



**CAPE COAST
TECHNICAL
UNIVERSITY**

ANTI-SEXUAL HARASSMENT & MISCONDUCT POLICY

CCTU P NO. 14





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GAZETTE

ANTI-SEXUAL HARASSMENT AND MISCONDUCT POLICY

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1.0 Introduction

1.1 Background

Cape Coast Technical University is dedicated to establishing and upholding a community where everyone engaged in the University's programs and engagements can do so within a setting that is devoid of intimidation, exploitation, and abuse. The University endeavors to foster an environment of study and work where all individuals are treated with dignity and courtesy. To realize this aim, the University has embraced this policy concerning sexual harassment and misconduct, designed to offer guidance to the Cape Coast Technical University community. The policy delineates restricted behaviors, presents the protocols for reporting transgressions, procedures for investigations, penalties, measures to prevent retaliation, and establishes the Anti-Sexual Harassment Committee.

1.2 Definition of Sexual harassment and other forms of sexual misconduct

(A) Sexual Harassment:

This is defined as an unwelcome conduct of a sexual nature including unwelcome sexual advances, request for sexual favours and other verbal, non-verbal, written, electronic, graphic or physical conduct or behaviour of a sexual nature when:

- i. The act of submitting to or rejecting such behavior is established as either an explicit or implicit requirement for an individual's employment, academic status, or engagement in an educational program or activity; or
- ii. The act of an individual either accepting or opposing such behavior is employed as the basis for making

academic or employment decisions, as well as for evaluating academic progress, assigning grades, or determining advancements that impact the said individual; or

- iii. This behavior aims to or results in unreasonably disrupting an individual's academic or professional performance, or in establishing an educational or work environment that is intimidating, hostile, or offensive in nature.

Sexual relations taking place within the context of student-teacher dynamics or within employment, supervision, or assessment scenarios introduce distinctive challenges. Such instances of sexual involvement are notably susceptible to manipulation due to the inherent power disparity and the often-present atmosphere of reverence between a teacher and student, a supervisor and subordinate, or senior and junior colleagues. This power discrepancy renders a student's purportedly "voluntary" engagement in a sexual liaison with a person in a position of authority insufficient to establish the interaction as consensual. The University unequivocally prohibits sexual relationships between individuals wherein a power imbalance exists, affording one party the ability to influence decisions that impact the academic prospects or professional trajectory of the other.

Forms of Sexual Harassment

Forms of sexual harassment include but are not limited to the following:

- Verbal: Lewd or suggestive jokes, innuendos, comments, remarks, questions, requests, threats or flirting. This may be oral or in writing.

- Non-verbal: Staring, leering or ogling with suggestive overtones, physical gestures, sounds or body language with sexual connotations e.g. moaning, licking or biting lips, winking, holding or eating food provocatively.
- Physical: Unwanted and unsolicited invasion of personal space, cornering, touching, tickling, hugging, kissing, groping, fondling, sexual assault, coerced or forced sexual intercourse, etc.
- Visual: Showing or displaying to others pornographic or sexual art, photographs, videos etc.
- Psychological: Repeated unsolicited flirting or requests for dates or sexual favours, bribery, blackmail or other forms of coercion relating to sexual acts which create a hostile work environment for the recipient(s)

(B) Other forms of sexual misconduct:

Apart from sexual harassment, various other instances of sexual misconduct include the following:

- Engaging in sexual or romantic behavior with students or subordinates.
- Exploiting positions of authority to pursue sexual objectives with subordinate staff or students.
- Dispensing unwarranted privileges to manipulate subordinate staff or students into acquiescing to sexual intentions.
- Committing sexual abuse.
- Perpetrating sexual assault.
- Exhibiting behavior that exploits and degrades others sexually.
- Directing retaliatory and abusive conduct towards either past partners or individuals who have declined the sexual advances of another.

- Employing sexual intimidation tactics.

Occurrence of Sexual Harassment:

Sexual harassment can take place at or outside the University campus; before, during or after working hours; in person, or over other forms of media including but not limited to the following:

- Physical media including printed photographs, letters or moving images or videos displayed on any electronic device; Phone or video calls;
- E-mails or other messages, including text messages, voice messages, photographs, videos, links and any other media, sent over private messaging applications including WhatsApp, Telegram, Signal, Viber, Messenger, Snapchat, Discord etc.; or
- Posts on social media platforms including Facebook, Twitter, Instagram, Reddit, etc.

Within the framework of this policy, the term "sexual harassment" is encompassed by acts or conduct that also qualify as sexual abuse and sexual assault. These actions fall within the scope delineated by this University's policy in connection with individuals belonging to the University community.

1.3 Policy Objectives

1. Educate and raise awareness to prevent instances of sexual harassment and misconduct.
2. Prohibit and impose sanctions for acts of sexual harassment and sexual misconduct.

3. Conduct thorough investigations into allegations and reports of occurrences involving sexual harassment and sexual misconduct within the University.
4. Enforce suitable disciplinary actions when a breach is confirmed, as outlined by this policy.
5. Guarantee that individuals who experience sexual harassment and sexual misconduct, as well as those involved in the investigation, are shielded from any form of retaliation or stigmatization.

1.4 Policy Statement

Approved and acceptable standard of behaviour recognized by the Academic Board and the Counseling Committee, shall be the basis for dealing with sexual Harassment cases.

2.0 Definitions

Word/Term Definition

Complainant: An individual who has lodged a complaint in accordance with this policy.

Consent: This refers to a voluntary and mutual acceptance to partake in a sexual activity, given without any use of force or pressure, involving individuals who are of an appropriate age, possess the mental capacity to provide consent and are not mentally incapacitated, mentally disabled, mentally impaired, or physically powerless. The subsequent individuals are incapable of providing consent:

- i) Individuals who are asleep or unconscious
- ii) Individuals rendered incapacitated by the effects of substances like drugs or alcohol.
- iii) Individuals who cannot express consent due to a medical or physical condition.
- iv) Individuals below the legal age of consent.

Hostile environment: Conditions and/or circumstances created within the university community that reach a level of severity or pervasiveness capable of changing the educational or employment environment to an extent that a rational individual would perceive it as intimidating, unsettling, uncomfortable, or offensive.

Rape: According to the Criminal Offence Act 1960, Sexual Offences (29) section 97 defines rape as “the carnal knowledge of a female of not less than sixteen years without her consent”. A person who commits rape commits a first-degree felony and is liable on conviction to a term of imprisonment of not less than five years and not more than twenty- five years

Respondent: A person whose alleged conduct is the subject of a complaint.

Sexual abuse: The Forceful engagement of another person in sexual contact which includes sexual conduct that humiliates or degrades the other person or otherwise violates another person's sexual integrity or a sexual contact by a person aware of being infected with human immunodeficiency virus (HIV) or any other sexually transmitted disease with another person without that other person being given prior information of the infection.

Sexual assault: This refers to a situation where an individual has or attempts to have sexual intercourse or contact with another individual without the latter's consent. Consent achieved through the use or threat of force or coercion or as a result of incapacitation is not classified as consent. Additionally, sexual assault can occur between intimate

partners or strangers.

Sexual contact: This includes the intentional touching of the victim's or actor's intimate parts or the intentional touching of the clothing covering the immediate area of the victim's or actor's intimate parts, if that intentional touching can reasonably be construed as being for the purpose of sexual arousal or gratification, done for a sexual purpose, or in a sexual manner for:

- i) Revenge
- ii) To inflict humiliation
- iii) Out of anger

Sexual exploitation or degrading behaviour: This refers to situations where an individual exploits another person sexually without their consent, either for personal gain or on behalf of a third party. This includes, but is not restricted to, the following actions:

- i) Rendering another person incapacitated, or attempting to do so, to gain a sexual advantage—such as through drugging or restraining.
- ii) Unlawful and unauthorized electronic recording, photographing, or transmitting identifiable sounds, utterances, or images of private sexual activities and/or intimate body parts without the knowledge and mutual consent of the involved parties.
- iii) Enabling third parties to witness the private sexual acts of a participant without that participant's consent.
- iv) Engaging in voyeurism (spying) by secretly observing individuals in intimate or sexually suggestive situations or positions.

Sexual intimidation: This includes but not limited to the following situations:

- i) Making threats of sexual assault against an individual.
- ii) Engaging in indecent exposure.
- iii) Engaging in stalking, whether in physical or online spaces. Stalking involves the persistent and unwanted focus of attention towards another person, leading a reasonable individual to feel concerned for their safety or overall well-being. Such unwanted attention might involve activities such as trailing a person, leaving messages or objects at places the person frequents, making harassing phone calls, sending messages through physical mail or electronic means, and damaging the property of another.

3.0 Application and Scope of the Policy

This Policy extends its applicability to every member of the University community. This encompasses University officers, employees, students, as well as individuals who act as representatives of the University and operate under its authority. This coverage is inclusive across all University sites, facilities, and even vehicles.

Sexual Harassment by a Third Party

- i. The University prohibits sexual harassment by non-members of the University community.
- ii. Individuals outside the University community are not subject to disciplinary actions under the University's internal processes

- iii. When a non-member of the University allegedly commits a sexual harassment act, it will be reported to the appropriate state institutions to take the necessary action.
- iv. Any student or staff of the University who believes that she or he has been sexually harassed by an individual who is not a member of the University should report the alleged sexual harassment to Management, for assistance in handling the issue.

4.0 Guidelines and Procedures

4.1 Implementation and Compliance Institutions

4.1.1 The University Council

The University Council will have the overall responsibility for ensuring that the University complies with the Sexual Harassment and Misconduct Policy. It includes ensuring that:

- i) The Anti-Sexual Harassment and Misconduct Policy should not stand alone as the singular indication of the University's commitment to fostering an environment of respect and dignity for all individuals in both work and study settings. The principles outlined in the Sexual Harassment and Misconduct Policy should be integrated and enacted across other University documents, including the University Statutes, Strategic Plan, Student Handbooks, Conditions of Service, Code of Conduct, and various other policies and regulations, notably the Gender Policy.
- ii) The availability of the Sexual Harassment and Misconduct Policy should be ensured for both students and employees through multiple channels. This encompasses distributing it as part of orientation

programs for these groups, as well as making it accessible on the University's official website, among other means.

- iii) Measures are firmly in place to ensure the establishment and preservation of an environment that nurtures an atmosphere of respect and dignity for all employees and students of the University, irrespective of gender, within both work and study contexts.
- iv) A robust institutional framework is established to effectively address sexual harassment and misconduct cases.
- v) The Anti-Sexual Harassment and Misconduct Policy is upheld as the benchmark for alignment across all University policies, statutes, and regulations, ensuring consistency and compliance.

4.1.2 The Vice-Chancellor

The Vice-Chancellor, functioning as the primary authority for disciplinary matters within the University, holds the responsibility of overseeing adherence to the Anti-Sexual Harassment and Misconduct Policy and shall:

- i) Constitute the Anti-Sexual Harassment committee as stipulated by this policy and appoint its chairperson.
- ii) Receiving the findings and recommendations put forth by the Anti-Sexual Harassment Committee and ensuring the prompt implementation of the recommended actions.

4.1.3 The Counselling Unit

- i) Counselling Unit shall facilitate and support the Anti-Sexual Harassment Committee in the implementation of the Anti-Sexual Harassment and Misconduct Policy.
- ii) To become a well-resourced sexual harassment crisis and counselling unit to offer support to University staff and students who have encountered instances of sexual harassment or assault.

4.1.4 Anti-Sexual Harassment Committee

- i) **Composition**
The Committee will consist of a total of nine (9) individuals selected from the University community, encompassing both employees and students. The selection will be made from the list outlined in Appendix II of the Policy. Gender parity will be maintained within the Committee's composition. Additionally, capable external members from other institutions may also be nominated to serve as ex-officio members on the Committee or to fulfill the role of technical advisors.
- ii) **Responsibilities**
The Committee's shall address matters concerning sexual harassment and sexual misconduct within the University community by:
 - a) Planning and executing the University's educational and training initiatives concerning sexual harassment and misconduct. These initiatives should encompass widespread distribution of this policy to the University community, furnishing educational resources to encourage policy adherence and

familiarity with local reporting protocols, and training University staff responsible for addressing informal sexual harassment reports.

- b) Maintaining comprehensive records of reported instances of sexual harassment and misconduct, along with the actions undertaken in response to these reports.
- c) Compiling and submitting an annual report to the Vice-Chancellor and/or the University Council, detailing the Committee's activities.
- d) Conducting investigations into specific complaints concerning sexual harassment and misconduct.
- e) Outlining and formulating appropriate sanctions or disciplinary measures to be imposed on individuals who contravene this, Policy.

iii) **Leadership**

- a) The Chair of the Committee shall be appointed by the Vice-Chancellor. In its inaugural meeting, the Committee will appoint a Vice-Chair from among its members. The Vice-Chair shall act in the Chair's absence.
- b) The Chairperson shall play a key role in convening meetings, initiating inquiry processes, and safeguarding the integrity of all proceedings connected to the investigation of grievances.

c) An adjudication committee, composed of any five (5) members from the Anti-Sexual Harassment Committee, including a legal expert, shall be appointed by the Anti-Sexual Harassment Committee for the purpose of adjudicating cases on its behalf. Gender parity will be observed in the composition of the adjudication committee. (*functions of adjudication committee in Appendix III*)

iv) **Qualities**

Every member of the Committee is required to possess a commendable level of credibility, exhibit gender sensitivity, and demonstrate technical competence in order to effectively manage grievance procedures. Members should have no conflict of interest related to the cases they review

v) **Term of Office**

Members of the Committee appointed in a representative capacity shall serve for a duration of two years. Following this initial term, they are eligible for reappointment for an additional two-year term.

vi) **Policy Review**

This Policy shall undergo periodic reviews.

4.2 Formal reporting of Violation/ Complaint Mechanism

4.2.1 Procedure

Instances of sexual harassment or sexual misconduct shall be reported as promptly as possible after the incident in question, ideally within a timeframe of one year. Timely

reporting facilitates the Committee's ability to conduct thorough investigations, establish the pertinent matters, and implement suitable remedies or disciplinary measures.

4.2.2 Role of the Anti-Sexual Harassment Committee

The Anti-Sexual Harassment Committee will have the following responsibilities under complaints mechanism:

- a) **Education and Training:** The Committee shall plan and manage the implementation of the University's educational programs pertaining to sexual harassment. These initiatives shall include widespread dissemination of this policy throughout the University community, provision of educational resources to encourage policy adherence and familiarity with local reporting protocols, and training for University personnel who may be responsible for addressing informal sexual harassment reports.
- b) **Documentation:** The Committee shall be responsible for maintaining accurate records of reported instances of sexual harassment and the corresponding actions taken in response, which includes records of investigations, voluntary resolutions, and appropriate disciplinary measures.
- c) **Reporting:** The Committee shall compile and submit an annual report to the Vice-Chancellor and/or the University Council, providing an overview of its activities and accomplishments.
- d) **Investigation:** As an investigative entity, the Committee shall handle specific complaints of sexual harassment,

adhering to the grievance procedures outlined in this Policy.

- e) **Sanctions/Disciplinary Actions:** The Committee will define and formulate suitable sanctions or disciplinary measures to be imposed on individuals who violate this, Policy.

4.2.3 Rights of complainant

Any individual within the University Community who believes they have experienced sexual harassment and/or misconduct contrary to this Policy has the right to address the issue and engage in the processes delineated within this Policy to seek resolution. The complainant should not face reprimand, retaliation, or discrimination in any form for initiating a legitimate inquiry or complaint.

4.2.4 Rights of the respondent

An individual who becomes the subject of a complaint will be presumed innocent regarding the allegations until and unless the Committee reaches a definitive determination of culpability, or the person in question formally acknowledges the accusation.

4.2.5 Rights to representation

Both the complainant and the respondent involved in a sexual harassment or sexual misconduct case possess the right to be represented by legal counsel.

4.2.6 Duty to Cooperate

University staff and students are required to fully cooperate with investigations related to sexual harassment or

misconduct carried out by the Anti-Sexual Harassment Committee. Failure to cooperate with an investigation or any attempt to obstruct it may lead to potential disciplinary measures.

4.2.7 Malicious accusations or unfounded complaints

The University acknowledges that false allegations have the potential to significantly impact individuals' reputation and credibility. Therefore, the University takes malicious accusations seriously. Any individual found to have intentionally made a false complaint or allegation against another person will be subjected to formal disciplinary action in accordance with the relevant university procedure.

4.3 Promotion of Anti-Sexual Harassment and Misconduct Policy

4.3.1 Dissemination of information on Anti-Sexual Harassment Policy

This Policy document shall be made available to all members of the University community without any cost. It will be prominently displayed in visible locations across all Colleges, Schools, Departments, Institutes, Centers, lecture halls, and other communal spaces whenever feasible. Additionally, the document will be provided to newly hired staff members of the University and newly enrolled students.

4.3.2 Training and capacity development

Every member of the Anti-Sexual Harassment Committee will undergo suitable training concerning sexual harassment and sexual misconduct, as well as the application of this Policy, investigative and the grievance procedures,

confidentiality and impact of harassment on victims. This training is essential to enable them to carry out their responsibilities in a proficient and empathetic manner.

5.0 Version Control and Change History

A version control and change history as shown below will be used to track revisions and updates made to the policy document over time.

Version Control	Date Released	Date Effective	Approved By	Amendment

APPENDICES

6.0 APPENDIX I: EXAMPLES OF SEXUAL HARASSMENT OR MISCONDUCT

The following examples serve to illustrate behavior or conduct that, if proven, would fall within the purview of this Policy, constituting sexual harassment or misconduct within either an employment or academic context:

- Unwelcome and unsolicited advances or proposals of a sexual nature.
- Unwanted sexual advances, regardless of whether they involve physical contact.
- Inappropriate displays of affection.
- Persistent and unwelcome requests for dates.

- Unnecessary and inappropriate physical contact, such as patting, pinching, hugging, or brushing against an individual's body, as well as more intrusive actions like grabbing body parts or kissing.
- Excessive and unwelcome attention conveyed through love letters, phone calls, gifts, or acts of stalking.
- Sexual comments, jokes, or written/oral references to sexual conduct, including discussions about an individual's sexual activity, performance, or qualities, as well as sexual innuendos.
- Unwanted leering, whistling, heckling, or hooting, which may involve name-calling.
- Distributing pornographic material through print or electronic mediums or sharing offensive written messages with sexual content (including emails, WhatsApp messages, and text messages).
- Derogatory remarks, jokes, or anecdotes that belittle or diminish an individual or a group's sexuality or gender.
- Unwanted sexually oriented gestures, verbal expressions, or comments concerning an individual's appearance, clothing, or sexual experiences.
- Inappropriate comments about one's appearance or body, especially if they lead to psychological harassment through persistence.
- Displaying sexually suggestive objects, pictures, cartoons, calendars, books, or magazines in a degrading or inappropriate manner.
- Utilizing a position of authority to coerce, threaten, or punish for refusing to tolerate harassment or misconduct, engaging in sexual activity, reporting harassment or misconduct, or promising rewards in exchange for sexual favors.
- Sexual assault, encompassing unwanted sexual acts conducted without the consent of one party and/or taking place under coercion or threat. Sexual assault includes attempted rape,

indecent assault, forcible anal sex, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling (e.g., unwarranted touching or kissing for sexual gratification), and threats of sexual assault.

- Implied or direct insinuations that submission to or rejection of sexual advances will impact decisions regarding employment, work assignments, status, salary, academic standing, grades, financial aid, or letters of recommendation.
- Making a student's academic or an employee's professional life more challenging due to their gender.
- Disciplining or terminating an employee as a result of ending a romantic relationship.
- Retaliation from a person in authority due to refusal of sexual favors, which may encompass limiting opportunities for the complainant, spreading rumors against the employee, or imposing changes in performance expectations after a subordinate rejects repeated date requests.

APPENDIX II

COMPOSITION OF ANTI-SEXUAL HARASSMENT COMMITTEE

1. Dean of Student's Affairs.
2. The University Counselor
3. Director of Human Resource
4. Representative from Academic Board
5. Representative of the Technical University Teachers Association of Ghana (TUTAG)

6. Representative of the Students' Representative Council (SRC)
7. Representative of the Junior Staff
8. Representative of the Technical University Senior Staff Association of Ghana (TUSSAG)
9. The Legal Counsel of the University

APPENDIX III

GRIEVANCE PROCEDURES

The following guidelines shall apply in handling Sexual Harassment and Misconduct complaints:

- (I) **Informal Approach to Addressing Sexual Harassment and Misconduct**
 - a) When a member of the University Community believes they have experienced sexual harassment or misconduct, they may opt to address the issue informally by directly communicating with the alleged offender. They can communicate that the behavior is unwelcome, should cease immediately, or must not recur. While drawing the perpetrator's attention to a breach of the provisions in the Anti-harassment policy
 - b) A Complainant can choose to involve a trusted person to mediate on their behalf. This intermediary can offer guidance or counseling to the parties involved, maintaining strict confidentiality and only acting upon the specific request of the Complainant. These trusted persons could serve as witness in the case when a formal report is made.
 - c) If the Complainant prefers, they can request the Committee's assistance in attempting to resolve the sexual harassment or

misconduct matter through mediation. In such cases, the Committee member handling the complaint will ascertain the Respondent's willingness to engage in mediation. If both parties are agreeable, a mediator will be chosen through mutual consent. The mediator's role is to facilitate dialogue and suggest alternative resolutions. The mediator does not conduct investigations or attribute blame. The mediator will report the outcome to the Committee member managing the complaint. If resolution cannot be reached, the Complainant will be advised to initiate a formal complaint before the Committee.

- d) For cases of severe or extreme sexual harassment or misconduct, such as attempted rape, rape, sexual battery, sexual assault with a weapon, and non-consensual anal copulation, the Complainant will be encouraged to report to the Police and file a formal complaint with the Committee, bypassing the informal approach.
- e) Opting not to employ the informal approach in addressing sexual harassment or misconduct will have no bearing on the Complainant's case or be used against them when subsequently launching a formal complaint.

(II) Formal Approach to dealing with Sexual Harassment and Misconduct

- a) A member of the University community who has experienced sexual harassment or misconduct, or is dissatisfied with the results of the informal approach, should submit a formal complaint to the Committee for resolution.

- b) The Complainant will present their grievance verbally to a Committee member or an individual designated by the Committee to receive such complaints. This designated person will listen to the complaint and elucidate the procedures involved in the formal grievance process.
- c) This conversation's purpose is to inform and educate the Complainant, without discouraging them from submitting the written complaint.
- d) The Complainant will document their complaint in writing and submit it to the Committee. If the Complainant is unable to write, the Committee will provide assistance. The written complaint will be read out and explained in a language the Complainant understands, after which they will sign or thumbprint it.
- e) The written statement should provide details of the alleged harassing behavior and, if possible, include information about dates, locations, and names of individuals involved in the incidents.
- f) The Committee will notify the Respondent regarding the matter, requesting a written statement addressing the allegations within seven days. If the Respondent cannot write, the procedure in sub-section (d) will be followed.
- g) The Adjudication Committee will hold verbal hearings with both the Complainant and the Respondent. The parties may have legal counsel present, but these representatives cannot speak on behalf of their clients during the proceedings. All proceedings will be recorded.

- h) The Adjudication Committee will first listen to the Complainant and then hear the Respondent. Both parties may cross-examine each other before the Adjudication Committee.
- i) The Adjudication Committee may gather testimonies from relevant individuals and witnesses if available, while also reviewing evidence.
- j) The Adjudication Committee may carry out its own investigation into the matter, apart from considering the written and verbal testimonies of the parties.
- k) Upon receiving the complaint, the Committee will take precautions to prevent potential retaliation.
- l) A decision will be reached after a thorough examination of circumstances, presented evidence, statements, and all pertinent information before the Adjudication Committee.
- m) Any dissenting opinion among Adjudication Committee members will be documented alongside the reasons for dissent.
- n) In cases where a Respondent is found responsible for sexual harassment or misconduct, appropriate sanctions will be recommended.

(III) Other relevant considerations for the work of the Adjudication Committee

(a) Evidence

The following may be regarded as evidence during the hearing of the case:

- Comprehensive written narratives from both the Complainant and the Respondent.
- Testimonies from witnesses, if available.
- Statements from individuals with whom the Complainant may have discussed the incidents or from whom guidance was sought.
- Any additional documents, audio-visual recordings, electronic communications, including but not restricted to emails, text messages, and WhatsApp messages.
- Expert technical opinions may be sought if deemed necessary.
- Medical evidence, including DNA test results, when applicable

(b) **Withdrawal of a filed complaint**

A Complainant retains the option to withdraw a complaint lodged with the Anti-Sexual Harassment Committee at any point after filing and during the investigation process. If this occurs, the Complainant must provide written reasons for the withdrawal and sign the statement.

(c) **Refusal of Respondent to Respond or Participate in Inquiry**

In instances where a Respondent declines to respond to the allegations or participate in the inquiry process, the Adjudication Committee retains the authority to proceed with the investigation.

(d) **Complaints Against a Committee Member**

If a sexual harassment or misconduct complaint is lodged against a member of the Anti-Sexual Harassment Committee,

that individual shall not partake in any processes related to investigating the said complaint.

(e) Conflict of Interest

Members of the Anti-Sexual Harassment Committee are required to disclose any interests they may have in a matter whenever a complaint is submitted to the Committee.

(f) Record of Proceedings

The Adjudication Committee's record of proceedings for a specific case shall encompass details of the inquiry. This includes a statement of the allegations and issues, both parties' positions, a synopsis of the evidence, factual findings, and a determination by the Adjudication Committee on whether the University policy was violated. If applicable, the record shall also encompass recommended sanctions. Additional suggestions to enhance or mend the relationship between parties where no guilt is found against the Respondent may also be included. This record can serve as evidence in other related procedures, such as subsequent complaints, grievances, or disciplinary actions.

(g) Decision-Making

The investigation procedure should be concluded as promptly as possible, within 60 working days from the formal investigation request's filing date. If necessary, the Committee can request an extension of time from the Vice-Chancellor, substantiating reasons if it proves infeasible to complete the investigation within the designated timeframe.

(h) Sanctions

Upon confirming that a Respondent engaged in behavior tantamount to sexual harassment or misconduct, the

Adjudication Committee shall recommend appropriate sanctions or punitive measures. These sanctions, applied on a case-by-case basis, encompass actions such as formal apologies, unpaid leave, suspension, promotion denial, demotion, dismissal, and transfers. For serious or repeat offenses, dismissal is applicable. It is important to note that these sanctions shall not undermine the pursuit of criminal action for acts comparable to crimes under Ghanaian law.

(i) Appeal

Should either the Complainant or Respondent disagree with the investigation's outcome and/or the Anti-Sexual Harassment Committee's decision, they maintain the right to appeal to the Cape Coast Technical University's Appeals Board. The University Appeals Board shall address and resolve the appeal following the University's Statutes. (Statute 57)

(j) Non-Retaliation

Throughout the investigation process, the Anti-Sexual Harassment Committee shall monitor any instances of retaliation from any party, including third parties. Individuals subjected to retaliation such as threats, intimidation, reprisals, adverse employment or educational actions due to their involvement in a sexual harassment or misconduct report, assisting with such a report, or partaking in the inquiry process can report such retaliation under these procedures. Retaliation reports shall be treated as sexual harassment and misconduct reports, subjected to the same procedures.

(k) Confidentiality

The Anti-Sexual Harassment Committee must maintain the confidentiality of all matters reported to it, as well as the

proceedings. Both parties in an investigation, along with their representatives, shall be informed that maintaining confidentiality is crucial to safeguarding the investigation's integrity.

(I) Referral for Counseling or Psycho-Social Support

In suitable instances, the Committee may suggest that either party seeks counseling or support from designated entities or individuals. At a party's request, the Committee can refer them to appropriate institutions or personnel for counseling or psycho-social support.