



ZCAS UNIVERSITY

STUDENT ANTI-HARASSMENT POLICY AND PROCEDURES

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GENERAL POLICY INFORMATION

Policy Name	Student Anti-Harassment Policy & Procedures
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Adopted	28 th March 2025
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Owner	Dean of Students/Student Welfare Officer

1.0 DEFINITION OF TERMS

1.1 In the context of this Policy, unless otherwise stated, the following definitions shall apply:

- 1.1.1 **Abusive Language:** Any form of communication—verbal or non-verbal—that is threatening, insulting, or malicious in nature. This includes, but is not limited to, derogatory comments, aggressive gestures, and intimidation.
- 1.1.2 **Bullying:** The repeated use of hostile words or actions against an individual or group of students with the intent to cause emotional or physical distress, undermine their well-being, or create an intimidating environment.
- 1.1.3 **Complaint:** A formal expression by a student indicating their belief that they have experienced harassment. This can be communicated either verbally or in writing to the University, particularly directed to the Dean of Students.
- 1.1.4 **Student:** This refers to any person who is currently enrolled for a course of study at ZCAS University.
- 1.1.5 **Discrimination:** The unfair or unequal treatment of an individual based on characteristics such as race, sex, ethnicity, age, disability, religion, culture, language, pregnancy, health, marital status, or socio-economic background, whether directly or indirectly.
- 1.1.6 **Gender-based Violence:** Any form of physical, psychological, social, or economic abuse directed at a student based on their gender, which may include threats, coercion, or acts of violence.
- 1.1.7 **Harassment:** Any unsolicited or offensive behavior aimed at an individual or group of students that creates a hostile or intimidating environment, encompassing various forms of unwanted attention or aggression.

2.0 POLICY STATEMENT

ZCAS University recognises that a friendly learning environment leads to higher academic success as it enhances student satisfaction, motivation to learn and freely pursue their studies. In the light of this recognition, the University shall create and maintain a conducive scholarly environment in its campuses by eliminating any form of student harassment in compliance with its policies and relevant legislations. Through this Policy, the University intends to maintain a conducive environment in which students, regardless of their uniqueness, can succeed and fulfil their potential.

3.0 PURPOSE AND OBJECTIVES

The purpose of this Policy is to create a safe and supportive learning environment at the University, free from all forms of student harassment. The objectives of this Policy are to:

1. Define behaviors that constitute student harassment to raise awareness and understanding.
2. Eliminate all instances of harassment within ZCAS University campuses.
3. Establish clear procedures for reporting and resolving harassment complaints in a confidential and effective manner.
4. Offer comprehensive support services to individuals affected by harassment, ensuring access to appropriate resources and assistance.
5. Comply with the University's Student Code of Conduct and Disciplinary Procedures, and applicable legal frameworks related to harassment.

4.0 SCOPE

This Policy applies to all forms of harassment directed at students within ZCAS University. It encompasses incidents occurring on University property, during University-sponsored events, and in any context related to the University environment.

5.0 PRINCIPLES OF THE POLICY

The implementation of this policy will be guided by the following key principles:

- 5.1.1 **Right to Raise Complaints.** Students who feel they have experienced harassment have the right to formally raise their concerns.
- 5.1.2 **Protection Against Retaliation.** Students who submit complaints of harassment will be safeguarded against any form of retaliation.
- 5.1.3 **Fair Investigation Process.** All students will be protected against false allegations, with thorough investigations conducted to ensure fairness.
- 5.1.4 **Disciplinary Actions.** Individuals found to be responsible for harassment will face disciplinary measures in line with the University's Student Code of Conduct and relevant legal frameworks.

- 5.1.5 **Training for Responsible Personnel.** University staff and student representatives involved in handling harassment complaints will receive appropriate training to ensure they are equipped to address these issues.
- 5.1.6 **Consistent and Non-Discriminatory Practices.** All cases of harassment will be managed through fair, consistent, and non-discriminatory processes.
- 5.1.7 **Confidentiality.** All allegations of harassment will be treated seriously, resolved promptly, and handled with confidentiality.

6.0 FORMS OF HARASSMENT

6.1 **Physical harassment** includes but is not limited to assault, pushing, grabbing, tripping, slapping, biting, scratching, hitting, kicking, or throwing an object.

6.2 **Psychological harassment** includes but is not limited to the following:

- i. Bullying or mobbing behaviour such as yelling, humiliating, threatening, excluding, and causing psychological harm, insulting, using hurtful remarks, offensive language, or any form of verbal abuse.
- ii. Making derogatory comments or taunts about a person's disability
- iii. Giving tasks and deadlines that are unreasonable.
- iv. Deliberately holding back information vital for effective student's performance.

6.3 **Sexual harassment** includes but is not limited to the following:

- i. Sexual assault, rape, indecent exposure, stalking or obscene communication.
- ii. Unwelcome physical contact including patting, pinching, tickling, stroking, kissing, hugging, fondling, brushing up against, cornering, or inappropriate touching.
- iii. Asking intrusive questions about a student's private life or body.
- iv. Making insulting comments or jokes about a student's gender.
- v. Repeated asking for dates despite being declined.
- vi. Asking for a sexual favour (s) in exchange for marks, favour or preferential treatment.

- vii. Sharing or displaying sexually explicit pictures, videos, screen savers or posters and sending sexually explicit emails or text messages.

6.4 **Discrimination harassment** is any negative action or behaviour directed at a student because of factors such as race, national origin, disability, sex, age or health status (as defined under 1.1.5).

6.5 **Retaliatory harassment** occurs when a student is punished for reporting harassment or participating in an investigation or proceeding related to student or students' harassments.

6.6 **Stalking harassment** involves a pattern of unwanted and intrusive conduct that causes a victim to feel fear or distress. Stalking encompasses incidents occurring on university property, during University-sponsored events, and in any context related to the university environment.

6.7 **Cyberbullying** - This type of harassment involves the use of electronic communication to bully or harass someone. Cyberbullying may occur in incidents that take place on University property, during University-sponsored events, and in any context related to the University environment, such as on social media, email, text messages, and related platforms.

7.0 HARASSMENT COMPLAINT MANAGEMENT PROCEDURE

Students may lodge their complaint through the informal or the formal procedure. The student retains the right to choose either and both.

7.1 Informal Complaint Procedure

- i. If the student wishes to deal with the harassment case informally, an informal complaint can be lodged to a trusted member of staff, or a designated university office which is the Dean of Students.

- ii. Informal complaints made by students may be handled by the trusted member of staff they referred the matter to or the Office of the Dean of Students. Such officers after receiving the complaint shall:
 - a) give an opportunity to the alleged harasser to respond to the complaint;
 - b) ensure that the alleged harasser understands the complaint;
 - c) facilitate discussion and mediation where necessary between the student and alleged harasser to achieve an informal resolution which is acceptable to the student;
 - d) ensure that a confidential record of the proceedings is kept; and
 - e) Follow up after the outcome of the complaint(s) to ensure that the harassment has stopped.
- iii. If the case is concluded to the satisfaction of the student, the matter shall be closed, and no further action will be taken. However, if the student is not satisfied with the outcome, the student may choose to invoke the formal complaint procedure.

7.2 Formal Complaint Procedure

7.2.1 Anti-Harassment Committee

- i. There shall be an Anti-Harassment Committee, a delegate committee of Management, appointed by Management to deal with harassment cases.
- ii. The Committee shall consist of seven (7) members drawn from the following units:
 - a) Registrar
 - b) Dean of Students
 - c) Schools
 - d) Student Union
 - e) Security Office
 - f) Academic Affairs Office

7.2.2 Submission of a Complaint

To make a formal complaint, a student must submit a formal written complaint to the Office of the Dean of Students, which should include:

- i. Student's name and contact information

- ii. Harasser's name and contact information
- iii. A detailed description of the incident(s), including dates, times, locations, and any witnesses
- iv. Any relevant documentation or evidence

7.2.3 Handling Harassment Cases

- i. All Formal cases shall be heard and determined by the Anti-Harassment Committee.
- ii. The formal complaints received will be referred to the Dean of Students to instigate formal investigation. The Dean of Students may deal with the matter him/herself, refer the matter to the Anti-Harassment Committee or external investigator.
- iii. When carrying out its investigations, the Anti-Harassment Committee will:
 - a) interview the student and the alleged harasser separately
 - b) interview other relevant third parties separately
 - c) decide whether or not the incident(s) of harassment took place
 - d) produce a report detailing the investigations, findings and any recommendations if the harassment took place, decide what the appropriate remedy for the student is
 - e) keep a record of all actions taken and ensure that all records concerning the matter are kept confidential.

7.2.4 Sanctions and Disciplinary Measures

- i. Anyone found to have harassed a student under the terms of this Policy is liable to be disciplined in accordance with ZCAS University Disciplinary Code of Conduct and relevant policies.
- ii. The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal/expulsion of the harasser

7.2.5 Possible Outcomes and Notification

- i. The outcomes of a harassment case may include dismissal of the complaint, disciplinary action against the harasser, or other remedial actions as specified in the Student Code of Conduct and other relevant regulations of the University
- ii. Both the student and the alleged harasser will be notified of the outcome within five (5) business days after the investigation is concluded.

7.2.6 Right of appeal

- i. Both the student and the alleged harasser have the right to appeal the outcome within ten (10) working days of notification.
- ii. Appeals may be based on:
 - a) Evidence that was not considered during the initial investigation.
 - b) Procedural errors that may have affected the outcome.
 - c) Disproportionate disciplinary action.
- iii. Appeals must be submitted in writing to the Vice Chancellor.

7.3 Victim Support

The University shall support students when the harassment case involves an outsider.

Where it has been established that harassment occurred and the student is traumatised, the University shall provide necessary support such as counselling to facilitate recovery and/or rehabilitation. The said support to the student shall be provided with his/her consent.

8.0 RESPONSIBILITIES

8.1 University Senate

- i. The University Senate shall approve the Anti-Harassment Student Policy on recommendation from the Standard and Curriculum Committee of Senate.
- ii. The University Senate shall, through the University Management, oversee implementation of the Policy through periodic reports submitted by Management.

8.2 University Management

- i. The University Management shall monitor implementation of the Policy through periodic reports submitted by the Dean of Students.
- ii. The University Management shall resolve appeal cases of harassment through the Vice Chancellor in adherence to the provisions of Student Code of Conduct and relevant policies of the University.

8.3 Dean of Students

Dean of Students shall:

- i. Have responsibility for implementing the Anti-Harassment Policy.
- ii. Ensure the reported cases of harassment are dealt with in accordance with the provisions of this Policy.
- iii. Provide resources and create opportunities for students to be sensitized and educated against harassment.
- iv. Coordinate implementation of this Policy and report progress to the Vice Chancellor through periodic reports.
- v. Enforce compliance, and where necessary, clarify and interpret the Policy, and provide information to students.
- vi. Review the Policy

8.4 Anti-Harassment Committee

The Anti-Harassment Committee shall conduct hearings of harassment cases and recommend decisions in accordance with the Student Code of Conduct and relevant regulations of the University.

8.5 Members of Staff

The members of staff shall receive informal complaints brought to them and endeavour to resolve them in accordance with this policy. Every member of staff shall adhere to the provisions of this Policy and support its implementation.

8.6 Students

Every student shall be expected to adhere to the provisions of this Policy and support its implementation.

9.0 IMPLEMENTATION, MONITORING AND REPORTING

The Dean of Students' Office shall coordinate implementation of this Policy on behalf of Management while University Senate will oversee implementation. Periodic reports on the implementation of the Policy shall be presented to University Management.

10.0 COMMUNICATION

This Policy, and related information on harassment, shall be communicated to all students and other stakeholders using available communication channels.

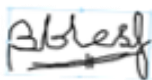
11.0 REVIEW PERIOD

This Policy shall be reviewed every three (3) years, or as soon as practicable should there be a material change in any provisions.

12.0 RELATED POLICIES

This Policy should be read in conjunction with the following related documents:

1. ZCAS University Student Welfare Policy.
2. ZCAS University Student Code of Conduct and Disciplinary Procedure
3. ZCAS University Student Complaints Policy and Procedures.



28th March 2025

Prof. Edwin Bbenkele

Date

Acting VICE CHANCELLOR/Senate Chairperson