGANIZATIONAL AND GOVERNANCE STRUCTURES.....	10
2.1 Organizational Structure.....	10
2.2 Governance Structure	10
2.3 SUA Vision, Mission, Strategic Objectives and Core Values	10
2.3.1 Vision and Mission.....	10
2.3.2 Strategic Objectives	10
2.3.3 Core Values.....	11
CHAPTER THREE	12
3.0 POLICY FOCUS AREAS, ISSUES, STATEMENTS AND STRATEGIES	12
3.1 Knowledge and Awareness.....	12
3.1.1 Issues.....	12
3.1.2 Policy statement.....	12
3.1.3 Policy strategies.....	12
3.2 Safe Working, Learning and Living Environment.....	12
3.2.1 Issues.....	12
3.2.2 Policy statement.....	12
3.2.3 Policy strategies.....	13
3.3 Handling of Sexual Harassment Incidents.....	13

3.3.1	Issues.....	13
3.3.2	Policy statements	13
3.3.3	Policy strategies.....	13
3.4	Post Sexual Harassment Handling Mechanisms	13
3.4.1	Issue	13
3.4.2	Policy statement.....	14
3.4.3	Policy strategy	14
3.5	Community Responsibility in Sexual Harassment.....	14
3.5.1	Issues.....	14
3.5.2	Policy statement.....	14
3.5.3	Policy strategy	14
CHAPTER FOUR		15
4.0 POLICY IMPLEMENTATION FRAMEWORK		15
4.1	Organization and Mandate.....	15
4.2	Key Players of the Policy	15
4.2.1	Gender unit.....	15
4.2.2	Gender desk.....	15
4.2.3	Gender focal person.....	16
4.2.4	University integrity committee.....	16
4.2.5	External legal authorities	16
4.3	Confidentiality	16
4.4	Support for Victims of Sexual Harassment	17
CHAPTER FIVE		18
5.0 POLICY MONITORING, EVALUATION, REVIEW AND AMENDMENTS		18
5.1	Monitoring and Evaluation Mechanisms.....	18
5.2	Policy Review and Amendments	18
BIBLIOGRAPHY		19
APPENDICES		20

ACRONYMS AND ABBREVIATIONS

ASHP	Anti-Sexual Harassment Policy
CEDAW	Convention on the Elimination of All forms of Discrimination Against Women
CSP	Corporate Strategic Plan
DPI	Directorate of Planning and Investment
DVC(ARC)	Deputy Vice Chancellor (Academic, Research and Consultancy)
DVC(PFA)	Deputy Vice Chancellor (Planning, Finance and Administration)
GD	Gender Desk
GFP	Gender Focal Person
GU	Gender Unit
HLIs	Higher Learning Institutions
HoDs	Heads of Departments
ILO	International Labour Organization
KKU	Kamati ya Kudhibiti Uadilifu
M&E	Monitoring & Evaluation
NACSAP III	Anti-Corruption Strategy and Action Plan III
SH	Sexual Harassment
SOs	Strategic Objectives
SOSPA	Sexual Offences Special Provision Act of 1998,
SUA	Sokoine University of Agriculture
SUAAA	SUA Alumni Association
SUASA	Sokoine University of Agriculture Academic Staff Association
SUASO	Sokoine University of Agriculture Students Organization
TCU	Tanzania Commission for Universities
URT	United Republic of Tanzania
VC	Vice Chancellor

DEFINITIONS OF KEY TERMS AND CONCEPTS

Term/Concept	Definition
Complainant	An individual, male or female, who formally lodges a complaint of sexual harassment.
SUA Employee	Any individual working at SUA under different employment arrangements, including those on permanent and pensionable terms, contractual agreements, volunteer engagements, or internship programs.
Gender Desk	An office established to address gender-related and sexual harassment issues in accordance with government guidelines.
Gender Focal Point	A person of integrity, trained and sensitized on sexual harassment, abuse and procedural matters for handling complaints as and when they arise.
Gender Unit	A dedicated unit at SUA responsible for overseeing gender-related matters, including promoting gender equity, addressing sexual harassment, and ensuring diversity and inclusion within the university community
Gender-Based Violence	Any type of harm that is perpetrated against a person or group of people based on his/ her or their sex/ gender identity
Retaliation	An action of taking harmful actions against those who have reported or participated in dealing with sexual harassment. It includes threats, intimidation, reprisals, and adverse actions related to one's employment or education.
Risk areas	Any location within or associated with SUA where individuals may be vulnerable to incidents of sexual harassment
SUA service providers	Individuals or entities offering various services within the SUA community, such as catering, transportation, maintenance, and other support services
Sextortion	A form of sexual exploitation and corruption where individuals in positions of authority demand sexual favours in exchange for benefits, services, or opportunities within their power to grant or withhold.
Sexual abuse	Any unlawful sexually oriented act or verbal expression directed at a person for gratification or any other illegal purpose.
Sexual exploitation	The actual or attempted abuse of a position of vulnerability, power, or trust for sexual purposes.
Sexual harassment	An offence caused by any person who, with intention, assaults or by use of force, sexually harasses another person, or by the use of any words or actions, causes sexual annoyance or harassment to such other person.
Sexual offence	Any offence defined under Chapter XV of the Penal Code, including but not limited to acts of sexual harassment, assault,

Term/Concept	Definition
SUA community member	exploitation, and other unlawful sexual conduct Includes employees working permanently or on a contractual basis at SUA, SUA students, service providers, clients and other residents.
The harasser	An individual accused of committing sexual harassment.
Third party	A non-SUA community member who becomes involved in a sexual harassment incident, either as a witness, reporter, or intermediary.
University Integrity Committee	An organ established under the Anti-Corruption Strategy and Action Plan III, responsible for upholding ethical conduct, transparency, and accountability within SUA.
Sexual harassment victim	Any person who has experienced or been affected by a confirmed incident of sexual harassment.
Workplace	Encompasses all physical and virtual spaces where SUA community members carry out their official duties, including offices, classrooms, laboratories, fieldwork sites, and online platforms.

FOREWORD

This policy was developed as part of our commitment to fostering a safer and more supportive environment at SUA by preventing and reducing sexual harassment. It has been prepared based on national, regional, and international best practices and includes all the essential components of a comprehensive Anti-Sexual Harassment Policy (ASHP). This policy is not intended to be a mere collection of clauses from which SUA can pick and choose. Instead, it encompasses most, if not all, of the content of a standard ASHP, with necessary modifications to suit our local context.

It is crucial to note that SUA, as an academic institution, is committed to the principles of free inquiry and freedom of expression. We are dedicated to creating and maintaining a working, living, and learning environment where all members are assured of their safety and well-being. The University recognizes that to fully realize this commitment, the environment must be free from all forms of discrimination, including sexual harassment.

SUA acknowledges that sexual harassment (SH) not only undermines the achievement of our vision and mission, as well as the Corporate Strategic Plan (CSP) 2021-2026, but also damages our academic and social fabric. It is therefore the responsibility of SUA to promote civilized behavior within and around its community. A study conducted in 2015 to assess the magnitude of sexual harassment at SUA revealed that various forms of sexual harassment existed, and that concerted efforts are required to address the issue. It is upon this basis that SUA has developed this ASHP, which aims to provide clear reporting procedures and accountability mechanisms for controlling, eliminating, and ultimately eradicating sexual harassment practices.

It is expected that all stakeholders at SUA will acknowledge the existence of this policy and work with full commitment and determination towards its implementation. All employees, students, and third parties are subject to this policy and are expected to take full responsibility in understanding, implementing, observing, and adhering to its terms. This Policy should be understood and implemented in the context of other University policies and regulations, including but not limited to the Sexual Offences Special Provision Act (SOSPA) of 1998, students' by-laws, the SUA Staff Code of Conduct and Ethics (2010), the Public Servant Code of Ethics, as well as relevant national policies and laws. All stakeholders should actively contribute to achieving academic excellence and social harmony, enabling both students and staff to realize their full potential at SUA.

Prof. Raphael T. Chibunda
VICE CHANCELLOR

CHAPTER ONE

1.0 INTRODUCTION

1.1 Background Information

Sokoine University of Agriculture (SUA) is a public higher learning institution established by Parliamentary Act No. 6 of 1984, which was later repealed by Parliamentary Act No. 7 of 2005. This Act (Cap 346) also provided for the creation of the Tanzania Commission for Universities (TCU) and, subsequently, the Universities (General) Regulations of 2006 (R.E. 2013).

In fulfilling its legal mandates and maintaining its long-standing reputation in teaching, research, outreach, and public service provision, SUA is guided by various internal, national, regional, and international laws, standards, and guidelines. These frameworks ensure that the learning and working environment at SUA remains fair, free of intimidation, discrimination, and all forms of abuse, including sexual harassment (SH)¹.

1.2 Situation Analysis and Rationale

Sexual harassment (SH) is a pervasive social issue with significant socio-economic consequences in many countries. Internationally, SH has been recognized both as a form of gender discrimination and as a type of violence. The Employment and Labour Relations Act (2004) categorizes SH as a form of discrimination, prohibiting it in the workplace. Additionally, the Code of Ethics and Conduct for Public Service (2005) and Standing Orders for Public Servants (2009) provide detailed guidelines on SH and its implications in employment settings. Similarly, the Sexual Offences Special Provisions Act, 1998 criminalizes sexual harassment. These legal provisions mandate that employers take steps to eliminate SH, and in some cases, they are required to submit a plan to the Labour Commissioner detailing their efforts to combat SH in the workplace.

Given these legal obligations and the serious consequences associated with sexual harassment (SH), the development and implementation of the SUA Anti-Sexual Harassment Policy (SUA-ASHP) is both necessary and urgent. In higher learning institutions (HLIs) like SUA, the repercussions of SH are far-reaching. These include academic and work-related effects, such as poor interpersonal relationships, decreased academic and job performance, job loss, and career disruptions. SH also has significant psychological effects, leading to lowered self-confidence, diminished self-esteem, increased stress, anxiety, depression, frustration, irritability, and anger. Moreover, the physical health effects can include an increased risk of contracting sexually transmitted infections (STIs) and other health complications. Ultimately, SH violates an individual's fundamental rights and personal dignity, making it not only an infringement of basic rights but also unlawful.

In Tanzania, several legal measures have been enacted to address SH. These include the Evidence Act (1967), the Minimum Sentences Act (1972), the Criminal Procedure Act (1985), and the Sexual Offences Special Provisions Act, 1998 (SOSPA), which amends the earlier laws to strengthen

¹Sexual harassment is an offense that occurs when a person, with intent, uses criminal force or engages in actions or words that assault, sexually harass, or cause sexual annoyance or distress to another individual.

protection against sexual offences, especially concerning women and children. Additionally, the Anti-Corruption Strategy and Action Plan (NACSAP III, 2017-2022) and international commitments such as the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and the Maputo Protocol emphasize the importance of eliminating sexual harassment and promoting gender equality.

At the institutional level, SUA has taken steps to address various ethical and professional conduct matters. These include the SUA Staff Regulations (2003), SUA Code of Conduct and Ethics (2010), SUA Human Resource Policy (2010), and SUA Students' By-laws. The establishment of the SUA Integrity Committee also contributes to maintaining ethical standards. However, despite these efforts, SUA has yet to develop and operationalize a comprehensive Anti-Sexual Harassment Policy (ASHP), which is crucial for creating a safe, respectful, and productive environment for all members of the university community.

1.3 Objectives of the Policy

The overall objective of this policy is to provide a comprehensive framework for raising awareness about sexual harassment, establishing procedures for investigating sexual harassment claims, and offering appropriate remedy mechanisms. Specifically, the policy seeks to:

- i). Create awareness among SUA community members about what constitutes different forms of sexual harassment.
- ii). Create and sustain a safe working, learning, and living environment free of sexual harassment.
- iii). Promote transparency regarding the handling and management of sexual harassment cases.
- iv). Provide mechanisms for the effective handling of sexual harassment cases; and
- v). Promote surveillance and advocacy on the prevention of sexual harassment.

1.4 Scope of the Policy

This Policy addresses sexual harassment as a social grievance affecting students, staff, and service providers at SUA. Specifically, it covers SH issues involving students against students, staff against staff, staff against students, students and staff against SUA service providers, and other SUA community members against all of the above.

The Policy focuses on five main areas:

- i). Knowledge and awareness.
- ii). Safe working, learning and living environment.
- iii). Handling of sexual harassment incidents (procedural aspects).
- iv). Post sexual harassment handling.
- v). Community responsibility for sexual harassment.

CHAPTER TWO

2.0 ORGANIZATIONAL AND GOVERNANCE STRUCTURES

2.1 Organizational Structure

The organizational structure of SUA (**Appendix 1a**) is divided into two main categories: non-executive and executive positions. The non-executive positions include the Chancellor, the Chairman of the University Council, and the Council Vice Chairperson. The executive positions include the Vice Chancellor (VC), the Deputy Vice Chancellor (DVC) responsible for Academic, Research, and Consultancy (ARC), and the DVC responsible for Planning, Finance, and Administration (PFA). A detailed composition of the organizational structure, including the placement of the Gender Office/Unit, is provided in **Appendix 1b**.

2.2 Governance Structure

University decisions at SUA are made at various levels as outlined in the SUA Charter (2007). The Council is the primary decision-making body, responsible for approving all internal policies, strategies, and regulations. The University Senate, on the other hand, is the main body for decisions related to academic matters. These decisions are thoroughly examined by various Boards and Committees within the Council and Senate. Additionally, other decision-support organs include the Workers' Council and several associations, such as the Sokoine University of Agriculture Students Organization (SUASO), the Sokoine University of Agriculture Academic Staff Association (SUASA), and the SUA Alumni Association (SUAAA).

2.3 SUA Vision, Mission, Strategic Objectives and Core Values

2.3.1 Vision and Mission

According to the 5th SUA Corporate Strategic Plan (SUACSP 2021-2026) the SUA's vision is to *be a leading University in the provision of quality knowledge, skills and innovations in agriculture and allied sciences* with a mission to *undertake training, research in agriculture and allied sciences and deliver highly competitive outputs that contribute to national, regional and global socio-economic development*.

2.3.2 Strategic Objectives

According to the 5th SUA Corporate Strategic Plan (SUA CSP 2021-2026), SUA has nine (9) Strategic Objectives (SOs) as outlined below:

- i. Improve health services, prevent, treat and control HIV/AIDS, non-communicable diseases and other public health emergencies;

- ii. Implement National Anti-Corruption Strategy;
- iii. Increase student's enrolment and improve quality of graduates;
- iv. Increase the volume and quality of research, publications and innovations;
- v. Enhance outreach, publicity, linkages and partnerships;
- vi. Enhance university financial management and sustainability;
- vii. Improve teaching, research and learning environment;
- viii. Improve management and institutional governance; and
- ix. Mainstream gender issues.

The strategies and targets to achieve these objectives, targets and key performance indicators are detailed in Chapter 3 of the 5th SUA CSP (2021-2026).

2.3.3 Core Values

SUA undertakes its day-to-day activities based on the following eight (8) main core values *namely effectiveness, pursuit of excellence, creativity and innovativeness, equality and social justice, integrity, transparency and accountability.*

CHAPTER THREE

3.0 POLICY FOCUS AREAS, ISSUES, STATEMENTS AND STRATEGIES

3.1 Knowledge and Awareness

3.1.1 Issues

- i). Inadequate knowledge and awareness of what constitutes sexual harassment.
- ii). Inadequate knowledge of handling sexual harassment incidences.

3.1.2 Policy statement

SUA shall endeavor to;

- i). Equip its community members with knowledge and skills on preventing and protecting themselves from all forms of sexual harassment.
- ii). Build institutional capacity for handling sexual harassment at workplace.

3.1.3 Policy strategies

- i). Promote professional interactions and culture that recognizes and respects human dignity.
- ii). Establish a systematic sensitization workshops and campaigns mechanism to fight against sexual harassment at workplace.
- iii). Engage media within and outside the university to sensitize community regarding sexual harassment.
- iv). Promote research and popular publications (e.g. posters and fliers) on sexual harassment.
- v). Equipping SUA community with skills and tools to defend themselves against sexual harassment.

3.2 Safe Working, Learning and Living Environment

3.2.1 Issues

- i). Existence of risk areas within the community.
- ii). Limited learning and working infrastructure.
- iii). Increased interactions among members of diverse backgrounds and cultures.

3.2.2 Policy statement

SUA shall endeavor to;

- i). Foster safe and conducive working, learning and living environment.
- ii). 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.
- iii). Increase and improve infrastructure to accommodate growing students and staff population.

3.2.3 Policy strategies

- i). Continuously assess campus safety to identify and address potential sexual harassment risks.
- ii). Take appropriate action based on established rules and procedures to manage sexual harassment incidents effectively.
- iii). Secure funding and prioritize infrastructure investments to enhance safety and support services.
- iv). Raise awareness of the public service code of ethics among all members of the university community, emphasizing the importance of preventing and eliminating sexual harassment, regardless of their position or power.

3.3 Handling of Sexual Harassment Incidents

3.3.1 Issues

- i). Lack of a clear and accessible mechanism in handling sexual harassment incidences.
- ii). Limited transparency in handling sexual harassment incidents.
- iii). Fear of victims to report sexual harassment incidences.
- iv). Limited integration of sexual harassment matters in the core businesses of the university.

3.3.2 Policy statements

- i). SUA shall establish and maintain mechanisms for the effective handling of sexual harassment cases, ensuring fair and timely resolution.
- ii). The anonymity of both the complainant and the accused shall be upheld throughout the reporting and consultation processes. All staff involved in advising complainants must avoid making comments or taking actions that may discourage victims from seeking justice. Such behavior is considered discriminatory and violates this policy.

3.3.3 Policy strategies

- i). Establish user friendly formal procedures for reporting, handling and coordinating sexual harassment matters.
- ii). Establish and strengthen internal administrative structures to deal with sexual harassment cases.
- iii). Setting up a hotline for reporting sexual harassment cases. Communicate the process of handling sexual harassment to both perpetrator and victim and document all cases of sexual harassment.
- iv). Facilitate friendly channels for reporting sexual harassment incidents that adhere to ethics and confidentiality.
- v). Integrate sexual harassment matters in all core activities of the university.

3.4 Post Sexual Harassment Handling Mechanisms

3.4.1 Issue

- i). Limited aftermath intervention for both victims and perpetrators.

3.4.2 Policy statement

SUA shall ensure that every community member who has been a victim of sexual harassment, or any perpetrator, is protected in order to preserve their human dignity.

3.4.3 Policy strategy

- i). Ensure the working and learning relationship between the victim and perpetrator remains unaffected, allowing both to continue in their academic and professional roles.
- ii). Enhance the existing guidance and counseling unit to offer specialized support for sexual harassment cases, ensuring all SUA community members have access to confidential services without creating a separate unit.

3.5 Community Responsibility in Sexual Harassment

3.5.1 Issues

- i). Reluctance of SUA community members to act on or report sexual harassment incidents.
- ii). Limited surveillance.

3.5.2 Policy statement

- i). SUA shall promote a culture of zero tolerance towards sexual harassment and encourage self-respect among all community members.
- ii). SUA shall ensure that anyone who feels they have been a victim of sexual harassment is strongly encouraged to report such incidents to the relevant officers or bodies.
- iii). Every individual is responsible for disclosing any act of sexual harassment, whether experienced personally or witnessed in others. Failure to report known incidents constitutes abetting the offence.
- iv). SUA shall ensure the installation of surveillance equipment and adequate lighting in high-risk areas.

3.5.3 Policy strategy

Raise awareness to empower SUA community members to confidently report incidents of sexual harassment.

CHAPTER FOUR

4.0 POLICY IMPLEMENTATION FRAMEWORK

4.1 Organization and Mandate

The implementation of this Policy shall be institutionalized within the organization structure of the University (**Appendix 1a**). The Deputy Vice Chancellor (Planning, Finance and Administration) shall oversee implementation of the policy (**Appendix 1b**). The day to day implementation of sexual harassment matters will be under the Coordinator of Gender Desk. The Gender desk shall therefore translate the policy into implementation programmes, formulation policy guidelines and regulations, and plays a leading role in its implementation.

4.2 Key Players of the Policy

The following shall be the key players in dealing with sexual harassment complaints:

- i). Gender Unit
- ii). Gender Desk
- iii). Gender Focal Persons
- iv). University Integrity Committee
- v). External Legal Authorities

4.2.1 Gender unit

The SUA Gender Unit (GU) shall report all issues related to sexual harassment from various sources to the University organs, and where necessary, for onward transmission. In its day-to-day operations, the GU shall maintain a written record of each complaint unlinked to the respective names and how it was investigated and resolved. Records shall be maintained at all levels of handling the alleged incidents in a confidential manner. Proper record keeping will be used as for surveillance of sexual harassment and performance of the anti-sexual harassment policy at SUA.

4.2.2 Gender desk

The University Gender Desk (GD) shall be headed by the coordinator who will be appointed by the VC. The GD Coordinator shall be nominated based on the criteria as stated in the Government Guidelines (URT, 2021). The minimum criteria shall be as follows:

- i. Fulltime employee;
- ii. Have enough understanding on the issues of gender and sexual harassment;
- iii. Able to administer justice and equality; and
- iv. Trustful person (hardworking, accountable respectful, good moral and able to keep secret).

According to the Government Guidelines (URT, 2021), the GD shall have the following roles:

- i. To receive, listen and implement all complaints of gender-based violence from different sources including from complainants/victims or gender focal persons (GFP);
- ii. To advise, counsel, and protect the individuals involved in gender-based violence/abuse;
- iii. To make follow up and receive reports from the GFP's on the implementation of cases;
- iv. To recommend revisions in complaints and investigation procedures where these are found to be necessary;
- v. To make recommendations for disciplinary action if necessary;
- vi. To advise management to adhere to the mainstreaming gender issues in policy, planning, programmes, strategies, guidelines and budget of the University;

- vii. To implement anti-sexual harassment policy and advice on changes needed for the Policy review and to advice on changes needed for the Policy review;
- viii. To educate or train University community on gender-based violence on how to mainstream gender equality in teaching, research and community delivery services; and
- ix. To report all sexual harassment cases to the GU for further action and record, among others, as stipulated in the Government Guidelines (URT, 2021).

Cases beyond the University jurisdiction (GD) will be forwarded to the appropriate Law enforcement authorities outside the University. Notwithstanding, any action that has been taken by the internal university sexual harassment handling structures as is provided for under this policy; the case can be pursued in a Court of Law.

4.2.3 Gender focal person

The University shall appoint a Gender Focal Person (GFP) at every College, Directorate, School, Institute, Centres or Administrative Units/Directorates/Departments. The appointed GFPs shall have similar attributes as provided under section 4.2.2 of this Policy. The GFPs serve in the position for a period of three years but can be renewed once. A complainant of sexual harassment (i.e. victim) may consult GFP of his/her unit or any other person. GFPs shall be responsible to perform the following roles:

- i. To listen and discuss possible procedures with the complainant, and report the case to the coordinator of GD;
- ii. To raise awareness of sexual harassment and all sorts of discrimination in her/his unit of operation;
- iii. To provide quarterly report on sexual harassments handling to the coordinator of gender desk; and
- iv. To identify and advise the SUA GD on sexual harassment issues within her/his unit or within the university at large.

4.2.4 University integrity committee

SUA, like all other public institutions, has established an Integrity Committee, which handles all ethical and corruption related matters within the University. The Committee operates as per Anti-Corruption Strategy and Action Plan (NACSAP III) 2017-2022. Therefore, in handling SH complaints, a complainant (victim) may decide to directly report his/her case to the University Integrity Committee. The Committee will be responsible to process the sexual harassment complaint following the procedure stipulated in its establishment.

4.2.5 External legal authorities

Sexual harassment is a criminal offence in Tanzania as provided for in the Sexual Offences Special Provisions Act, 1998. This implies that a victim has the right to lodge his/her case straight to the external legal authorities as a dispute.

4.3 Confidentiality

All complaints of sexual harassment at all levels shall be treated with confidentiality. Only those individuals who may have received informal complaints or are necessarily involved in an investigatory process and in the making of decisions regarding resolution of the complaint should ordinarily be provided access to information regarding any allegation of sexual

harassment. All information regarding sexual harassment complaints shall be maintained as confidential by the body charged with the duty of implementing the policy. The University shall only disclose such information as required by law and only to the extent that such information will aid further investigation.

4.4 Support for Victims of Sexual Harassment

Once there is evidence that one is undergoing sexual harassment, the University shall provide appropriate counseling for the victims and any other member of the victim's family where appropriate. This is important because there is usually stigma and undue pressure associated with sexual harassment, consequently most victims opt to keep quiet for fear of victimization.

In order to ensure safety of SH victims, the university will advise SH actors at the Counseling Unit to provide psychosocial support and primary health care where appropriate. In circumstances where the complainant found to be unable to face the respondent/harasser the alternative ways of presenting evidence must be availed by the investigative committee.

CHAPTER FIVE

5.0 POLICY MONITORING, EVALUATION, REVIEW AND AMENDMENTS

5.1 Monitoring and Evaluation Mechanisms

Successful implementation of the Policy will largely depend upon effective Monitoring and Evaluation (M&E) mechanisms. Effective mechanisms are necessary means for assessing the implementation of strategies and achievements of policy goal and objectives. The GU in collaboration with other actors in their respective areas shall develop tools for monitoring and evaluating the progress made in the implementation of the policy strategies. In consultation with the implementing actors, the GU shall develop guidelines and indicators to be used for M&E of the Policy. In addition, all actors involved in the implementation of the policy will be responsible for M&E of policy activities falling within their jurisdictions. Evaluation of interventions will be undertaken to assess the extent of impact and the shortcomings thereof, which in turn will feed the policy cycle for improvement in content and context.

5.2 Policy Review and Amendments

The Policy shall be reviewed after every five years to take into account new developments in policy implementation and lessons learnt from monitoring and evaluation. The review shall also take into account the social and economic realities associated with sexual harassment and the overall university environment.

BIBLIOGRAPHY

Anti-Corruption Strategy and Action Plan (NACSAP III) 2017-2022.

Sexual Offences Special Provision Act (1998)

Standing Orders for Public Servants (2009)

SUA Corporate Strategic Plan (CSP) 2021-2026

SUA Staff Regulations (2003)

SUA Code of Ethics and Conduct (2010),

SUA Student by-laws and establishment of SUA Integrity Committee.

SUA Staff Code of Conduct and ethic (2010)

SUA Charter and Rules (2007)

The Code of Ethics and Conduct for Public Service (2005)

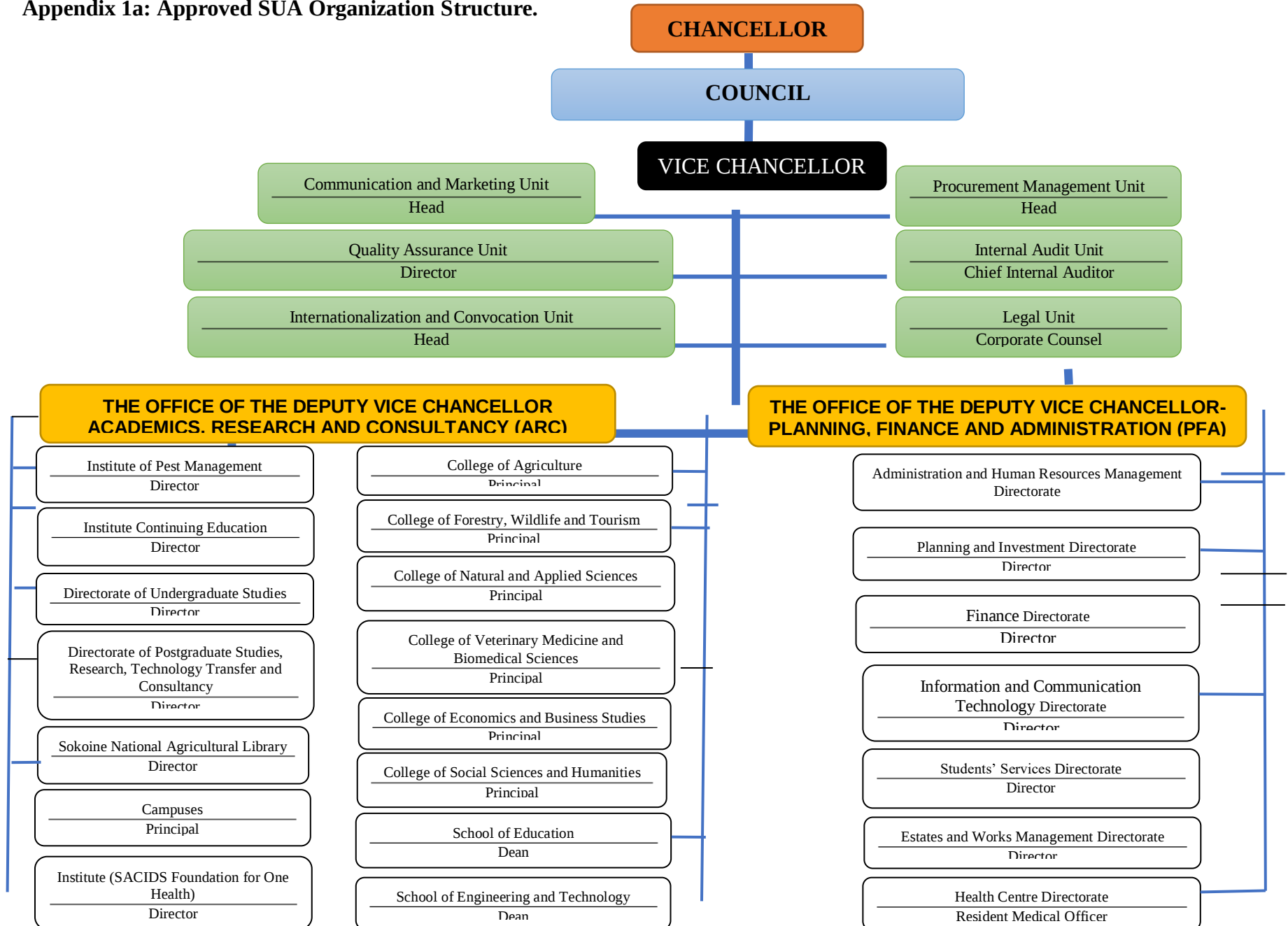
The Employment and Labour Relations Act (2004)

The Universities Act No 7 of (2005)

URT (2021), *'Mwongozo wa Uanzishwaji, Uendeshaji na Ufuatiliaji wa Dawati la Jinsia katika Taasisi za Elimu ya Juu na Elimu ya Kati'*.

APPENDICES

Appendix 1a: Approved SUA Organization Structure.



Appendix 1b: Detailed organization structure indicating the placement of a Gender Office/Unit.

S/N	COLLEGE/SCHOOL/INSTITUTE/ ADMINISTRATIVE ENTITIES	DEPARTMENTS/SECTIONS/UNITS
A: Main Campus		
1.	Vice Chancellor's Office	i. Legal Services Unit ii. Internal Audit Unit iii. Communication and Marketing Unit iv. Quality Assurance Bureau and v. Procurement Management Unit vi. Internationalization and Convocation Unit
2.	Deputy Vice Chancellor (Academic, Research and Consultancy)	i. International Office ii. Directorate of Postgraduate Studies, Research, Technology Transfer and Consultancy iii. Directorate of Undergraduate Studies
2.1	College of Agriculture (CoA)	i. Crop Science and Horticulture ii. Agricultural Extension and Community Development iii. Soil and Geological Sciences iv. Human Nutrition and Consumer Sciences v. Animal, Aquaculture and Range Sciences vi. SUA Model Training Farm
2.2	College of Forestry, Wildlife and Tourism Management (CFWT)	i. Forest and Environmental Economics ii. Forest Technology and Wood Science iii. Forest Biology and Ecosystem Management iv. Wildlife Management v. Tourism and Recreation
2.3	College of Veterinary Medicine and Biomedical Sciences (CVMBBS)	i. Veterinary Anatomy and Pathology ii. Veterinary Physiology, Biochemistry and Pharmacology iii. Veterinary Surgery and Theriogenology iv. Veterinary Microbiology, Parasitology and Biotechnology v. Veterinary Medicine and Public Health
2.4	College of Economics and Business Studies (CEBS)	i. Agricultural and Natural Resources Economics ii. Finance and Accounting iii. Management and Entrepreneurship.
2.5	Prospective College of Social Sciences and Humanities (CSSH)	i. Development Studies ii. Policy Planning and Management iii. Language Studies
2.6	Proposed School of Engineering and Technology (SET)	i. Agricultural Engineering ii. Civil and Water Resources Engineering iii. Food Science and Technology
2.7	Institute of Pest Management (IPM)	
2.8	Institute for Continuing Education (ICE)	

S/N	COLLEGE/SCHOOL/INSTITUTE/ ADMINISTRATIVE ENTITIES	DEPARTMENTS/SECTIONS/UNITS
2.9	SACIDS Foundation for One Health Institute	
2.10	Sokoine National Agricultural Library (SNAL)	
2.11	National Carbon Monitoring Centre (NCCMC)	
B	Solomon Mahlangu Campus	
2.12	College Natural and Applied Sciences (CoNAS)	i. Informatics and Computational Sciences ii. Mathematics and Statistics iii. Geography and Environmental Studies iv. Biosciences v. Chemistry and Physics
2.13	School of Education (SoE)	i. Educational Psychology, Counselling and Curriculum Studies ii. Educational Foundations and Management
C	Mizengo Pinda Campus	i. Department of Natural Resources Management and Conservation ii. Department of Agricultural Sciences iii. Department of Social Sciences and ICT
2.14	Deputy Vice Chancellor (Planning, Finance & Administration)	i. Directorate of Planning and Development ii. Directorate of Human Resources and Administration iii. Directorate of Finance iv. Directorate of Estates and Works v. Directorate of Hospital and Health Services vi. Directorate of Student Services vii. Directorate of Communication and Information Technology viii. SUA Housing and Accommodation Bureau ix. University Farm/Model Farm x. Sports and Games Unit xi. Auxiliary Police and Security Unit xii. Gender Office/Unit