



For an Open Mind

UNIVERSAL TECHNOLOGY AND MANAGEMENT UNIVERSITY

UTAMU

UTAMU SEXUAL HARASSMENT POLICY, 2026

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Preamble

Universal Technology and Management University (UTAMU) is committed to maintaining a safe, respectful, and inclusive environment for learning, teaching, research, and work. The University recognizes that sexual harassment undermines human dignity, violates fundamental rights, and disrupts the integrity of academic and professional environments.

Sexual harassment can occur in relationships characterized by differences in authority, power, or influence, such as between lecturers and students, supervisors and staff, or among peers. It may also occur through digital communication or off-campus activities connected to the University.

UTAMU therefore adopts a zero-tolerance approach to sexual harassment, sexual exploitation, and other forms of gender-based misconduct within all academic, administrative, and University-related activities.

This policy establishes the institutional framework through which UTAMU prevents, reports, investigates, and addresses sexual harassment while safeguarding fairness, confidentiality, and due process. UTAMU affirms that maintaining an environment free from sexual harassment is essential to academic freedom, professional integrity, and the well-being of the University community.

1. Institutional Context

1.1 Background

Universal Technology and Management University (UTAMU) was granted a provisional licence by the National Council for Higher Education (NCHE) on 11 March 2013 and operates in accordance with the Universities and Other Tertiary Institutions Act and relevant regulatory frameworks governing higher education in Uganda. The University affirms that respect for dignity, equality, and professional integrity is fundamental to its academic mission.

As a higher education institution committed to excellence in teaching, research, and innovation, UTAMU recognizes its responsibility to ensure that the University environment is free from discrimination, harassment, intimidation, and abuse.

Sexual harassment is incompatible with the University's mission and values. It undermines academic freedom, professional integrity, and the well-being of members of the University community. UTAMU therefore establishes this Anti-Sexual Harassment Policy as part of its commitment to safeguarding dignity, equality, and respect within the institution.

1.2 Vision

A global educational institution of excellence in management, science, technology, and innovation.

1.3 Mission

To provide global quality education, research, and innovation critical to economic and human development.

1.4 Core Values

UTAMU promotes the following values in all institutional activities:

- Professionalism
- Integrity
- Transparency
- Creativity and Innovation
- Community Engagement
- Empowerment and Inclusion

These values guide the University's commitment to maintaining a respectful and harassment-free environment.

This policy is aligned with the Universities and Other Tertiary Institutions Act and relevant national legal frameworks governing workplace dignity, equality, and protection from harassment.

2. Purpose of the Policy

The purpose of this policy is to:

1. Prevent sexual harassment within the University community.
2. Provide clear mechanisms for reporting incidents of sexual harassment.
3. Ensure that complaints are addressed through fair and transparent processes.
4. Protect complainants and witnesses from retaliation.
5. Promote a culture of dignity, respect, and accountability within the University.

3. Scope of Application

This policy applies to:

- all staff members of UTAMU
- all students of UTAMU
- visiting scholars and researchers
- contractors and service providers
- consultants and facilitators
- visitors participating in University activities
- interactions occurring through digital or online learning platforms, messaging applications, social media, or other digital communication channels connected to University activities.

The policy applies to conduct occurring:

- on University premises
- during the University-related activities
- during fieldwork, internships, or research activities
- through digital communication platforms connected to the University activities.

This policy applies regardless of gender, position, status, or contractual relationship with the University.

4. Definitions

4.1 Sexual Harassment

Sexual harassment refers to any unwelcome conduct of a sexual nature that violates the dignity of a person or interferes with their ability to work, study, or participate fully in University activities.

Sexual harassment may include:

- unwelcome sexual advances
- requests for sexual favors
- inappropriate touching
- sexually explicit comments or jokes
- repeated unwanted invitations or messages
- display or circulation of sexually explicit material
- sexually suggestive gestures or body language

4.2 Quid Pro Quo Harassment

This occurs when submission to sexual conduct is made a condition for academic or employment benefits such as:

- promotion
- grades
- recommendation letters
- employment opportunities

4.3 Hostile Environment Harassment

This occurs when repeated or severe conduct of a sexual nature creates an environment that interferes with an individual's work or academic performance.

4.4 Complainant

A person who reports experiencing sexual harassment.

4.5 Respondent

The person against whom a complaint of sexual harassment is made.

5. Prohibited Conduct

The following behaviors are strictly prohibited:

- sexual advances or propositions that are unwelcome
- physical contact of a sexual nature without consent
- sexually suggestive comments or jokes
- persistent unwanted communication of a sexual nature
- sharing sexually explicit material in the workplace or learning environment
- threats or promises linked to sexual favors
- retaliation against individuals who report harassment.
- abuse of authority to request or imply sexual favors in exchange for academic or professional benefits
- persistent unwanted digital communication of a sexual nature, including through email, messaging platforms, or social media

6. Reporting Sexual Harassment

Members of the University community may report sexual harassment through any of the following channels:

- Human Resource Directorate
- Dean of Students Office
- Head of Department
- Sexual Harassment Committee
- University Counselor

Individuals reporting sexual harassment shall be treated with respect, sensitivity, and confidentiality throughout the reporting and investigation process. Reports may be made **formally or informally**, and confidentiality shall be respected to the greatest extent possible. The University may provide mechanisms for confidential or anonymous reporting in order to encourage disclosure of misconduct.

6. Consent and Power-Imbalance in Relationships

Universal Technology and Management University recognizes that relationships involving **differences in authority, supervision, evaluation, or influence** may create a power imbalance that undermines the validity of consent and increases the risk of coercion or exploitation. In such circumstances, genuine consent may be difficult to establish because of the influence or authority exercised by one party over the other.

Accordingly, the University strongly discourages intimate or romantic relationships where one party has **direct or indirect authority over the other's academic or professional progress**.

Such relationships may include, but are not limited to:

- lecturer–student relationships
- supervisor–employee relationships
- examiner–student relationships
- mentor–trainee relationships
- staff member–student advisor relationships.

Where such relationships exist or develop, the individual in the position of authority has a responsibility to **disclose the relationship promptly** to the appropriate University authority, such as the Human Resource Office or the Director for Students' Affairs, in order to prevent conflicts of interest and protect the integrity of academic or employment decisions.

Failure to disclose such relationships where a conflict of interest exists may constitute misconduct and may result in disciplinary action.

The University may take appropriate measures to eliminate conflicts of interest, including reassignment of supervisory, teaching, grading, or evaluative responsibilities.

7. Investigation and Resolution

All complaints shall be handled promptly, fairly, and confidentially.

The University shall ensure that:

- investigations are conducted by impartial personnel
- both complainant and respondent are given an opportunity to present evidence
- investigations are completed within reasonable timelines
- appropriate disciplinary action is taken where misconduct is established.

Investigations shall be conducted in accordance with principles of natural justice, impartiality, and procedural fairness. The detailed procedures for investigation of complaints are provided in **Annex II: Investigation Procedure**. Both parties shall be informed of the outcome of the investigation in accordance with University procedures and applicable privacy requirements.

8. Protection Against Retaliation

UTAMU strictly prohibits retaliation against any individual who:

- reports sexual harassment
- participates in an investigation
- provides information related to a complaint.

Retaliation constitutes a violation of this policy and may result in disciplinary action. Retaliation may include intimidation, threats, adverse academic or employment consequences, or any action intended to discourage reporting. Any person who engages in retaliation may be subject to disciplinary action independent of the outcome of the original complaint.

9. Roles and Responsibilities

9.1 University Council

Provides oversight and ensures that the University maintains a safe environment free from sexual harassment.

9.2 Vice-Chancellor

Ensures institutional enforcement of this policy.

9.3 Human Resource Office

Handles complaints involving staff members and coordinates policy implementation.

9.4 Director for Students' Affairs

Handles complaints involving students.

9.5 Sexual Harassment Committee

The Sexual Harassment Committee shall receive complaints, oversee investigations, recommend appropriate disciplinary action, and advise the University on prevention and awareness initiatives.

9.6 All Staff and Students

Have a responsibility to uphold respectful conduct and report incidents of harassment.

9.7 Sexual Harassment Committee Secretariat

The Secretariat shall maintain confidential records of complaints, investigations, and outcomes and provide administrative support to the Committee. The Human Resources Office will provide the Secretariat.

10. Disciplinary Action

Any individual found to have violated this policy shall be subject to disciplinary action in accordance with University regulations, employment contracts, student disciplinary procedures, and applicable national laws.

Sanctions may include:

- formal warning
- suspension
- termination of employment
- expulsion from the University.

Disciplinary measures shall be proportionate to the severity and circumstances of the misconduct.

11. Monitoring And Review

The University shall periodically review this policy to ensure its effectiveness and alignment with national legislation and best practices in higher education. The Sexual Harassment Committee shall prepare periodic reports on policy implementation and institutional trends for consideration by University Management and Council. The University shall promote awareness and training programmes to prevent sexual harassment and encourage reporting.

12. Policy Review

This policy shall be reviewed every **four years** or earlier where necessary.

Signed on this29th.....day ofMarch.....2026.

By:



.....
Chairperson, University Council



.....
Vice Chancellor

ANNEXES

The following annexes provide additional guidance supporting the implementation of this policy.

Annex I: Examples of Sexual Harassment

Sexual harassment may take many forms and may occur between individuals of the same or different gender. The following examples illustrate behaviours that may constitute sexual harassment when they are unwelcome and create an intimidating, hostile, degrading, humiliating, or offensive environment.

These examples are **illustrative and not exhaustive**.

1. Unwelcome Sexual Advances

Examples include:

- persistent requests for dates or intimate relationships despite rejection
- unwelcome romantic or sexual propositions
- repeated attempts to initiate personal or sexual relationships in academic or professional settings
- intrusive questions about a person's sexual life or relationships.

2. Verbal Sexual Harassment

Examples include:

- sexually suggestive comments or jokes
- remarks about a person's body, appearance, or clothing that are sexual in nature
- sexually explicit stories or conversations in the workplace or classroom
- offensive comments based on gender or sexuality.

3. Non-Verbal Sexual Harassment

Examples include:

- displaying sexually explicit images, posters, or screensavers in shared spaces
- making sexually suggestive gestures or facial expressions
- staring, leering, or suggestive body language that causes discomfort
- sending inappropriate emojis, images, or symbols with sexual meaning.

4. Physical Sexual Harassment

Examples include:

- unwanted touching, hugging, or kissing
- brushing against another person's body in a sexual manner
- blocking a person's movement in a threatening or suggestive way
- any unwanted physical contact of a sexual nature.

5. Digital or Online Sexual Harassment

Examples include:

- sending sexually explicit messages through email, messaging platforms, or social media
- sharing sexual images, videos, or links without consent
- repeated unwanted online communication of a sexual nature
- cyberstalking or harassment through digital platforms connected to University activities.

6. Abuse of Authority or Power (Quid Pro Quo Harassment)

Examples include:

- requesting sexual favors in exchange for grades, promotions, employment opportunities, or other benefits
- implying that academic or employment decisions depend on compliance with sexual advances
- threatening negative consequences for refusing sexual advances.

7. Creation of a Hostile Environment

Examples include:

- repeated sexual comments or conduct that interferes with a person's ability to work or study
- circulating sexually offensive material within the workplace or classroom
- creating an environment where individuals feel intimidated, embarrassed, or humiliated due to sexual conduct.

8. Sexual Harassment in Relationships with Power Imbalance

Examples include:

- a lecturer initiating or pressuring a student into an intimate relationship
- a supervisor engaging in sexual conduct with a subordinate employee
- a mentor exploiting a position of influence over a trainee or student.

Even where such relationships appear consensual, **power imbalance may compromise genuine consent.**

9. Retaliation Related to Sexual Harassment Complaints

Examples include:

- intimidation or threats directed at a complainant or witness
- negative academic or employment consequences after a complaint is made
- attempts to discourage individuals from reporting harassment.

Retaliation is itself a **serious violation of University policy.**

10. Important Note

Not every interaction of a personal nature constitutes sexual harassment. Sexual harassment occurs when behaviour is **unwelcome and creates an intimidating, hostile, degrading, humiliating, or offensive environment**, or when submission to such behaviour is made a condition for academic or employment benefits.

Members of the University community are expected to maintain **professional boundaries, respect personal dignity, and uphold the values of Universal Technology and Management University**

Annex II: Investigation Procedure

1. Purpose

This Annex establishes the procedures through which complaints of sexual harassment shall be received, assessed, investigated, and resolved at Universal Technology and Management University (UTAMU).

The procedures are designed to ensure that complaints are addressed in a **fair, impartial, timely, and confidential manner**, consistent with the principles of natural justice and procedural fairness.

2. Lodging a Complaint

A complaint of sexual harassment may be submitted through any of the following channels:

- Human Resource Directorate
- Dean of Students Office
- Head of Department
- Sexual Harassment Committee
- University Counsellor

Complaints may be made **in writing or through formally documented verbal reports**.

Where possible, the complaint should include:

- the name of the complainant
- the name of the respondent (if known)
- a description of the incident or conduct
- the date, time, and location of the incident
- any witnesses or supporting evidence.

Anonymous reports may be considered where sufficient information is available to initiate a preliminary review.

3. Preliminary Assessment

Upon receiving a complaint, the appropriate authority shall conduct a **preliminary assessment** to determine:

- whether the alleged conduct falls within the scope of this policy
- whether immediate protective measures are required
- whether the complaint should proceed to formal investigation.

Where appropriate, interim measures may be taken to protect the complainant or preserve the integrity of the investigation.

Such measures may include:

- temporary reassignment of responsibilities
- modification of reporting lines
- separation of the parties involved.

4. Referral to the Sexual Harassment Committee

Where a complaint warrants formal investigation, it shall be referred to the **Sexual Harassment Committee**.

The Committee shall:

- acknowledge receipt of the complaint
- inform the respondent of the complaint
- initiate a formal investigation.

Both parties shall be informed of the investigation process and their respective rights and responsibilities.

5. Investigation Process

The Sexual Harassment Committee shall conduct a fair and impartial investigation which may include:

- interviews with the complainant
- interviews with the respondent
- interviews with witnesses
- review of relevant documents, communications, or other evidence.

The investigation shall be conducted with respect for the **dignity, privacy, and rights of all parties involved**.

Both the complainant and the respondent shall have the opportunity to present evidence and respond to allegations.

6. Confidentiality

All complaints and investigations shall be handled with the highest degree of confidentiality consistent with the need to conduct a fair investigation.

Information related to the complaint shall only be disclosed to individuals who require such information to perform their duties in the investigation process.

7. Investigation Outcome

At the conclusion of the investigation, the Sexual Harassment Committee shall prepare a **written report** summarizing:

- the complaint
- the investigation process
- the evidence considered
- the findings of the Committee
- recommended actions.

The report shall be submitted to the appropriate University authority for decision and implementation.

8. Disciplinary Action

Where sexual harassment is substantiated, appropriate disciplinary action shall be taken in accordance with:

- University disciplinary procedures
- employment regulations
- student conduct regulations
- applicable national laws.

Sanctions shall be **proportionate to the severity and circumstances of the misconduct.**

9. Communication of Outcome

The complainant and the respondent shall be informed of the outcome of the investigation in accordance with University procedures and applicable confidentiality requirements.

10. Protection Against Retaliation

The University strictly prohibits retaliation against individuals who:

- report sexual harassment
- participate in investigations
- provide evidence in good faith.

Any act of retaliation shall be treated as a **separate disciplinary offence.**

11. Record Keeping

The Sexual Harassment Committee Secretariat shall maintain **secure and confidential records** of:

- complaints received
- investigation proceedings
- decisions and disciplinary actions.

These records shall be maintained in accordance with the University's data protection and confidentiality requirements.

12. Continuous Institutional Learning

The University shall periodically review anonymised complaint data in order to:

- identify institutional risk areas
- strengthen prevention strategies
- improve policy implementation.

Findings may inform **awareness programmes, policy review, and institutional safeguards.**

Annex III: Sexual Harassment Prevention and Response Framework

Universal Technology and Management University adopts an integrated institutional framework for the prevention, reporting, investigation, and resolution of sexual harassment. The framework emphasises prevention, accessible reporting mechanisms, fair investigation processes, appropriate disciplinary action, and continuous institutional learning.

1. Prevention

The University promotes a culture of dignity, respect, and professional integrity through proactive prevention measures including:

- awareness and sensitization programmes for staff and students
- staff and student orientation programmes
- promotion of codes of professional conduct and ethical behaviour
- leadership accountability and responsible supervision
- training for supervisors, academic staff, and administrative personnel
- fostering a safe and respectful learning and working environment.

2. Reporting

Members of the University community may report incidents of sexual harassment through multiple accessible reporting channels:

- Human Resource Directorate
- Dean of Students Office

- Head of Department
- Sexual Harassment Committee
- University Counsellor
- confidential or anonymous reporting mechanisms where available.

Individuals reporting harassment shall be treated with respect, sensitivity, and confidentiality throughout the reporting process.

3. Assessment and Investigation

Upon receipt of a complaint, the University shall initiate a structured assessment and investigation process which includes:

- preliminary review of the complaint
- referral to the Sexual Harassment Committee where appropriate
- impartial investigation of the allegations
- protection of the rights of both complainant and respondent
- application of principles of natural justice and procedural fairness.

4. Resolution and Disciplinary Action

Where misconduct is established, the University shall take appropriate action which may include:

- determination of investigation findings
- proportionate disciplinary measures
- corrective institutional measures where necessary
- protection against retaliation
- communication of outcomes in accordance with University procedures.

5. Monitoring, Reporting and Institutional Learning

To strengthen institutional prevention mechanisms, the University shall:

- provide periodic reports on policy implementation to University Management
- ensure oversight by University Council
- review policies and procedures periodically
- conduct continuous awareness and prevention programmes
- strengthen the institutional culture of dignity, respect, and accountability.

6. Framework Outcome

Through this integrated prevention and response framework, the University seeks to ensure:

A safe, respectful, and inclusive academic and working environment free from sexual harassment and gender-based misconduct.

This framework reinforces the University's commitment to safeguarding dignity, equality, and professional integrity within the University community.

