

LGU Policy and Procedure on Harassment

INTRODUCTION:-

1. The University does not tolerate any form of harassment or victimization and expects all members of the university, its visitors and contractors to treat each other with respect, courtesy and consideration.
2. The University is committed to foster an inclusive culture to promote equality and maintain a working, learning and social environment in which rights of all members of university are respected.
3. The aim of the university is to make clear that harassment is unacceptable and that all members of the university have a role to play in creating an environment free from harassment.
4. The university works to provide a mechanism by which complaints wherever possible be addressed in a timely way.
5. All members of the university are expected to support and comply with this policy and demonstrate active commitment.

DEFINITION:-

6. A person subjects another to harassment by engaging in unwanted and unwarranted conduct which has the purpose or effect of:-
 - Violating another person's dignity
 - Creating an intimidating, hostile, degrading, humiliating or offensive environment for another person
7. Vigorous academic debate will not amount to harassment when it is conducted respectfully and without violating the dignity of others or creating an intimidating, hostile, degrading or offensive environment for them.
8. Bullying/Ragging-----is characterized as offensive, intimidating or malicious behavior or misuse of power through intended to undermine, humiliate or injure the recipient.
9. The University seeks to protect any member of its community from VICTIMISATION. The university regards victimization as any process where a person is subject to detrimental treatment because that person :
 - Made an allegation of harassment or
 - Supported another person in bringing forward such an allegation
 - Participated in an investigation of a complaint.
 - Is suspected of having done so.

Behaviors:-

10. Harassment may involve repeated forms of unwanted and unwarranted behavior but a one-off accident can also amount to harassment.
11. Being under the influence of alcohol, drugs or otherwise intoxicated is not an excuse for harassment.
12. Harassment can take a variety of forms:
 - Through individual behavior

- face to face, either verbally or physically
- through other forms of communication, including but not limited to, written communications and communications via any form of electronic media or mobile communications device: such behavior may also amount to a breach of the University's Regulations Relating to the use of Information Technology Facilities.^[3]
- directly to the person concerned, or to a third party
- Through a prevailing workplace or study environment which creates a culture which tolerates harassment or bullying, for example the telling of homophobic or racist jokes.

13. Stalking may also be a form of harassment and may be characterized by any of the following repeated and unwanted behaviors:

- Following a person;
- Contacting, or attempting to contact, a person by any means;
- Publishing any statement or other material –
 - Relating or purporting to relate to a person, or
 - Purporting to originate from a person;
- Monitoring the use by a person of the internet, email or any other form of electronic communication;
- Loitering in any place (whether public or private);
- Interfering with any property in the possession of a person;
- Watching or spying on a person including through the use of CCTV or electronic surveillance.

14. REPORTING:

14.1 The University guarantees that all complaints that are reported will be taken seriously, will be investigated expeditiously and that all parties will be treated with respect.

14.2 LGU encourages the reporting of all incidents of harassment, regardless of who the alleged offender may be. Students who either believe that they have become the victim of harassment or witnessed harassment, should immediately discuss with their HOD, Dean or Director Student Affairs as applicable.

15.PROCEDURES:

15.1 INFORMAL RESOLUTION PROCEDURE

15.1.1 Informal resolution works to bringing parties together the parties to discuss and resolve the complaint. A student who believes he/she has been harassed may choose to discuss the matter with the one who is engaged in the behavior keeping one academic member of confidence to act as a liaison for an informal discussion to resolve the matter.

15.2 FORMAL RESOLUTION PROCEDURES

A student or staff member who believes that informal resolution procedure not to be pursued or thinks it to be unsuccessful, the formal resolution procedure should be undertaken.

15.2.1 Members of the university community (students, faculty, staff, alumni) who receive complaints regarding harassment will immediately contact University Registrar/Director of Student Affairs, as applicable, for assistance in pursuing the matter.

15.2.2 If a member of faculty or staff receives repeated allegations of offenses against the same individual, but student making the allegation is not willing to file a formal written complaint or to appear as a complainant, the member of the faculty shall inform the university registrar/Director of Student Affairs, as applicable, about the same.

15.2.3 LGU Harassment Policy shall be used in cases where a student charges another student or staff with harassment.

15.2.4 Retaliation from either party shall be strictly monitored. Any occurrence of retaliation by the accused shall result in suspension from the university.

15.2.5 As harassment usually occurs when individuals are alone, it is often difficult to produce evidence. Hence it is reiterated that members of university community shall report any offensive behavior immediately to someone they trust.

16. REVIEWS AND INVESTIGATION

16.1 The procedures given in the policy deal with formal inquiries where harassment has taken place between students or where a staff member of LGU is involved.

16.2 All matters pertaining to any charge of harassment will be taken in the strictest confidence.

16.3 Complaints/Reports of harassment from students should be made in writing duly signed within 10 working days of the incident. It should include a factual description of the

incident, include quotations of offensive language used. The complaint then to be submitted to the University Registrar/ Director of Student Affairs, as applicable.

16.4 After review by the said offices and once determined that all information has been provided , University Registrar/Director of Student Affairs, as applicable, will convene an investigating committee to consider the case.

16.5 The investigating committee will be comprised :

- University Registrar/ Director of Student Affairs, as applicable-as chair of the committee
- Two members of faculty as appointed by authorities
- Two students recommended by the concerned departments Head (In cases where the student is charging another student, the student members of the committee must be selected from another academic entity and same shall be the case if student charges a faculty member).

16.6 The respondent is expected to appear for an interview before the committee on given time. On failure to appear before the committee or submit a written defense without viable reason, the committee shall proceed ex-parte.

16.7 Both parties, the complainant and the harasser, shall have the right to be accompanied by a colleague/ friend from within the institution.

16.8 The investigating committee shall give its findings and recommendations in writing with appropriate reasons within 10 working days of the initiation of inquiry.

16.9 In cases where a student has been found guilty of harassment, the regulations noted in the University's Student code of Conduct shall provide the penalties that may be assessed and process by which appeals are heard.

16.10 In cases where faculty member is found guilty of harassment, the investigating committee shall provide its recommendations to the Vice Chancellor regarding sanctions that may be imposed.

17. COMPLIANCE AND ACCESS TO THE POLICY

17.1 University Registrar/ Director of Student Affairs, as applicable, in cooperation and coordination with the university's entity heads , shall be responsible for dissemination of this policy.