

CHRIST THE TEACHER COLLEGE OF EDUCATION



SEXUAL HARASSMENT POLICIES, 2018

Table of Contents

SEXUAL HARASSMENT POLICY	3
Preamble.....	3
Purpose / Objectives.....	3
Objectives	4
Scope/Application	4
Policy Statement	4
Supporting Procedures:	5
12. Definition of terms.....	19
First level: Facilitation	21
Second level: Mediation	22
Third level: referral to the Fair Work Committee.....	22

SEXUAL HARASSMENT POLICY

Preamble

Christ the Teacher College of Education (hereafter referred to as CTCE) is committed to creating and maintaining a community where all individuals who participate in the CTCE programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the CTCE prohibits sexual harassment and sexual violence, and that such behavior violates both law and College policy. The CTCE will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy on Sexual Harassment and Sexual Violence (hereafter referred to as *Policy*).

This *Policy* applies to all CTCE employees and students at its campus and CTCE programs and activities. This *Policy* furthers the CTCE's commitment to compliance with the law and to the highest standards of ethical conduct as outlined in the CTCE's Statement of Ethical Values and Standards of Ethical Conduct.

Purpose / Objectives

CTCE is committed to creating and maintaining a community in which all persons who participate in the college's programmes and activities do so in an environment free from intimidation, exploitation and abuse. CTCE seeks to provide an atmosphere of work and study in which all individuals are treated with respect and dignity. For the purpose of this policy, sexual harassment shall be defined to include acts or behaviour constituting sexual abuse and sexual assault which occur within the definitional scope of this CTCE's policy in relation to members of the college community. Any act by the CTCE's employees or students of reprisal, interference, or any other form of retaliation, whether direct or indirect, against a student or employee for raising concerns covered by this policy is also a violation of this policy

The aim of the policy is to strongly oppose sexual harassment and sexual abuse in any form and by this policy communicating zero tolerance of any action that maybe construed as sexual harassment or sexual abuse in CTCE.

Objectives

The specific objectives of the policy are:

- ✚ To take steps to prevent sexual harassment and sexual abuse in CTCE.
- ✚ To respond promptly and effectively to reports of sexual harassment and sexual abuse in CTCE.
- ✚ To administer appropriate disciplinary measures when a violation is found to have occurred as provided by this policy

Scope/Application

This Policy is applicable to all members of the college community. These include officers and employees of the college, students, and persons who serve the college as its agents and are under the control of the college in all its locations and facilities, including vehicles.

Policy Statement

Sexual harassment and sexual misconduct are strictly prohibited and will not be tolerated at the Christ the Teacher College of Education. Sexual misconduct includes, but is not limited to, sexual assault, relationship violence, and stalking where the conduct is based on the sex or gender of the individual subjected thereto.

Sexual harassment and misconduct can occur to men and women, whether gay, straight, transgender or bisexual. Any act that falls within the definition of sexual harassment, sexual misconduct, or attempted sexual harassment or misconduct, is a violation of the Policy, and in many cases a crime under CTCE's law. Individuals are therefore strongly encouraged to report

incidents of conduct prohibited by this policy to the Committee. The following constitute sexual harassment and resolutions.

1. Sexual Harassment Committee Responsibilities
2. Reporting and Responding to Reports of Sexual Harassment or Sexual Violence
3. Complaints or Grievances Involving Allegations of Sexual Harassment or Sexual Violence
4. Remedies and Referral to Disciplinary Procedures
5. Privacy
6. Confidentiality of Reports of Sexual Harassment and Sexual Violence
7. Retention of Records Regarding Reports of Sexual Harassment and Sexual Violence

Supporting Procedures:

A. Sexual Harassment Committee Responsibilities

In accordance with Harmonised Conditions of Service for Colleges of Education, the Committee shall:

- ✚ Offer sexual harassment prevention training and education to CTCE community.
- ✚ Offer prevention education programs to all incoming students and new employees, and ongoing prevention and awareness campaigns to the CTCE community, to promote awareness of rape and acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, including the definition of consent, options for bystander intervention, and risk reduction awareness information.
- ✚ Offer annual training on issues related to sexual violence, as defined in this Policy, for individuals conducting formal investigations of reports or conducting hearings.

- ✚ Provide all members of the CTCE community with a process for reporting sexual harassment or sexual violence in accordance with the Policy.
- ✚ Identify on- and off-campus resources for reporting sexual harassment or sexual violence, including law enforcement, medical, and victim support services.
- ✚ Provide prompt and effective response to reports of sexual harassment, sexual violence, or reports of retaliation related to reports of sexual harassment or sexual violence in accordance with the Policy.
- ✚ Provide written notification as outlined in the Policy and Designate trained individuals, including, or other than, the Sexual Harassment Officer to serve as resources for members of the CTCE community who have questions or concerns regarding behavior that may be sexual harassment or sexual violence.

1. Title I Officer (Sexual Harassment Officer)

Each Committee member shall designate a single Title I Officer (Sexual Harassment Officer). The names and contact information for the Sexual Harassment Officer and any designated trained sexual harassment or sexual violence advisors shall be posted with the Policy and procedures on CTCE's website and be readily accessible to CTCE community. The responsibilities of the Sexual Harassment Officer include, but may not be limited to, the duties listed below:

- (a) Coordinate with other responsible units to ensure that sexual harassment and sexual violence prevention education and training programs are offered and provided as required by the Policy;
- (b) Disseminate the Policy widely to CTCE community;
- (c) Provide educational materials to promote compliance with the Policy and familiarity with reporting procedures;

- (d) Train CTCE employees responsible for reporting or responding to reports of sexual harassment;
- (e) Provide prompt and effective response to reports of sexual harassment or sexual violence in accordance with the Policy;
- (f) Maintain records of reports of sexual harassment and sexual violence at the location and actions taken in response to reports, including records of investigations, voluntary resolutions, and disciplinary action, as appropriate; and
- (g) Identify and address any patterns or systemic problems that arise during there view of sexual harassment and sexual violence complaints.

B. Reporting and Responding to Reports of Sexual Harassment or Sexual Violence

All members of CTCE community are encouraged to contact the Sexual Harassment Officer if they observe or encounter conduct that may be subject to the Policy. This includes conduct by employees, students, or third parties. Reports of sexual harassment or sexual violence may be brought to the Sexual Harassment Officer, or to any manager, supervisor, or other designated employee responsible for responding to reports of sexual harassment or sexual violence. If the person to whom harassment normally would be reported is the individual accused of harassment, reports may be made to another manager, supervisor, or designated employee.

Managers, supervisors, and designated employees are required to notify the Sexual Harassment Officer or other appropriate official designated to review and investigate sexual harassment complaints when a report is received.

Reports of sexual harassment or sexual violence should be brought forward as soon as possible after the alleged conduct occurs. While there is no stated timeframe for reporting, prompt reporting will better enable CTCE to respond to the report, determine the issues, and provide an appropriate remedy and/or action. All incidents should be reported even if a significant

amount of time has passed. However, delaying report may impede CTCE's ability to conduct an investigation and/or to take appropriate remedial actions.

1. Required Notifications For Reports of Sexual Violence

CTCE will provide a written explanation of available rights and options, including procedures to follow, when Sexual Harassment Committee receives a report that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on- or off-campus or in connection with any CTCE program. The written information shall include:

- (a) to whom the alleged offense should be reported;
- (b) options for reporting to law enforcement and campus authorities, including the option to notify local or on-campus law enforcement authorities; the right to be assisted by campus authorities in notifying law enforcement authorities if the complainant so chooses and the right to decline to notify such authorities;
- (c) the rights of complainants regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal or civil courts and the CTCE's responsibilities regarding such orders;
- (d) the importance of preserving evidence as may be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protection order;
- (e) existing campus and community services available for victims including counselling, health, mental health, victim advocacy, legal assistance, and other services;
- (f) options for, and available assistance to, change academic, living, transportation, and working situations, if requested by the complainant and if reasonably available, regardless of whether the victim chooses to report the crime to law enforcement;
- (g) Any applicable procedures for institutional disciplinary action.

2. Options for Resolution

Individuals reporting sexual harassment or sexual violence shall be informed about options for resolving potential violations of the Policy. These options shall include procedures for Early Resolution, procedures for Formal Investigation, and filing complaints or grievances under applicable CTCE complaint resolution or grievance procedures. Individuals making reports also shall be informed about policies applying to confidentiality of reports under this Policy. Sexual Harassment Committee shall:

- ✚ respond to the greatest extent possible to reports of sexual harassment and sexual violence brought anonymously or brought by third parties not directly involved in the asserted offenses. However, the response to such reports may be limited if information contained in the report cannot be verified by independent facts.
- ✚ Individuals reporting sexual harassment and sexual violence shall be informed about the range of possible outcomes of the report, including interim protections, remedies for the individual harmed by the incident, and disciplinary actions that might be taken against the accused as a result of the report, including information about the procedures leading to such outcomes.
- ✚ An individual who is subjected to retaliation (e.g., threats, intimidation, reprisals, or adverse employment or educational actions) for having made a report of sexual harassment or sexual violence in good faith, who assisted someone with a report of sexual harassment or sexual violence, or who participated in any manner in an investigation or resolution of a report of sexual harassment or sexual violence, may make a report of retaliation under these procedures. The report of retaliation shall be subject to the procedures in Section below.

3. Early Resolution

The goal of Early Resolution is to resolve concerns at the earliest stage possible with the cooperation of all parties involved. Sexual Harassment Officers are encouraged to utilize

Early Resolution options when the parties desire to resolve the situation cooperatively and/or when a Formal Investigation is not likely to lead to a satisfactory outcome.

Participation in the Early Resolution process is voluntary. Early Resolution may include an inquiry into the facts, but typically does not include a formal investigation. Means for Early Resolution shall be flexible and encompass a full range of possible appropriate outcomes. Early Resolution includes options such as mediating an agreement between the parties, separating the parties, referring the parties to counselling programs, negotiating an agreement for disciplinary action, conducting targeted preventive educational and training programs, or providing remedies for the individual harmed by the offense. Early Resolution also includes options such as discussions with the parties, making recommendations for resolution, and conducting a follow-up review after a period of time to assure that the resolution has been implemented effectively. Early Resolution may be appropriate for responding to anonymous reports and/or third party reports. Steps taken to encourage Early Resolution and agreements reached through Early Resolution efforts should be documented.

While CTCE encourages Early Resolution of a complaint, the Sexual Harassment Committee does not require that parties participate in Early Resolution prior to the Committee's decision to initiate a Formal Investigation. Some reports of sexual harassment or sexual violence may not be appropriate for mediation but may require a Formal Investigation at the discretion of the Sexual Harassment Officer or other appropriate official designated to review and investigate sexual harassment complaints. CTCE will not compel a complainant to engage in mediation. Mediation, even if voluntary, may not be used in cases involving sexual violence.

4. Formal Investigation

In cases where Early Resolution is inappropriate or in cases where Early Resolution is unsuccessful, the Committee may conduct a Formal Investigation. In such cases, the individual making the report may be encouraged to file a written request for Formal Investigation. The wishes of the individual making the request shall be considered, but are not determinative, in the decision to initiate a Formal Investigation of a report of sexual harassment or sexual violence. In cases where there is no written request, the Sexual Harassment Officer or other appropriate official designated to review and investigate sexual harassment complaints, potentially in consultation with the Disciplinary Committee, may initiate a Formal Investigation after making a preliminary inquiry into the facts. In cases where a complainant states he or she does not want to pursue a Formal Investigation, the Sexual Harassment Officer should inform the complainant that the ability to investigate may be limited. When determining whether to go forward with a Formal Investigation, the Sexual Harassment Officer may consider the following:

- 1) the seriousness of the allegation,
- 2) in the case of a student complainant, the age of the student,
- 3) whether there have been other complaints or reports against the accused, and
- 4) the rights of the accused individual to receive information about the complainant and the allegations if formal proceedings with sanctions may result from the investigation.

Even if a complainant does not want to pursue an investigation, under some circumstances, the Sexual Harassment Officer may have an obligation to investigate a complaint, such as when there is a risk to the college community if the accused remains on campus. The complainant should be made aware of this independent obligation to investigate the complaint.

- (a) In order to provide a prompt, fair, and impartial investigation and resolution, any Formal Investigation of reports of sexual harassment and/or sexual violence shall incorporate the following standards:
 - i. The individual(s) accused of conduct violating the Policy shall be provided a copy of the written request for Formal Investigation or otherwise given a full and complete written statement of the allegations, and a copy of the Policy; and ii. The individual(s) conducting the investigation shall be familiar with the Policy, have training or experience in conducting investigations, and as relevant to the investigation, be familiar with policies and procedures specific to students, staff, faculty, academic appointees, and visitors. For cases involving allegations of sexual violence, the individual(s) conducting the investigation must receive annual training on issues related to sexual violence. Such training includes how to conduct an investigation that protects the safety of the complainants and promotes accountability.
- (b) If the alleged conduct is also the subject of a criminal investigation, CTCE may not wait for the conclusion of the criminal investigation to begin an investigation pursuant to this Policy. However, CTCE may need to coordinate its fact-finding efforts with the police investigation. Once notified that the police department has completed its gathering of evidence (not the ultimate outcome of the investigation or the filing of any criminal charges), CTCE must promptly resume and complete its fact-finding for the sexual harassment or sexual violence investigation.
- (c) The investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. Disclosure of facts to parties and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an

investigation shall be advised that maintaining confidentiality is essential to protect the integrity of the investigation.

- (d) The investigator shall apply a preponderance of evidence standard to determine whether there has been a violation of this Policy.
- (e) Upon request, the complainant and the accused may each have a representative present when he or she is interviewed, and at any subsequent proceeding or related meeting. Other witnesses may have a representative present at the discretion of the investigator or as required by applicable CTCE policy or collective bargaining agreement.
- (f) At any time during the investigation, the investigator may recommend that interprotections or remedies for the parties or witnesses be provided by appropriate CTCE officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative working or student housing arrangements. Failure to comply with the terms of interim protections may be considered a separate violation of this Policy.
- (g) The investigation shall be completed as promptly as possible and in most cases within 60 working days of the date the request for formal investigation was filed. This deadline may be extended on approval by a designated CTCE official.
- (h) Generally, an investigation results in a written report that at a minimum includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, findings of fact, and a determination by the investigator whether this Policy has been violated. The report also may contain a recommendation for actions to resolve the complaint, including preventive educational programs, remedies for the complainant, and a referral to disciplinary procedures as appropriate. The report is submitted to a designated CTCE official with authority to implement the actions

necessary to resolve the complaint. The report may be used as evidence in other related procedures, such as subsequent complaints, grievances and/or disciplinary actions.

- (i) The complainant shall be informed if there were findings made that the Policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to the complainant, such as an order that the accused not contact the complainant. In accordance with CTCE policies protecting individuals' privacy, the complainant may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.
- (j) The complainant and the accused may request a copy of the investigative report pursuant to CTCE policy governing privacy and access to personal information. However, in accordance with CTCE policy, the report shall be redacted to protect the privacy of personal and confidential information regarding all individuals other than the individual requesting the report.
- (k) At the conclusion of any disciplinary proceeding arising from an allegation of domestic violence, dating violence, sexual assault or stalking, the complainant and the accused will be simultaneously informed in writing of:
 - i. The outcome of any CTCE disciplinary proceeding; ii. The CTCE's procedures for appealing the results of the proceeding; iii. Any change to the results that occur prior to the time that such results become final; and iv. When results become final.

C. Complaints or Grievances Involving Allegations of Sexual Harassment or Sexual Violence

An individual who believes he or she has been subjected to sexual harassment or sexual violence may file a complaint or grievance pursuant to the applicable complaint resolution or grievance procedure listed in Appendix CTCE Complaint Resolution and Grievance

Procedures. Such complaint or grievance may be filed either instead of or in addition to making a report of sexual harassment to the Sexual Harassment Officer or other appropriate official designated to review and investigate sexual harassment and sexual violence complaints under this Policy. A complaint or grievance alleging sexual harassment or sexual violence must meet all the requirements under the applicable complaint resolution or grievance procedure, including time limits for filing.

If a complaint or grievance alleging sexual harassment or sexual violence is filed in addition to a report made to the Sexual Harassment Officer or other appropriate official designated to review and investigate sexual harassment complaints under this Policy, the complaint or grievance shall be held in abeyance subject to the requirements of any applicable complaint resolution or grievance procedure, pending the outcome of the Early Resolution or Formal Investigation procedures. If the individual wishes to proceed with the complaint or grievance, the Early Resolution or Formal Investigation shall constitute the first step or steps of the applicable complaint resolution or grievance procedure.

An individual who has made a report of sexual harassment or sexual violence also may file a complaint or grievance alleging that the actions taken in response to the report of sexual harassment or sexual violence did not follow Policy. Such a complaint or grievance may not be filed to address a disciplinary sanction imposed upon the accused. Any complaint or grievance regarding the resolution of a report of sexual harassment or sexual violence must be filed in a timely manner. The time period for filing begins on the date the individual was notified of the outcome of the sexual harassment or sexual violence investigation or other resolution process pursuant to this Policy, and/or of the actions taken by the Sexual Harassment Committee in response to the report of sexual harassment or sexual violence, whichever is later.

D. Remedies and Referral to Disciplinary Procedures

Findings of Policy violations may be considered to determine remedies for individuals harmed by the sexual harassment or sexual violence and shall be referred to applicable internal

disciplinary procedures. Procedures under this Policy shall be coordinated with applicable internal complaint resolution, grievance, and disciplinary procedures to avoid duplication in the fact-finding process whenever possible.

Violations of the Policy may include engaging in sexual harassment or sexual violence, retaliating against a complainant reporting sexual harassment or sexual violence, or violating interim protections. Investigative reports made pursuant to this Policy may be used as evidence in subsequent complaint resolution, grievance, and disciplinary proceedings as permitted by the applicable procedures.

E. Privacy

CTCE shall protect the privacy of individuals involved in a report of sexual harassment or sexual violence to the extent permitted by law and CTCE Sexual Harassment Policy. A report of sexual harassment or sexual violence may result in the gathering of extremely sensitive information about individuals in CTCE community. While such information is considered confidential, the Policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual harassment or sexual violence. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals. An individual who has made a report of sexual harassment or sexual violence may be advised of sanctions imposed against the accused when the individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). Information regarding disciplinary action taken against the accused shall not be disclosed without the accused's consent, unless permitted by law as noted above, or unless it is necessary to ensure compliance with the action or the safety of individuals.

F. Confidentiality of Reports of Sexual Harassment and Sexual Violence

The Sexual Harassment Committee shall identify confidential resources with whom members of CTCE community can consult for advice and information regarding making a report of sexual harassment or sexual violence. These resources provide individuals who may be interested in bringing a report of sexual harassment or sexual violence with a safe place to discuss their concerns and learn about the procedures and potential outcomes involved. These resources shall be posted on CTCE's website. Confidential resources include student counselling centers. Individuals who consult with confidential resources shall be advised that their discussions in these settings are not considered reports of sexual harassment or sexual violence and that without additional action by the individual, the discussions will not result in any action by the Sexual Harassment Committee to resolve their concerns.

The committee shall notify CTCE community that certain CTCE employees, such as the Sexual Harassment Officer, managers, supervisors, and other designated employees have an obligation to respond to reports of sexual harassment or sexual violence, even if the individual making the report requests that no action be taken. An individual's requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of CTCE's legal obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although CTCE will comply with requests for confidentiality to the extent possible.

G. Retention of Records Regarding Reports of Sexual Harassment and Sexual Violence

The office of the Sexual Harassment Officer is responsible for maintaining records relating to sexual harassment and sexual violence reports, investigations, and resolutions. Records shall

be maintained in accordance with CTCE's records policies. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from legal counsel.

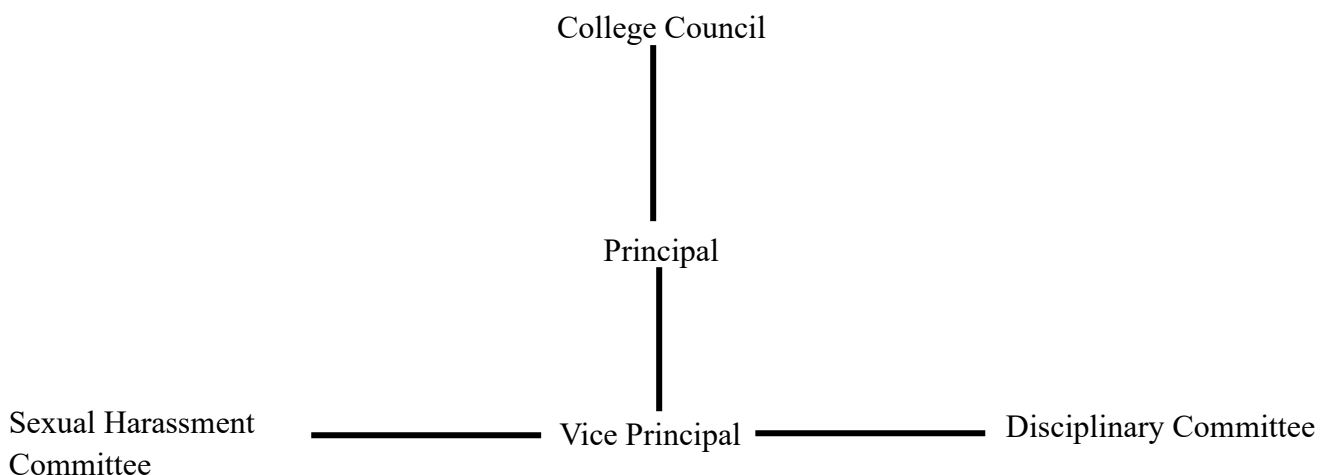
Sexual harassment issues of any kind shall be reported first to the gender champion to act accordingly.

Sexual harassment in this context refers to unwelcomed sexual advances that can mar the progress and development of females in the college.

6. Responsibility for Implementation

The overall responsibility for Sexual Harassment Policy in Christ the Teacher College of Education is that of the College Council.

The Day-to-day responsibility for ensuring this policy is implemented is delegated to the College Principal, Vice Principal, Sexual Harassment Committee and Disciplinary Committee.



7. Responsibility for Monitoring, Implementation and Compliance

The Chairpersons of Sexual Harassment Committee and Disciplinary Committee

8. Status

9. Key Stakeholders

Staff

Students

The entire college community

10. Approval Body

The College Governing Council

11. Initiating Body

Sexual Harassment Policy Committee

12. Definition of terms

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual Favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive.

Sexual Violence is defined as physical sexual acts engaged without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Sexual Assault occurs when physical sexual activity is engaged without the consent of the other person or when the other person is unable to consent to the activity. The activity or

conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacitation (including voluntary intoxication).

Consent is *informed*. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.

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

Policy on Sexual Harassment for the University of Ghana

Committee The Sexual Harassment Committee established by CTCE to address sexual harassment matters and investigate grievances.

Sexual Assault Unwanted sexual contact forced on another through any means including, but not limited to, harm or force, threats of harm or force, intimidation, coercion, or lack of consent. Sexual assault includes but is not limited to non-consensual sexual intercourse. Sexual assault also includes other non-consensual physical contact of a sexual nature.

Sexual Misconduct Any non-consensual act of a sexual nature, which may or may not involve physical contact (for example, exposure and voyeurism are forms of sexual misconduct). Sexual misconduct may vary in severity and includes a range of behaviors and attempted behaviors, including, but not limited to: relationship violence, sexual assault, and gender based stalking.

Stalking Engaging in a course of conduct directed at a specific person based on one's gender that would cause a reasonable person to (1) fear for one's safety or the safety of others; or (2) suffer substantial emotional distress.

Harassment Procedures

Where a Grievance arises as a result of College decision, the College will, where possible, refrain from the activity during the period taken up by discussion under these procedures which

will be completed within 21 days where practicable. Additionally, the status quo of the Employee concerned will, where possible, remain unchanged in all other aspects.

Where the Employee or their Nominated Representative, and Vice Principal or (Human Resources) agree, the time-limits set out in these provisions may be extended and/or the Grievance process may begin at the second level of these procedures.

Where two or more Employees believe they have an identical or common problem, they may take action together and the matter will be dealt with as a single Grievance.

A matter raised within these procedures may be withdrawn by the Employee or their Nominated Representative, at any stage during these procedures by notice in writing, to the Vice Principal or (Human Resources).

First level: Facilitation

When an Employee wishes to raise a Grievance with the College within these procedures, that Employee must initially attempt to resolve the Grievance through discussions with the other party or parties involved in the Grievance process.

The Employee must also verbally advise the Employee's immediate supervisor of the situation.

Where the Employee claims to have been aggrieved by the Employee's immediate supervisor, the Employee may instead inform the supervisor's immediate superior, if the Employee feels unable to approach the immediate supervisor on the Grievance issue.

Vice Principal or Human Resources is available to facilitate one-on-one discussions, on request.

The person or persons with whom the Grievance is raised will make a full verbal response to the Employee not later than five working days, where practicable, from the date the matter is raised.

The above must ensure the matter proceeds in accordance with the time frames stated in these procedures and the dates of meetings are clearly documented. The Employee may be assisted by a Nominated Representative in preparing for, and participating in these procedures.

Second level: Mediation

If the Employee is dissatisfied with the reply (or if there was not a timely reply at the First Level), the Employee, or, where requested, their Nominated Representative, must advise the Vice Principal (Human Resources), of the unresolved Grievance.

At the request of the parties involved in the Grievance process, or at the discretion of the Vice Principal (Human Resources), the Vice Principal (Human Resources) will arrange a Mediation of the Grievance with the aggrieved person or persons by independent and neutral Mediators, within five working days where practicable.

The Vice Principal (Human Resources) will ensure that all parties involved are fully informed of the Grievance, including the provision of any related written material(s).

Third level: referral to the Fair Work Committee

Where the Grievance remains unresolved after five working days, or as soon as practicable, following the Mediation, either party to the Grievance process may refer the matter to the Fair Work Committee

All recommendations made by the Fair Work Committee will be binding on the parties involved in the Grievance process and will constitute a settlement of the matter.

13. Related Legislation:

The Global Platform for Action endorsed in Beijing (1995) and

14. Related Policy and Other Documents

University of California Sexual Harassment and Sexual Violence

University of Ghana SEXUAL HARASSMENT POLICY

15. Effective Date

September 2018

16. Review Date

YEARLY

17. Key Words

Sexual harassment, sexual violence, sexual abuse, policy

18. Owner / Sponsors

Principal

Sexual Harassment Committee

19. Author

College Council

20. Further Information

Rev. Msgr. Dr. Louis Kofi Tuffuor

0209000019

luituffuor@yahoo.com

info@ctce.edu.gh

www.ctce.edu.gh