

KOLADAISI UNIVERSITY, IBADAN

SEXUAL HARASSMENT (PROHIBITION) POLICY

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Sexual Harassment (Prohibition) Policy

KOLADAISI UNIVERSITY

Creating a safe environment for all

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PREAMBLE

The Policy is formulated primarily to eliminate sexual harassment in KolaDaisi University, Ibadan, promote a conducive atmosphere for academic activities, protect staff, students, service providers, vendors and visitors of the University against sexual harassment with a view to advancing the vision, mission and core values of KolaDaisi University.

THE POLICY STATEMENT

KolaDaisi University, Ibadan is devoted to providing a safe environment for the members of the University management, academic staff, non-academic staff, students, service providers, contractors, vendors and visitors to the University free from discrimination and from sexual harassment. The University operates a zero-tolerance policy for any practice of sexual harassment in the workplace, treat all incidents seriously and promptly probe all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action. All complaints of sexual harassment shall be guided by the principles of mutual fair hearing, prompt attention, respect to privacy, integrity, confidentiality. In the pursuit of these guiding principles, the University shall adhere to neutrality and objectivity, uphold protection against victimization by ensuring effective sanctions for any such violation(s) upon the completion of investigation and hearing of the matter.

THE GOAL

This policy aims to assist the University to create a gender-friendly space for all and provide regulation for averting and addressing all forms of sexual harassment, with a view to promoting healthy, safe and productive environment.

TITLE

This Policy shall be known as KolaDaisi University Sexual Harassment (Prohibition) Policy

PART I – OBJECTIVES, SCOPE AND MANDATE

1. OBJECTIVES OF SEXUAL HARASSMENT POLICY

The objectives of this Policy are to:

- a. sensitise the University Community on the evils of sexual harassment and thereby engender collective responsibility for eradicating it;
- b. promote ethical standards among members of the University management, academic staff, non-academic staff, students, service providers, contractors, vendors and visitors to the University;
- c. safeguard the sanctity of the student-lecturer relationship;
- d. ensure a harassment-free work and learning environment;
- e. discourage gender-based violence and ensure it does not exist in the University;
- f. discourage sexualisation of individuals and sexist languages;
- g. protect victims from retaliation and stigma; and
- h. provide mechanisms for redress and disciplinary action.

2. SCOPE

This Policy shall apply and have binding force on:

- a. all academic and non-academic staff of the University;
- b. all students of the University;
- c. all contractors, service providers and vendors;
- d. all visitors/guests to the University; and
- e. other group of persons in the University, including but not limited to dependants of staff.

3. MANDATE

All organs within the University shall strive to:

- a. implement this Policy consistently without fear or favour, regardless of position, sex or status;
- b. create awareness and disseminate information on what constitutes sexual harassment;
- c. report incidents of sexual harassment, investigate and apply appropriate sanctions;
- d. educate staff and students about their rights to seek redress in cases of sexual harassment;
- e. ensure that victims of sexual harassment get remedies and do not suffer academic or other setbacks;
- f. ensure that victims who report cases of sexual harassment are not discriminated against or stigmatized;

- g. discourage any practices that could trigger sexual harassment such as inappropriate dressing;
- h. discourage relationships, which may involve a conflict of interest such as dating between a staff and a student. If they exist, the University shall encourage disclosure by any person privy to such relationship.

PART II – DEFINITION

4. DEFINITION

Sexual harassment is unwelcome sexual advances, request for sexual favours and other visual, verbal or physical conduct of a sexual nature. Sexual harassment may be physical conduct of a sexual nature or a verbal or non-verbal conduct. Sexual harassment includes but not limited to:

- a. any unwholesome conduct of a sexual nature that makes the victim feel offended, humiliated and/or intimidated;
- b. any conduct of a sexual nature, made either explicitly or implicitly, which is unwanted, and unwelcomed by the recipient such as unwelcome sexual advances and requests for sexual favours;
- c. such conduct that suggests that a person in authority is using that position to exert threat, and undue influence on the victim;
- d. a situation where a person is asked to engage in sexual activity as a condition for receiving any favour from a person in authority;
- e. physical contact such as patting, kissing, hugging, stroking, fondling, or inappropriate touching;
- f. verbal conduct which includes:
 - i. sexual comments on appearance, body shape, age, private life, etc.;
 - ii. targeting a person with sexual comments, stories, and jokes;
 - iii. repeated and unwanted social invitations for dates or physical intimacy;
 - iv. insults based on the sex of the person;
 - v. sending sexually explicit messages (by phone calls or other means);
 - vi. demanding for sexual favours in exchange for employment, promotion, admission or any other benefits;
 - vii. denying an individual his or her entitlement for refusal to succumb to sexual advances;
 - viii. demanding for sexual favours in exchange for grades;
 - ix. sexually motivated ogling of a person(s);
 - x. sexist comments and dirty talks directed at someone or persons;
 - xi. asking personal questions about sexual life;

- xii. turning academic and occupational discussions into sexual discussions, thereby precluding or restricting appropriate teaching methods and research;
- xiii. compelling persons to narrate sexual fantasies, preferences or history among others.
- xiv. sexual assaults;
- xv. stalking

g. Non-verbal conduct/Visual Conduct which includes:

- i. display of sexually explicit or suggestive material;
- ii. sexually-suggestive gestures;
- iii. visual and audio conduct of sexual nature;
- iv. taking and sending unwholesome pictures and making recordings (videos, CDs, camera phones, etc.); and
- v. being forced or induced to watch pornography or X-rated movies among others.

5. Anyone could be a victim of sexual harassment or a harasser regardless of gender.

6. All forms of sexual harassment created in Clause 5 (a-g) are prohibited whether it takes place within the University premises or outside, including at staff/students social events, academic trips, training sessions or conferences sponsored or approved by the University.

7. For the purpose of proving the commission of any of the offences in Clause 5 (a-g) of this Policy, it shall not be necessary for the Complainant to prove the intention of the accused person or the condition under which the act of sexual harassment was carried out.

8. **WHAT IS NOT SEXUAL HARASSMENT?**

- a. Occasional compliments that are socially and culturally acceptable and proper are not considered sexual harassment.
- b. Any interaction of a sexual nature which is consensual (except for those prohibited by the law such as sexual intercourse with under-aged persons), welcome or reciprocated is not considered sexual harassment.

NOTE: Anyone can be a victim of sexual harassment, notwithstanding the sex of the victim and that of the harasser. The University recognizes that sexual harassment may also transpire amid persons of the same sex. What matters is that the conduct is unwelcomed by the person against whom the conduct is directed. The University recognizes that sexual harassment is often a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between a member of the management and a member of staff or between a lecturer and a student or between a member of staff and a student. Anyone, including

members of staff in the University, visitors, vendors or contractors who sexually harasses another will be dealt with in accordance with this policy.

PART III - ROLES AND RESPONSIBILITIES OF THE UNIVERSITY, MEMBERS OF STAFF, STUDENTS, SERVICE PROVIDERS, VENDORS, CONTRACTORS AND VISITORS TO THE UNIVERSITY

9. UNIVERSITY

The role and responsibility of the University shall be the following:

- a. create and maintain an environment which is free from sexual harassment;
- b. respond quickly to any accusation of sexual harassment and endeavor that alleged victims do not have fear of retaliations or feel that their grievances are being ignored or trivialized;
- c. in order to efficiently avert sexual harassment at the workplace, the University Management shall adopt, promote, implement and monitor this policy on sexual harassment within the University; and
- d. the University shall uphold international standards and best practices in the implementation of Sexual Harassment Policy by observing the 6-point agenda to wit: Understand, Observe, Examine, Confront, Resolve and Support as enshrined in the International Labour Organisation (ILO) guidelines.

10. MEMBERS OF STAFF

All members of staff, irrespective of their sex, age, position, type of contract or status, have a responsibility to ensure that the University is free from sexual harassment, to discourage and report inappropriate behavior and to conform with the University's Sexual Harassment Policy.

10.1 Understand

- a. obtain and become familiar with the University policy on sexual harassment;
- b. examine one's feelings, attitudes, and behaviors in relation to sexual harassment;
- c. see that behavior corresponds with the expectations and behavioral requirements of the University's sexual harassment policy.

10.2 Observe

- a. be aware and conscious of engaging in potential sexual-harassment behaviors or incidents at work;

- b. be sensitive to individuals who may be offended by the verbal and non-verbal behavior of others;
- c. be aware of subtle forms of sexual harassment;
- d. watch for and discourage sexual behaviors that negatively affect work.

10.3 Examine

- a. pay attention to the response of others in order to avoid unintentional offense;
- b. do not assume that co-workers, service providers, vendors, contractors, students or visitors of the University enjoy or want to hear naughty jokes or sexually oriented comments about their appearance or be touched, stared at, flirted with, or propositioned for dates or sexual favors;
- c. ask yourself if your verbal or non-verbal behaviors might have a negative impact on attitudes of other co-workers, service providers, vendors, contractors, students or visitors of the University toward work;
- d. examine your behaviors, gestures, and comments. Ask yourself, “Could I unknowingly be encouraging sexual interplay by the way I interact or communicate?”;
- e. do not take sexual harassment lightly. If you think you are being sexually harassed by an individual or a group, do not accept it as a joke. Do not encourage the harasser by smiling, laughing at his/her jokes, or flirting back. Let the harasser know that you do not enjoy and do not want this type of attention.

10.4 Confront

- a. if possible, confront the sexual harasser immediately. Tell him/her that you find that type of attention offensive;
- b. if possible, tell the harasser that the behavior affects you negatively and has the potential of negatively affecting your job;
- c. if possible, tell the harasser what behaviors (gestures, physical or verbal) you find offensive.

10.5 Resolve

- a. seek confidential advice to develop your personal resolution strategy;
- b. consider writing an email to the harasser and keep a copy for yourself;
- c. document all the incidents of sexual harassment. Be detailed, precise about date, time, location, and person/persons involved.

10.6 Support

- a. if you know someone who is being harassed, give him or her your support. Encourage the recipient to talk about it and to take immediate action to stop it;
- b. if you actually see or hear an incident of sexual harassment or are subjected to an offensive environment, you can also take the appropriate steps to resolve the harassment or co-file with the complainant.
- c. when a recipient files a complaint, if possible, support him or her throughout the complaint process.

11. STUDENTS

Students are also encouraged to observe the above-mentioned 6-point agenda as follows:

11.1 Understand

- a. obtain and become familiar with the University policy on sexual harassment;
- b. examine one's feelings, attitudes, and behaviors in relation to sexual harassment;
- c. see that behavior corresponds with the expectations and behavioral requirements of the University's sexual harassment policy.

11.2 Observe

- a. be aware and conscious of engaging in potential sexual-harassment behaviors or incidents in classes, hostel or any other place of residence;
- b. be sensitive to individuals who may be offended by the verbal and non-verbal behavior of others;
- c. be aware of subtle forms of sexual harassment;
- d. watch for and discourage sexual behaviors that negatively affect work.

11.3 Examine

- a. pay attention to the response of others in order to avoid unintentional offense;
- b. do not assume that members of staff, service providers, vendors, contractors, fellow students or visitors of the University enjoy or want to hear naughty jokes or sexually oriented comments about their appearance or be touched, stared at, flirted with, or propositioned for dates or sexual favors;
- c. ask yourself if your verbal or non-verbal behaviors might have a negative impact on the attitudes of members of staff, service providers, vendors, contractors, fellow students or visitors of the University toward work;

- d. examine your behaviors, gestures, and comments. Ask yourself, “Could I unknowingly be encouraging sexual interplay by the way I interact or communicate?”;
- e. do not take sexual harassment lightly. If you think you are being sexually harassed by an individual or a group, do not accept it as a joke. Do not encourage the harasser by smiling, laughing at his/her jokes, or flirting back. Let the harasser know that you do not enjoy and do not want this type of attention.

11.4 Confront

- a. if possible, confront the sexual harasser immediately. Tell him/her that you find that type of attention offensive;
- b. if possible, tell the harasser that the behavior affects you negatively and has the potential of negatively affecting your job;
- c. if possible, tell the harasser what behaviors (gestures, physical or verbal) you find offensive.

11.5 Resolve

- a. seek confidential advice to develop your personal resolution strategy;
- b. consider writing an email to the harasser and keep a copy for yourself;
- c. document all the incidents of sexual harassment. Be detailed, precise about date, time, location, and person/persons involved.

11.6 Support

- a. if you know someone who is being harassed, give him or her your support. Encourage the recipient to talk about it and to take immediate action to stop it;
- b. if you actually see or hear an incident of sexual harassment or are subjected to an offensive environment, you can also take the appropriate steps to resolve the harassment or co-file with the complainant.
- c. when a recipient files a complaint, if possible, support him or her throughout the complaint process.

12. SERVICE PROVIDERS, VENDORS, CONTRACTORS AND VISITORS OF THE UNIVERSITY

Service Providers, Vendors, contractors, visitors and guests of the University are also encouraged to observe the above-mentioned 6-point agenda as follows:

12.1 Understand

- a. obtain and become familiar with the University policy on sexual harassment;
- b. examine one's feelings, attitudes, and behaviors in relation to sexual harassment;
- c. see that behavior corresponds with the expectations and behavioral requirements of the University's sexual harassment policy.

12.2 Observe

- a. be aware and conscious of engaging in potential sexual-harassment behaviors or incidents in the University environment;
- b. be sensitive to individuals who may be offended by the verbal and non-verbal behavior of others;
- c. be aware of subtle forms of sexual harassment;
- d. watch for and discourage sexual behaviors that negatively affect work.

12.3 Examine

- a. pay attention to the response of others in order to avoid unintentional offense;
- b. do not assume that members of staff and students enjoy or want to hear naughty jokes or sexually oriented comments about their appearance or be touched, stared at, flirted with, or propositioned for dates or sexual favors;
- c. ask yourself if your verbal or non-verbal behaviors might have a negative impact on the attitudes of members of staff and students toward work;
- d. examine your behaviors, gestures, and comments. Ask yourself, "Could I unknowingly be encouraging sexual interplay by the way I interact or communicate?";
- e. do not take sexual harassment lightly. If you think you are being sexually harassed by an individual or a group, do not accept it as a joke. Do not encourage the harasser by smiling, laughing at his/her jokes, or flirting back. Let the harasser know that you do not enjoy and do not want this type of attention.

12.4 Confront

- a. if possible, confront the sexual harasser immediately. Tell him/her that you find that type of attention offensive;
- b. if possible, tell the harasser that the behavior affects you negatively and has the potential of negatively affecting your job;
- c. if possible, tell the harasser what behaviors (gestures, physical or verbal) you find offensive.

12.5 **Resolve**

- a. seek confidential advice to develop your personal resolution strategy;
- b. consider writing an email to the harasser and keep a copy for yourself;
- c. document all the incidents of sexual harassment. Be detailed, precise about date, time, location, and person/persons involved.

12.6 **Support**

- a. if you know someone who is being harassed, give him or her your support. Encourage the recipient to talk about it and to take immediate action to stop it;
- b. if you actually see or hear an incident of sexual harassment or are subjected to an offensive environment, you can also take the appropriate steps to resolve the harassment or co-file with the complainant.
- c. when a recipient files a complaint, if possible, support him or her throughout the complaint process.

PART IV – ESTABLISHMENT OF COMMITTEE ON SEXUAL HARASSMENT

The University shall have a Standing Committee on sexual harassment established by the Vice-Chancellor to deal with all complaints and incidents, grievances, offenses and other related cases.

13. **COMPOSITION**

- a. The Committee shall investigate and handle all sexual harassment complaints between staff and students, a senior and junior staff; supervisor, and employee, service providers, contractors, vendors and visitors of the University, et cetera.
- b. The Membership of the Committee shall be made up of at least Seven (7) staff members of the institution, drawn from all Faculties, which shall at any material time consist of at least:
 - i. two (2) academic staff members;
 - ii. two (2) non-academic staff members;
 - iii. two (2) representative of Christian clergy, and one (1) of Muslim clergy, and in a compliant involving students, two (2) students' representatives;
 - iv. a representative of the Registrar who shall serve as the secretary to the Committee.

At least three (3) out of the members must be female and at least one (1) must be a legal practitioner, and at least one (1) must be counsellor of senior cadre.

- c. The Chairman of the Committee shall not be less than the rank of a Senior Lecturer or a Professor in case the allegation involves a person above the rank of Senior Lecturer.
- d. The Secretary to the Committee shall not be less than the rank of a Senior Assistant Registrar.
- e. Members of the Committee shall be persons of high moral standing and good reputation.
- f. The Committee shall be fair and impartial in all its dealings, proceedings and affairs.
- g. Quorum shall be formed at every sitting of the Committee by five (5) members.
- h. In the absence of the Chairman, members present shall select one of their number to be Chairman for the purpose of hearing the complaint brought before it.
- i. The Committee shall conduct its proceedings/investigations with utmost thoroughness, fairness and in compliance with the rules of natural justice, equity and good conscience.
- j. Decision of the Committee shall be by a simple majority, rendered in writing and signed by all members of the Committee who participated in the inquiry, and submitted to the Vice Chancellor.

PART V – COMPLAINTS/REPORTING PROCEDURE

- 14. The procedure for filing-complaints and reporting shall be as follows:
 - a. A person wishing to file a complaint shall submit a written statement to the Chairman of the Committee on Sexual Harassment or any of the persons designated to receive complaints in the University.
The complaint shall specify:
 - i. The name of the individual(s) against whom the complaint is made
 - ii. The nature of the alleged misconduct
 - iii. The specifics of the offending incident(s) with precise details (what happened, who was present (if any), when, where, any reasons why they believe the action was taken)
 - iv. The name, signature and date should be put down by the person making the complaint
 - b. The University's response to an allegation of violation of the Policy shall be determined by the nature of the alleged violation and the totality of information available at the time of the alleged incident. Requests from complainants to "just record my concerns" or "not take any action at this time" may not be honored depending on the circumstances involved. If at any time the

University feels an investigation is necessary, an investigation may proceed without the support of the potential complainant.

- c. The University recognizes that victims of sexual harassment may want to resolve the matter in different ways. Some may be happy with an informal resolution and for the matter to stop; others may want more formal measures. However, informal resolution mechanisms may be inappropriate and not acceptable by University where the allegation is serious or grave from the circumstances of the facts.
- d. Anyone who is subject to sexual harassment should, as much as possible, inform the alleged suspect that the conduct is unwanted and unwelcome. However, the University recognizes that sexual harassment may occur in an unequal relationship (that is between staff and student, a supervisor and employee; senior and junior staff). The victim must endeavor to express his or **her objection to** the act(s) of sexual harassment. If such an act persists despite resistance, he or she can approach any of the designated Committee members responsible for receiving complaints of sexual harassment.
- e. The victim's choice on who to approach has to be respected, as the victim can approach any designated person(s) outside his or her Faculty or Department. Only one person cannot be designated to receive sexual harassment complaints. Having one person only to report to, limits the ability of a victim to avail himself or herself of the complaints procedure. If for example, the harasser is also the designated person or the designated person is away on leave, the victim must have other persons to approach.
- f. When designated persons receive a complaint of sexual harassment:
 - i. he or she shall immediately record the date, time and facts of the incident(s);
 - ii. ascertain the views of the victim as to what outcome he or she wants;
 - iii. keep a confidential record of all discussions;
 - iv. ensure that the victim understands the University's procedures for dealing with the complaint, especially when the allegation is serious;
 - v. discuss and agree on the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he or she is not satisfied with the outcome.

15. **Informal complaints mechanism**

Informal action is usually appropriate when:

- a. The parties concerned are able to sustain the working relationship;

- b. The allegations are of a less serious nature and the complainant wants it to stop; If the victim wishes to deal with the matter informally, the designated person will:
 - i. give an opportunity to the alleged harasser to respond to the complaint.
 - ii. ensure that the alleged harasser understands the complaints mechanism.
 - iii. facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within the University to resolve the matter.
 - iv. ensure that a confidential record is kept of what happens.
 - v. follow up after the outcome of the complaints mechanism to ensure that the behavior has stopped.
 - vi. ensure that the above is done speedily and within 14 days of the complaint being made.

16. **Formal complaints mechanism**

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter. The Independent Sexual Harassment (Prohibition) Committee shall instigate a formal investigation and refer the matter to the University Council for appropriate action.

The Independent Sexual Harassment (Prohibition) Committee carrying out the investigation will:

- a. interview the victim and the alleged harasser separately.
- b. interview other relevant third parties separately.
- c. Face-to-face interactions between complainants, respondents, and the committee, where necessary.
- d. decide whether or not the incident(s) of sexual harassment took place.
- e. produce a report detailing the investigations, findings and any recommendations.
- f. if the harassment took place, decide what the appropriate remedy for the victim is, in consultation with the victim (i.e.- an apology, a change to working arrangements, a promotion if the victim was demoted as a result of the harassment, academic adjustment for the victim in the event that he/she is a student, training for the harasser, discipline, suspension, dismissal).
- g. follow up to ensure that the recommendations are implemented, that the behavior has stopped and that the victim is satisfied with the outcome.
- h. if it cannot be determined that the harassment took place, the Panel may still make recommendations to ensure proper functioning of the workplace.
- i. keep a record of all actions taken.

- j. ensure that all records concerning the matter are kept confidential.
- k. ensure that the process is done as quickly as possible and in any event within 30 days of the complaint being made.

17. Limitation of Time for Filing Complaint

- a. Complaints must be filed within 30 days of the most recent offending incident. The University reserves the right, in its sole discretion (suo motu), to investigate and act on complaints involving incidents that have occurred beyond the time limit.
- b. Staff or students who learnt of incidents that may be a violation of the University's prohibition against sexual harassment are expected to promptly report to the Chairman of the Committee on Sexual Harassment for investigation.

18. Filing a False Complaint

Any student, staff or victim who knowingly files a malicious and false complaint under this policy, or who knowingly provides false information to or intentionally misleads University officials who are investigating a complaint, shall be subject to disciplinary and/or corrective action.

- 19. The University takes all allegations of harassment seriously and is committed to providing an environment free of harassment.

PART VI - PROVISION FOR WHISTLE- BLOWING

- 20. a) Whistle-blowing encourages people to voluntarily disclose information about Sexual harassment cases in the University.
- b) The Whistle blower shall report any case of misconduct relating to sexual harassment to the Committee, and the Committee shall carry out **independent** investigation.
- c) The complaint of the whistle blower shall be in writing.
- d) The Whistle blower is not under any obligation to disclose his or her identity, and the Committee is bound to respect that.
- e) Information given by the whistle blower shall be treated with utmost confidentiality.
- f) The interest of the whistle blower shall be well protected against any form of retaliation.

PART VII – SAFETY AND SECURITY FOR VICTIMS

- 21. **Confidentiality**

The University shall make every reasonable effort to maintain the confidentiality and privacy of all parties involved to the extent allowable by law. All parties (complainant, respondent, witnesses/support persons) are expected to be respectful and confidential during the process of an investigation.

22. Support of Victims

Apart from investigating claims and punishing culprits, the University shall support the victims of sexual harassment. Any victim of sexual harassment who experiences trauma, stress or other symptoms because of harassment, should be offered any of the following support:

- a. Taking a few days off to restore his/her mental health.
- b. Speaking to a counsellor/therapist for psycho-social support and counseling. The victim of sexual harassment should be assured that his/her job or studentship will not be jeopardized if he/she chooses any of the above-mentioned options or other means to recovery.
- c. Medical care (including forensic services in assault cases).
- d. Academic support (e.g. re-assignment of courses, academic program adjustments, protection from grade retaliation).
- e. Protection against retaliation.

PART VIII – PREVENTIVE MEASURES AGAINST SEXUAL HARASSMENT

23. The policy encourages safety practices (e.g. avoiding isolated areas) and discourages provocative dressing. Victims are referred to designated counselors for emotional support. Prevention of sexual harassment in the University requires awareness and education through the following:
 - a. Orientation programmes on harassment prevention for new and existing students and staff.
 - b. Advocacy campaigns (e.g. seminars, posters, social media).
 - c. Dress sense culture to discourage provocative dressing.
 - d. Creating workplace policies and steps that individuals can take.

PART IX - SANCTIONS AND IMPLEMENTATION

24. The University recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between a student and a staff, between a supervisor and employee, et cetera and is therefore treated as a misconduct.

- a. Anyone, including employees of the University, students, staff, service providers, contractors or visitors who sexually harasses another shall be disciplined in accordance with the regulations of the University.
- b. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record as a whole and to the totality of circumstances, including the nature and frequency of the conduct and the context in which the alleged incidents occurred.
- c. This Policy shall be applied consistently in the University and sanctions shall be applied based on each conduct.
- d. Anyone who has been found to have sexually harassed another person under the terms of this Policy is liable to any of the following sanctions which are based on the gravity of the misconduct:
 - i. Reprimand (verbal or written warning);
 - ii. Adverse performance evaluation/demotion;
 - iii. Transfer to another unit;
 - iv. Suspension;
 - v. Dismissal;
 - vi. Any other disciplinary action which the University may deem fit; and
 - vii. Civil/Criminal action in a Court of competent jurisdiction.
- e. Suitable deterrent sanctions shall be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical conduct such as violence/assault, shall result in the immediate dismissal of the harasser.
- f. Guests and other persons/friends of the University who violate the Policy while residing in the University are subject to sanction, which may include removal from campus and termination of contractual agreements (if any) and civil/criminal action in a court of competent jurisdiction.

25. **Application of the Policy**

This Sexual Harassment Policy shall be applicable to members of the University Community in addition to other provisions of the Staff and Student handbooks. All members of the University community shall be sensitised on the content of this policy. The University shall circulate and widely publicise Sexual Harassment Policy by adopting appropriate strategies to prevent and eliminate sexual harassment in the University. It is the responsibility of every head of departments of the University to ensure that his or her staff and students are aware of the policy by organizing pppppppp orientation and re-orientation programmes for staff and

students about the policy application and implementation of Sexual Harassment Policy in the University.

26. **Evaluation of the Policy**

The University is committed to uphold the University's norms, values and principles including respect for all persons and shall subject the provisions of Sexual Harassment Policy to periodic review from time to time to achieve improvement and better results.

27. **Glossary**

- a. Committee means Sexual Harassment (Prohibition) Committee.
- b. Policy means KolaDaisi University Sexual Harassment Prevention and Prohibition Policy.
- c. Senior Cadre means staff of the rank of Senior Lecturer and above.
- d. Sexual Harassment means but not limited to any form of prohibited conduct of sexual nature as explained in Part II of this Policy.
- e. University means KolaDaisi University.

Appendix 1



KOLADAISI UNIVERSITY (KDU)

Sexual Harassment Complaint Form

KolaDaisi University is aware of your complaint, and will begin investigation immediately. We will also do our best to ensure confidentiality, for yourself, as well as anyone else involved in this situation. Only those individuals who need to know any information will have access.

1. Name: _____
2. Date: _____
3. Official Address: _____
4. Tick: Staff () Student () Visitor () Others ()
5. Job Cadre and Rank: _____
6. Staff/Matriculation Number: _____
7. Department: _____
8. Faculty: _____
9. Head of Department: _____
10. Full Name of Accused: _____
11. Describe your relationship with Offender (Harasser): _____
12. Name of witnesses (if any): _____
13. Date/Time of incident: _____
14. Location of incident: _____
15. Describe the incident:

16. Has there been similar past incidents involving the accused? _____

I _____
certify that the information I have given on this report is true and correct. I also undertake that necessary punishment be meted out to me in the event that this complaint is found malicious.

Signature _____

Date _____

Appendix 2



**KOLADAISI UNIVERSITY (KDU)
SEXUAL HARASSMENT INVITATION LETTER**

Department of,
KolaDaisi University,
Oyo State.
Date.....

To,
Defendant Full Name
Defendant Address

SUBJECT: Sexual Harassment Allegation

Dear Sir/Madam,

This is to inform you that an allegation of sexual harassment has been made against you.

The complaint was lodged with me on ____/____/____.

Consequent upon this, I have scheduled a meeting in order to give you an opportunity of a fair hearing.

There will be a witness and an administrative secretary in attendance at the meeting.

The meeting is scheduled to hold as follows:

AGENDA: Sexual Harassment Allegation Hearing

DATE.....

TIME:

VENUE:

Rest assured that confidentiality will be strictly maintained regarding this meeting.

Yours faithfully,

Name of writer.....

Appendix 3



KOLADAISI UNIVERSITY (KDU)
SEXUAL HARASSMENT INVESTIGATION FORM

1. Case Number _____
2. Names of Parties Involved: Party Complainant/harasee _____
Alleged Perpetrator _____
3. Date(s) of Incident(s) _____
4. Location(s) of Incident(s) _____
5. Details of incident(s): _____

6. Effect of incident(s) on aggrieved party (emotional, physical, psychological, job performance):

7. Witnesses, if any (Please attach testimonies): _____

8. Evidence, if any (Please attach evidence): _____

9. Exhibit(s), if any (Please attached exhibits): _____

10. Steps taken by the Complainant to stop the harassment, if any: _____

11. Additional Comments (if any): _____

12. Names of Investigators	Title	Signature
1.		
2.		
3.		

Appendix 4



KOLADAISI UNIVERSITY (KDU)
REPORT OF THE FINDINGS
(TO BE FILLED BY INVESTIGATION COMMITTEE)

1. Case Number: _____
2. Date: _____
3. Complainant's Name _____ Position: _____
4. Alleged Perpetrator's Name _____ Position: _____
5. Location of the incident(s): _____
6. Brief details of
 - a. Summary of complaint:

 - b. Summary of alleged perpetrator's account:

 - c. Summary of findings:

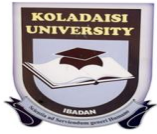
7. Explanation for the findings:

8. Recommendation for Action:

9. Names of Investigators	Title	Signature
1.		
2.		

3.

Appendix 5



**KOLADAISI UNIVERSITY (KDU)
SEXUAL HARASSMENT DECLARATION FORM**

STAFF ID NO.....

1. I _____ (FIRST AND LAST NAME) HEREBY DECLARE THAT I HAVE RECEIVED ELECTRONIC COPY/ACCESSED ONLINE/HARD COPY OF THE 'KOLADAISI UNIVERSITY SEXUAL HARASSMENT POLICY, 2025.
2. I HAVE CONFIRMED THAT I HAVE READ THE SAID DOCUMENT AND FULLY UNDERSTOOD THE PROVISIONS OF THE POLICY.
3. I UNDERTAKE TO FULLY COMPLY WITH THE INTENT AND SPIRIT OF THE POLICY.
4. I UNDERSTAND THAT I HAVE AN OBLIGATION TO ENSURE THAT KOLADAISI UNIVERSITY IS FREE FROM ANY FORM OF SEXUAL HARASSMENT AND THE UNIVERSITY MAY TAKE DISCIPLINARY ACTION FOR ANY ACT OF COMMISSION OR OMISSION ON MY PART THAT CONTRAVENES THE POLICY.
5. I APPEND MY NAME AND SIGNATURE ONTO THIS FORM, OF MY OWN FREE WILL AND AGREE TO BE BOUND BY IT.

SIGNATURE

DATE



KOLADAISI UNIVERSITY

Formal Complaint Form for Reporting Sexual Harassment (Student)

INSTRUCTIONS: If you believe that you have been subjected to sexual harassment, you are encouraged¹ to complete this form and submit it to:

The Independent Sexual Harassment
(Prevention and Prohibition)
Committee...

You will not be retaliated against for filing a complaint.

This form is intended to initiate a “Formal Complaint”—as that term is defined in the Sexual Harassment (Prevention and Prohibition) Policy—of sexual harassment or assault. By signing this form, you are formally requesting the University to investigate the reported conduct. If you are more comfortable reporting verbally or in another format, the Independent Sexual Harassment Prohibition Committee will complete this form and provide you with a copy for review and signature.

1. Name of Complainant (*Last, First, Middle Initial*):

2. MATRICULATION NUMBER:

3. Telephone number:

4. Current Address on campus:

5. Email:

6. Preferred Communication Method (phone, email, In-person):

INSTRUCTIONS: If you believe that you have been subjected to sexual harassment, you are encouraged¹ to complete this form and submit it to:

Attn: The Independent Sexual
Harassment (Prevention and
Prohibition) Committee

¹ This form is required to initiate a Formal Complaint.

7. Special Requests

I need:

a. Accommodations for a disability: _____

b. Other: _____

8. Your Complaint of Sexual Harassment is made about:

Name: _____

Relationship to you”: _____

Person’s connection to the University (faculty, student, staff, other):

Contact Information (if known): _____

9. Please describe what happened and how it is affecting you and your experience at the University.

Please use additional sheets of paper if necessary and attach any relevant documents or evidence

INSTRUCTIONS: If you believe that you have been subjected to sexual harassment, you are encouraged¹ to complete this form and submit it to:

Attn: The Independent Sexual
Harassment (Prevention and
Prohibition) Committee

10. Date(s) conduct or behavior occurred:

Is this conduct/behavior continuing?

11. Please list the name and contact information of any witnesses or individuals who may have information related to this complaint:

12. The last question is optional, but may help the investigation.

Have you previously reported or provided information (verbal or written) about this incident or related incidents? If yes, when and to whom did you report or provide information?

13. If you have retained legal counsel and would like us to work with them, please provide their contact information.

Your Signature

Date

MEMBERS OF SEXUAL HARRASMENT POLICY DRAFTING COMMITTEE

Prof. Olajumoke Morenikeji	Deputy Vice Chancellor/Chairperson
Prof. Olubukola S. Adesina	Department of Political Science
Sekinat Kola-Adreju, Ph.D.	Department of History and Diplomatic Studies
Ekundayo O. Babatunde, Ph.D.	Faculty of Law
Gbemisola Ogunleye, Ph.D.	Department of Biological Sciences
Dr. Oluwagbemi Bakare	University Health Services
Alice N. Ntekim, Ph.D	Guidance and Counselling Unit
Mr. Temitope Balogun	Registry