



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF TRANSPORT

TANZANIA PORTS AUTHORITY

BANDARI COLLEGE DAR ES SALAAM



**STUDENTS SEXUAL HARASSMENT POLICY AND OPERATING
PROCEDURES, 2026**

JUNE, 2026

TABLE OF CONTENTS

TABLE OF CONTENTS.....	i
FOREWORD	v
INTERPRETATION OF TERMS	vii
ACRONYMS	ix
CHAPTER ONE	1
INTRODUCTION.....	1
1.1. Background	1
1.2. Vision, Mission and Core Values	2
1.2.1 Vision.....	2
1.2.2 Mission.....	2
1.2.3 Core Values	2
1.3. General Objectives of the Policy	2
1.3.1 Specific Objectives	3
1.4 The Rationale of the Policy	3
1.5 Situational Analysis	4
CHAPTER TWO	8
POLICY ISSUES, STATEMENTS AND STRATEGIES.....	8
2.1 Policy Issue 1: Building Awareness on Recognizing, Preventing and Addressing Sexual Harassment	8
2.1.1 Policy Statement	8
2.1.2 Policy Strategies	9
2.2 Policy Issue No. 2: Create and Maintain an Environment Free of Sexual Harassment	9
2.2.1 Policy Statement	9
2.2.2 Policy Strategies	9
2.3 Policy Issue No. 3: Handling of Sexual Harassment Complaints	10
2.3.1 Policy Statement	10
2.3.2 Policy Strategies	10
2.5.1 Policy Statement	11
2.5.2 Policy Strategies	11
2.6 Policy Issue No. 6: Protection and Psychosocial Support for Victims of Sexual Harassment	12
2.6.1 Policy Statement	12
2.6.2 Policy Strategies	12

CHAPTER THREE	13
POLICY MANAGEMENT AND IMPLEMENTATION.....	13
3.1 Roles and Responsibilities of Key Implementors.....	13
3.1.1 Board of Governors	13
3.1.2 Principal	13
3.1.3 Quality Assurance	13
3.1.4 BCD Gender Desk	13
3.1.5 Office of Students' Welfare	14
3.1.6 Students' Organization	15
MONITORING AND EVALUATION	16
4.1 Monitoring and Evaluation of the Policy	16
CHAPTER FIVE	17
CUSTODIANSHIP, APPROVAL AND REVIEW	17
5.1 Custodian of the Policy	17
5.2 Approval and Review	17
CHAPTER SIX.....	18
Policy Implementation Framework and Standard Operating Procedures.....	18
1. Purpose	18
2. Implementation Principles.....	18
3. Awareness Building	18
4. Reporting Mechanisms	19
5. Responsibility for Reporting Sexual Harassment	19
6. Evidence of Sexual Harassment Incidents.....	19
7. Forms of Complaints Mechanism.....	20
7.1 Informal Complaint Procedure.....	20
7.2 Formal Complaint Procedure	21
7.3 Anonymous Complaints	23
8. False Complaints	23
9. Referral of Complaints.....	24
10. Failure to Act on a Complaint.....	24
11. Monitoring Compliance with Decisions	24
12. Sexual Harassment Incidents Register	25
13. Prohibition of Retaliation	25

14. **Conflict of Interest**.....25

 Tanzania Ports Authority	Students Sexual Harassment Policy and Operating Procedures, 2026,	Doc. No.	
		Rev. No.	
		Rev. Date	
		Date of Issue	19 th June, 2026

Regulations Summary

Description	Details
Prepared By:	Bandari College Dar es Salaam
Regulations Development Date	June, 2026
Regulations Review Date	-
Title of the Regulations	Students Sexual Harassments Policy and Operating Procedures, 2026
Regulations Version Number	1
Recommending Authority	PBC
Approving Authority	BOG

FOREWORD

Bandari College Dar es Salaam (BCD) is a training institution under the ambits of the Tanzania Ports Authority (TPA) mandated with providing technical and operations training, research, and consultancy in the field of marine, port and port-related services and facilities. In today's progressive learning environments, establishing a culture of integrity, safety, and accountability is paramount to fostering both personal and academic growth. At BCD, we are committed to adopting and adhering to industrial best practices that not only uphold these values but also ensure a secure, inclusive, and respectful environment for all.

We are aware that the problem of sexual harassment, in particular “*sextortion*” has been reported to be prevalent in higher learning institutions and our college is therefore not immune to the possibility of existence of such practises. It would be unrealistic to believe otherwise. BCD has a **Zero tolerance** policy on sexual harassment. Thus, Sexual harassment in all its forms is prohibited.

The Students Sexual Harassment Policy and Operating Procedures, 2026 marks a decisive step towards the institutionalization of robust mechanisms aimed at preventing and addressing sexual harassment. This document is a cornerstone in our mission to create a learning atmosphere that promotes excellence while safeguarding the dignity and rights of all members of our academic community.

Drawing from best practices across the educational and industrial sectors, this Policy emphasizes the importance of clear reporting frameworks, accountability structures, and proactive measures to prevent harassment. These efforts are designed to foster a culture of respect, transparency, and trust, where ethical conduct is not only expected but also enforced through systematic procedures and consequences.

By embedding these guidelines into our operational framework, BCD reaffirms its dedication to excellence in academic and professional practices, ensuring that our standards reflect the highest levels of integrity and ethical conduct. This Policy emphasizes the alignment with best practices and professional standards while encouraging a culture of accountability and respect.

I therefore urge all stakeholders from students, instructors, administrative staff and all third parties to familiarize themselves of this Policy and its guidelines and actively participate in its implementation. To be not only in the forefront to speak out against sexual harassments but also be willing to act as each other's keeper. The success of this initiative relies on a collective commitment to uphold the highest standards of professionalism, ensuring that our institution remains a safe and empowering place for everyone.



Dr. Lufunyo S. Hussein
PRINCIPAL

INTERPRETATION OF TERMS

In this Policy, the following words unless the context otherwise requires shall have the following meaning:

“Alleged perpetrator” means the person(s) alleged to have committed an act of sexual harassment.

“Complainant” means a person who lodges a sexual harassment.

“Confidentiality” means non-disclosure of information related to a sexual harassment complaint, investigation and related processes to any unauthorized person.

“Conflict of interest” means a situation where the personal interests of a person handling a sexual harassment matter are incompatible or have the potential to be incompatible with his/her duties and responsibilities to the College.

“Policy” means Sexual Harassment Policy and Operating Procedures, 2024.

“Respondent” means a person against whom a sexual harassment complaint has been lodged against.

“Retaliation” means deliberate threats, intimidation, violence and related actions done as revenge for something done against someone.

“Sextortion” is a form of corruption and gender-based violence. It occurs when a person entrusted with authority abuses this authority to obtain a sexual favour in exchange for a service or benefit which is within their power to guarantee or withhold”

“Sexual harassment” means any behaviour or conduct of a sexual nature which is considered unwanted, unacceptable, inappropriate and offensive to the recipient, and that creates an intimidating, hostile relationship between the perpetrator and the recipient.

Sexual harassment includes:

- (i) Any unwanted and inappropriate physical contact of any body parts such as patting, scratching, caressing, pinching, hugging, kissing, stroking and brushing up against another person's body.

- (ii) Socially and culturally inappropriate and unwelcome comments with sexual overtones such as sexually suggestive jokes or comments about a person's dress or body made in their presence or directed toward them, persistent proposals and unwelcome requests or persistent personal invitations to go out, sexual advances, insults based on someone's sex, and all sorts of unwanted and persistent explicit or implicit propositions to engage in sexual activity.
- (iii) Unwelcome gestures, suggestive body language, indecent exposure, lascivious looks, repeated winks, and gestures with fingers, unwelcome display of pornographic materials, sexually explicit pictures and objects, screen savers or posters as well as sexually explicit e-mail, notes or messages.
- (iv) Sextortion or sexual corruption which includes the use of influence or any authority to force a person into sexual relations or activities, use of sexual information, images or videos to extort money or sexual favours from a victim.
- (v) All forms of forced sexual activity including rape, forced oral sex, and physical torture of a person in a sexual manner for sexual gratification or other reasons.
- (vi) Online or cyber-based sexual harassment which means unwanted sexual conduct on any private or public digital platform, including through images, videos, posts, and messages, which can make the victim feel exploited, coerced, humiliated, or discriminated against. Online sexual harassment includes non-consensual sharing of intimate images, videos and messages, sexualized bullying, unwanted sexualization and related acts.

“Student” means a person duly registered as a candidate by the College to pursue any of its academic programmes.

“Students’ Organization” means Bandari College Students’ Organisation (BACOSO)

“Unwanted sexualization” means making unwanted sexual requests, comments and content. It includes sexualized comments, sexualized viral campaigns that pressurize people to participate, and altering images or videos of a person to make them sexual.

ACRONYMS

BACOSO	Bandari College Students Organization
BCD	Bandari College Dar es Salaam
CEDAW	Convention on the Elimination of All Forms of Discrimination against Women
DP-ARC	Deputy Principal-Academic, Research and Consultancy
DP-PFA	Deputy Principal-Planning, Finance and Administration
DPP	Director of Public Prosecution
NACTVET	National Council for Technical and Vocation Education Tanzania
PBC	Principal Bandari College
PCCB	Prevention and Combating Corruption Bureau
SADC	Southern Africa Development Community
TDHS/MIS	Tanzania Demographic and Health Survey and Malaria Indicator Survey
THA	Tanzania Harbours Authority
TPA	Tanzania Ports Authority
UN	United Nations
URT	United Republic of Tanzania

CHAPTER ONE

INTRODUCTION

1.1. Background

Bandari College Dar es Salaam (BCD) is a technical institution registered by NACTVET (then NACTE) in 2004 with registration number REG/EOS/018. Since 2017, the programmes offered by the BCD are accredited by NACTVET.

The College is owned by Tanzania Ports Authority (TPA). Its history can be traced to the defunct East Africa Harbours Corporation which had a subsidiary company called East Africa Cargo Handling Services Ltd which was charged with conducting port training activities among others. After the breakup of the East African Community in 1977, Tanzania Harbours Authority (THA) Act, 1977 was enacted and passed by the Parliament of the United Republic of Tanzania which established the Tanzania Harbours Authority (THA) mandated among other to control and manage seaports in mainland Tanzania. THA Act was repealed and replaced by the Ports Act, CAP.166 (as amended), which is the governing law to-date. The functions of the College as a training institution were general preserved. Whereby under Section 13(1)(w) of the CAP 166, TPA was mandated to operate a training institution for purposes of provision and promotion of training, consultancy, research and development in the fields of marine, port and other ancillary services.

BCD offers competence-based curricula in its programmes in line with NACTVET standards with a flexible mode of delivery and assessments at National Technical Award Level 4, 5 and 6 (Basic Technician Certificates, Technician Certificates and Ordinary Diploma). The programmes offered at BCD are in line with its statutory mandate which among other is to provide technical and operations training in the field of marine, port and port related services and facilities.

BCD currently offers programmes in Shipping and Port Operations Management, Maritime Transport and Logistics, Freight Clearing Forwarding and Shipping Management, Mechanical Engineering and Fire and Safety Management.

Therefore, BCD developed this Students Sexual Harassment Policy and Operating Procedures, 2026 not only to provide a framework which sets out of mechanisms aimed at preventing and addressing sexual harassment to allow reign of learning atmosphere which not only promotes excellence but also safeguarding the dignity and rights of all members of BCD academic community.

1.2. Vision, Mission and Core Values

1.2.1 Vision

To be the Centre of excellence in training, research, and consultancy in port management and maritime logistics in sub-Saharan Africa.

1.2.2 Mission

To offer competency-based training, undertake applied research and provide consultancy services in port management and maritime logistics to respond to current and future needs of the maritime transport sub-Sector.

1.2.3 Core Values

The building of a consistent and binding culture is a fundamental prerequisite for the sustainable development of the College and its core values are:

- Integrity
- Dynamism
- Customer Care
- Teamwork
- Excellence

1.3. General Objectives of the Policy

The overall objective of this Student's Sexual Harassment Policy and Guidelines is to define sexual harassment, provide a framework for prohibition of sexual

harassment and procedures for investigation of sexual harassment claims and ensure that violations are remedied fully.

1.3.1 Specific Objectives

The specific objectives of the Policy are:

- (i) Ensure a safe and respectful learning and working environment free from sexual harassment, where all students, staff, faculty, and visitors feel respected, safe, and supported.
- (ii) Promote awareness to the college community through regular training and awareness programs on recognizing, preventing, and addressing sexual harassment incidents.
- (iii) Provide clear, confidential, and accessible reporting mechanisms and procedures for reporting incidents of sexual harassment while ensuring complainants feel safe and supported when reporting.
- (iv) Ensure fair investigation and resolution through timely investigation process for complaints while ensuring complainants and respondents are treated with respect and their rights are protected.
- (v) Support victims of harassment through counselling and referral services.
- (vi) Enforce accountability for perpetrators through appropriate disciplinary actions so that incidents of sexual harassment are dealt with firmly and in accordance with this Policy.
- (vii) Enforce “*Zero tolerance*” on sexual harassment by promoting a culture of respect and equality with commitment to gender equality, human dignity, and mutual respect, contributing to a positive and inclusive community for all.

1.4 The Rationale of the Policy

Sexual harassment in any form is unacceptable behaviour that is counterproductive to the mission of an educational institution as it creates conflicts and distress to its members. BCD acknowledges that a safe working and learning environment is necessary for pursuing its mission and attaining its vision. BCD regards sexual harassment as a violation of the standards in its code of conduct.

Sexual harassment though indirectly touched upon in other BCD instruments, the nature, scope, process and procedures for handling such incidents and complaints are not comprehensively provided for. Thus, the importance of this Policy to guide and handle such matters so as to ensure that BCD's learning environment and workplace is free from all forms of sexual harassment.

1.5 Situational Analysis

This situation analysis aims to provide an overview of the issue, based on data and findings from both global and national sources, while contextualizing the problem within Tanzania's educational landscape. Sexual harassment is a widespread issue in academic institutions worldwide, and Tanzania is no exception. Educational settings, including universities and colleges, often reflect broader societal issues related to gender-based violence and discrimination.

According to the United Nations Educational, Scientific and Cultural Organization (UNESCO), sexual harassment is a major issue in educational settings globally. A study by UNESCO (2019) reports that approximately 246 million children and youth experience some form of gender-based violence in and around schools every year, with a significant portion of this constituting sexual harassment.

In higher education, studies have shown that 20-50% of female students in various countries report having experienced some form of sexual harassment during their academic careers. Although the rates vary between regions, the pattern remains consistent; sexual harassment disproportionately affects female students and staff, and it undermines both academic achievement and well-being.

The United Republic of Tanzania (URT) recognizes the importance of promoting gender equality and women empowerment. At the National level, the Constitution of the URT of 1977 provides for equal access of women and men in all aspects of livelihood. Article 12(2) of the Constitution provides for recognition and respect of a person's dignity as promulgated in UN Convention on Human Rights. To that end, the Government reviewed the National Gender Policy of 2000 and developed the current National Policy on Gender and Women Empowerment of 2023. The

review of the National Gender Policy of 2000, was based on its failure to accommodate and address the emerging issues such as sexual harassment either physical, psychological or online in training Institutions.

The underlying foundation of the previous and current National Gender Policy emanates from international and regional treaties, resolution and protocols which includes The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW (1979), the SADC Declaration on Gender and Development (1997), and UN Beijing Declaration and Platform for Action (1995). In addition, the National Policy also addresses the UN Sustainable Development Agenda No. 5 on Gender Equality

Nevertheless, sexual harassment is a significant issue in Tanzania, particularly in institutions of higher learning. According to a Human Rights Watch report (2016), there is a pervasive culture of sexual harassment in Tanzanian schools and colleges, which is often normalized or ignored. A study conducted by *Haki Elimu* found that sexual harassment is a frequent challenge in Tanzanian higher education, and many cases go unreported due to fear of victim-blaming or retaliation.

According to the Tanzania Demographic and Health Survey (TDHS) 2015-2016, 40% of women aged 15-49 have experienced physical violence, and 17% have experienced sexual violence at some point in their lives. Although this data focuses on broader societal violence, it reflects the vulnerability of women, including students, to gender-based violence, including sexual harassment in schools and colleges.

Research by the Commission for Human Rights and Good Governance (CHRAGG) found that in Tanzania's higher education institutions, 1 in 5 female students reported experiencing some form of sexual harassment. The study highlighted that most perpetrators are in positions of power, such as lecturers, senior students, or administrators, creating an imbalance of power that makes reporting and accountability difficult.

Sexual harassment in Tanzania's colleges is compounded by traditional gender norms and institutional barriers. Many students, especially women, feel uncomfortable reporting cases of harassment due to societal stigmatization, lack of trust in institutional processes, and fear of academic retaliation. There is often a culture of silence that allows harassment to go unaddressed.

Further, National data on criminal and road safety incidents of 2022 showed that sexual harassment was in the lead especially in the cases of rape, sodomy, homosexuality, and indecent assault. Moreover, Social Institutions and Gender Index (SIGI) report of 2022 showed that 55% of women between the age of 15-49 experienced at least one form of harassment where by 15% was physical, 9% economical and 7% sexual (SIGI, 2022; TDHS/MIS, 2015/16).

BCD operates within this broader national and cultural context. As an institution that educates students in maritime studies, business, and other vocational disciplines, it attracts a diverse population of students, faculty, and staff. However, similar to other institutions in Tanzania, the College may face challenges in dealing with sexual harassment due to:

(i) Lack of Awareness:

Many students and staff may not be fully aware of what constitutes sexual harassment, particularly in non-traditional learning environments like vocational training and maritime studies, which are male-dominated fields.

(ii) Power Dynamics:

In a college setting, especially where some courses involve practical training and internships, there may be significant power imbalances between students and faculty or administrators, increasing the risk of exploitation and harassment.

(iii) Reporting Barriers:

At the College, as in many Tanzanian institutions, students may be hesitant to report sexual harassment due to lack of confidentiality, fear of retribution, or cultural taboos surrounding discussions of sexual misconduct.

BCD, like other higher education institutions, must confront and address the reality of sexual harassment to foster a safe and inclusive learning environment. The College has received several cases of sexual harassment some of which were handled officially and some of which were not due to lack of policy for protecting the reporters, whistle-blowers, victims and taking appropriate measures to perpetrators. There are challenges which need to be addressed including a lack of effective mechanisms to monitor breeding grounds for sexual harassment, non-reporting of sexual harassment incidents, limited awareness among staff and students and rising incidents of online sexual harassment. Therefore, there is a need to strengthen measures for addressing sexual harassment at the college through an effective policy framework which focuses on awareness building, prevention, effective handling of cases and support and rehabilitation of victims of harassment.

CHAPTER TWO

POLICY ISSUES, STATEMENTS AND STRATEGIES

2.0 Introduction

This Policy is in line with the mandate, vision and mission of BCD. As a public technical training institution, BCD operates within the framework of relevant laws and regulations. BCD is bound to ensure that it operates within the National Policy on Gender and Women Empowerment of 2023 which among others prohibits manifestations of all forms of harassment including in particular sexual harassment. BCD recognises and respect a person's dignity as promulgated in the Constitution of the United Republic of Tanzania.

To that end. BCD is responsible for ensuring the welfare and discipline of staff and students through appropriate rules and organs to ensure the learning and working environment guarantees fairness, equality and the dignity of all persons. Hence, this Students Sexual Harassment Policy and Guidelines.

2.1 Policy Issue 1: Building Awareness on Recognizing, Preventing and Addressing Sexual Harassment

BCD has been taking ad hoc measures to raise the awareness of members of the college community on various issues including sexual harassment. Various means are being used to remind staff and students of the nature and effect of sexual harassments which include students' orientation, staff seminars, whistle blower portal on the website, student welfare and gender desk forum. However, there is no comprehensive document setting out what constitute sexual harassment, its prevention and how it should be addressed. Hence the need for a comprehensive guiding framework.

2.1.1 Policy Statement

BCD to take measures to increase awareness on recognition, prevention and tackling of sexual harassment.

2.1.2 Policy Strategies

BCD will:

- (i) Increase awareness campaigns to the college community on the nature, effects, prevention and reporting of sexual harassment.
- (ii) Facilitate the establishment of anti-sexual harassment club by students.
- (iii) Raise awareness on responsible use of information and communications technology.
- (iv) Strengthen enforcement of the BCD Dress Code.

2.2 Policy Issue No. 2: Create and Maintain an Environment Free of Sexual Harassment

BCD intends to institute “*zero tolerance*” on sexual harassment. Students, staff and other members of BCD community need to recognize all forms of sexual harassment so as to be able to defend against, report and ensure relevant organ handle the reported incident. There is therefore a need to enforce “zero tolerance”, strengthen preventive measures, reporting mechanisms and the system handling reported incidents.

2.2.1 Policy Statement

BCD to enforce zero tolerance on “sexual harassment” by strengthening measures for prevention, reporting and handling of sexual harassment incidents.

2.2.2 Policy Strategies

BCD will:

- (i) Create and disseminate zero tolerance and anti-sexual harassment slogans, brochures and posters within the college premises.
- (ii) Enforce strict and appropriate disciplinary measures against perpetrators.

2.3 Policy Issue No. 3: Handling of Sexual Harassment Complaints

The Government of the United Republic of Tanzania has issued guidelines to higher learning and tertiary institutions on establishment, management and monitoring of gender desk. Currently, BCD has established a gender desk and issues of sexual harassment are handled within the framework of the existing BCD rules and disciplinary organs. However, gender desk is yet to be launched and fully operationalize as per government directives..

2.3.1 Policy Statement

BCD to officially launch and fully operationalize Gender Desk.

2.3.2 Policy Strategies

BCD will:

- (i) Officially launch the Gender Desk activities.
- (ii) Adopt and implement Gender Desk Guidelines issued by the Government.
- (iii) Develop tools for monitoring and recording sexual harassments incidents.
- (iv) Document and provide periodical reports to the respective authorities.

2.4 Policy Issue No 4: Safe and Accessible Reporting

As BCD intends to institute “zero tolerance” on sexual harassment within the college compound, there is a need to establish clear, confidential and accessible reporting mechanism and procedures. Reporting of all forms need to be user-friendly, secure and have assurance of confidentiality to enable victims or complainant to come forth. Forms of reporting has been set forth in BCD other instruments such as Students Whistleblowing Guidelines. However, there is a need to simplify the processes for easier understanding and build awareness amongst students.

2.4.1 Policy Statement

BCD to establish clear, confidential and accessible reporting mechanism for sexual harassment incidents.

2.4.2 Policy Strategies

BCD will:

- (i) enable online secure reporting facilities and ensure timely response to reported sexual harassments incidents.
- (ii) Protect and provide assurance of confidentiality to the sexual harassment complainants or survivors.
- (iii) Ensure conduct of routine awareness campaigns on sexual harassment including its reporting mechanism.

2.5 Policy Issue No. 5: Investigation, Resolution and Accountability on Sexual Harassment Incidents

Students' Whistle-blower Guidelines BCD has in place a Students' Whistle-blower Guidelines which sets out principled guidelines on reporting, investigating and handling reported sexual harassment incidents. However, the Students' Whistle-blower Guidelines does not set out specific timelines for investigation and resolution of reported incidents. This absence may allow investigation and resolution of reported incidents to be inordinately delayed to the detriment of the complainant or victims.

2.5.1 Policy Statement

BCD to ensure fair, confidential and timely investigation, collection of evidence, resolution with accountability on reported sexual harassment incidents.

2.5.2 Policy Strategies

BCD will:

- (i) Establish timelines for investigation and resolution of reported sexual harassment incidents and ensure strict adherence.
- (ii) Ensure collection of evidence and witness interviews are maintained confidentiality and impartiality and respective records are safely stored.
- (iii) Ensure sexual harassment incidents are fairly resolved with accountability.

- (iv) Facilitate inhouse training for gender desk team on investigation and resolution procedures.

2.6 Policy Issue No. 6: Protection and Psychosocial Support for Victims of Sexual Harassment

Experiencing sexual harassment causes trauma and victim may face emotional, psychological, physical, or mental health challenges. These may include anger, fear, humiliation, shame, loss of self-control, anxiety, depression, post-traumatic stress disorder, and loss of motivation. In this regard, there are situations where a victim of sexual harassment may require protection and psychosocial support to assist him/her deal with the physical and or psychological effects of sexual harassment. BCD does not have such a system or mechanism for providing protection and psychosocial support to victims of sexual harassment.

2.6.1 Policy Statement

BCD to ensure victims of sexual harassment are provided with the necessary protection and psychosocial support.

2.6.2 Policy Strategies

BCD will:

- (i) Expand in house guidance and counselling services.
- (ii) Facilitate external referrals for additional specialised psychosocial and medical support and make follow ups on referral victims.
- (iii) Establish mechanisms for protection and strengthen assurance of confidentiality to victims of sexual harassment.

CHAPTER THREE

POLICY MANAGEMENT AND IMPLEMENTATION

3.1 Roles and Responsibilities of Key Implementors

The role and responsibilities of key implementors in the management and implementation of this Policy shall be as follows:

3.1.1 Board of Governors

The Board of Governors will approve and oversee implementation of the policy and operating procedures.

3.1.2 Principal

The Principal will have the following responsibilities:

- (i) Appoint members of the Gender Desk and ensure they perform their responsibilities.
- (ii) Set appropriate budget to facilitate Gender Desk.
- (iii) Ensure adequate training and counselling on gender issues and impacts of gender violence to students and staff in collaboration with stakeholders.
- (iv) Direct Gender Desk to prepare quarterly reports.
- (v) Ensure Gender Desk reports are submitted to the relevant Ministry.
- (vi) Ensure implementation of Gender Desk strategies.
- (vii) Participate in evaluation sessions on the performance of Gender Desk scheduled by the relevant Ministry.

3.1.3 Quality Assurance

Quality Assurance Unit will have the responsibilities of ensuring the establishment of Gender Desk and monitor compliance of its activities.

3.1.4 BCD Gender Desk

Gender Desk will be responsible for the following:

- (i) Receive and handle all reports and cases of Gender Violence.
- (ii) Protect and provide counselling to victims of Gender Violence.
- (iii) Implement the Gender Policy and advice College Management on review where need arises.
- (iv) Eradicate gender-based violence in collaboration with stakeholders

- (v) Make follow up on pending cases and appeals related to Gender Violence at the College.
- (vi) Make follow ups and receive information/reports from various Institutions and Departments dealing with Gender Violence.
- (vii) Design safe and user-friendly system for information dissemination on incidents of acts of violence.
- (viii) Advise College Management on the compliance and implementation of gender matters on policies, plans, programs, strategies, guidelines and institutional budget.
- (ix) Educate College community on gender violence and adhere to various gender issues in the implementation of their duties and responsibilities.
- (x) Evaluate implementation of issues concerning gender violence at the College and spearhead conduct of various studies on issues of sexual violence within and outside the institution.
- (xi) Prepare and maintain records of gender issues reported to the desk.
- (xii) Provide guidance and counselling to victims of sexual violence who report to the desk.
- (xiii) Facilitate the establishment of clubs on gender issues and gender-based violence.
- (xiv) Prepare and submit quarterly reports on the performance of the Gender desk and implementation of action plans to eradicate gender-based violence at the College.
- (xv) Connect victims of gender violence with the Social Welfare Office, investigative bodies such as the PCCB, Gender and Children Desk of the Police Force, DPP and other state organs dealing with similar matters.
- (xvi) Make close follow up and keep record of evidence of the case when investigation of incidents of gender violence is ongoing.

3.1.5 Office of Students' Welfare

The Office of Students' Welfare will have the following responsibilities:

- (i) Receive, follow up and handle all matters reported to it which are not purview of the Gender Desk.
- (ii) Plan and manage education and training programmes on sexual harassment for students and college community.

3.1.6 Students' Organization

The Students' Organization will:

- (i) Champion the establishment of an anti-sexual harassment club.
- (ii) Organise anti-sexual harassment sensitisation campaigns.
- (iii) Encourage students to report indicators and incidents of sexual harassment behaviour to the relevant authority.

CHAPTER FOUR

MONITORING AND EVALUATION

4.1 Monitoring and Evaluation of the Policy

Effective institutional arrangements for monitoring and evaluation are key components for achieving the objectives of this Policy. Monitoring and evaluation of the Policy implementation shall be an ongoing activity that shall be under the coordination of the Office of the Students Welfare. To appraise the steps taken and the success in the implementation of the Policy, the College Gender Desk shall make follow-up and evaluate implementation of the policy and guidelines as per Government Gender Desk Guidelines.

CHAPTER FIVE

CUSTODIANSHIP, APPROVAL AND REVIEW

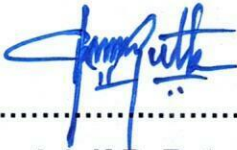
5.1 Custodian of the Policy

The Office of the Students Welfare will be responsible for ensuring due implementation and review of this Policy.

5.2 Approval and Review

- (i) This Policy will become applicable after approval by the Board of Governors.
- (ii) This Policy will be reviewed after five (5) years or earlier where need arises.

**Approved by the
Board of Governors**



.....
Dr. Adolf B. Rutayuga
Chairperson, Board of Governors



.....
Dr. Lufunyo S. Hussein
Principal/Secretary

Dar es Salaam

Date: 19th June, 2026

CHAPTER SIX

Policy Implementation Framework and Standard Operating Procedures

1. Purpose

These Standard Operating Procedures are meant to provide for specific procedures for the operationalization of the Students Sexual Harassment Policy.

2. Implementation Principles

The implementation of the Policy shall be based on the following principles:

- (i) All sexual harassment complaints will be treated with due process, confidentiality and fairness.
- (ii) In any investigation of sexual harassment complaint, the respondent shall be made aware of the complaint and the identity of the complainant(s).
- (iii) Investigations shall be conducted promptly and thoroughly.
- (iv) Both the complainant and the respondent shall be notified of the outcome of the investigation.
- (v) The personal dignity of all parties shall be respected during the investigation and hearing processes.
- (vi) All proceedings shall not be open to the public.
- (vii) A person against whom allegations or a complaint of sexual harassment has been made shall be deemed innocent until the contrary is proved.

3. Awareness Building

The College in providing awareness to students and the college community shall undertake the following:

- (i) Periodical sensitization campaigns or education to students and the college community in collaboration with BACOSO.
- (ii) Disseminate information to students on availability of social guidance and counselling services at the College.

- (iii) Establishment of sexual harassment clubs for students at all entry levels which will discuss and create programmes concerning sexual harassment.
- (iv) Hold seminars and workshops for students and the college community by engaging responsible Regulatory Authority on the use of information and communications technology.
- (v) Develop and publish dress code for students. Dress code to be attached in the Joining Instructions Form.

4. Reporting Mechanisms

A sexual harassment complaint may be made orally, electronically or in writing to:

- (i) The Office of the Principal
- (ii) The Students' Welfare Office
- (iii) Whistle-blower Portal
- (iv) Gender Desk Complaint Box

5. Responsibility for Reporting Sexual Harassment

- (i) It shall be the primary responsibility of a victim of sexual harassment to report alleged sexual harassment to the Gender Desk.
- (ii) Any member of the College who witnesses an act of sexual harassment shall have the responsibility to report the same to the College Gender Desk where he/she has reasons to believe that the victim is unable to report the incident due to ignorance, fear and other similar reasons.

6. Evidence of Sexual Harassment Incidents

A person who experiences sexual harassment should:

- (i) Collect and document all accounts of the incident(s) of sexual harassment after the occurrence. If the evidence is in written form such as a letter, email or text message, it should be kept. If the evidence is based on an oral statement, the recipient should keep the actual words used;
- (ii) Record the time and place the incident happened;

- (iii) Record audio and videos or take photographs of any inappropriate images, displays or images that are the subject of alleged sexual harassment;
- (iv) For backup purposes, make multiple copies of collected evidence and store them separately;
- (v) Note down the names and contacts of all witnesses and take their statements;
- (vi) Seek medical services in case of physical sexual assault, rape and other related abuses; and
- (vii) Keep records of all health treatment that he/she has received as a result of the sexual harassment.

7. Forms of Complaints Mechanism

A sexual harassment complaint may be pursued through formal or informal procedures.

7.1 Informal Complaint Procedure

- (i) An informal procedure shall mean a process where a victim of sexual harassment wishes some action to be taken against the alleged perpetrator without lodging and pursuing a formal procedure. The informal procedure shall be pursued by the Gender Desk or Office of the Students Welfare where applicable. The procedure shall aim to reach an amicable settlement of a complaint in a manner that is satisfactory to both the complainant and the alleged perpetrator. If an amicable settlement is reached, the complainant shall not be allowed to pursue formal proceedings after the conclusion of informal proceedings.
- (ii) An informal complaint shall be made to the College Gender Desk or Office of the Students Welfare where applicable which shall endeavour to reconcile the parties through amicable means.
- (iii) The respondent must be notified of the complaint lodged against him/her.
- (iv) The BCD Gender Desk or Office of the Students Welfare where applicable shall keep a record of all informal complaints reported to it.

- (v) An informal complaint shall remain on record and may be used in future proceedings as evidence of repeated unwanted conduct.
- (vi) An informal procedure shall not take place if the College Gender Desk or Office of the Students Welfare where applicable, after legal consultation, is of the view that there are compelling reasons for the complaint to be of a serious nature that requires the matter to be pursued through formal procedures.
- (vii) The outcome of the informal procedure shall be recorded and signed by the victim, the alleged perpetrator and the College coordinator of the Gender Desk or Office of the Students Welfare in line with this Policy.
- (viii) A victim of sexual harassment who is dissatisfied with the outcome of the informal complaint procedure may lodge a formal complaint to the College Coordinator Gender Desk or Office of Students Welfare for further redress.
- (ix) In an informal procedure the following information shall be recorded:
 - (a) Names of the participants;
 - (b) Date, time and location of the alleged incident;
 - (c) Fact that the informal procedure took place; and
 - (d) Outcome of the informal procedure.

7.2 Formal Complaint Procedure

- (i) Formal complaint procedure shall involve administrative proceedings of handling sexual harassment complaints which include investigation of allegations, disciplinary actions or dismissal of a complaint.
- (ii) Any member of the College community who believes that he or she has been subjected to sexual harassment may lodge a written formal complaint with the College Coordinator of Gender Desk or Students Welfare Office, where applicable. A formal complaint shall be made in the manner prescribed by this Policy and shall include:
 - (a) Name and contact details of the Complainant;

- (b) Date of the Complaint;
 - (c) Nature and details of the act (s) or conduct complained about; and
 - (d) Any other relevant details or evidence concerning the complaint.
- (iii) The College Coordinator of Gender Desk or Students Welfare Office, where applicable may advise the Complainant to pursue the matter through informal procedures if it is of the opinion that informal procedures will address the problem more conveniently.
- (iv) The College Coordinator of Gender Desk or Students Welfare Office, where applicable may dismiss a complaint, if he is satisfied that the evidence adduced is insufficient or that the complaint is based on false accusations.
- (v) The procedure for receiving and handling a formal complaint shall involve the following steps:
- (a) The Complainant shall present his/her complaint orally to the College Gender Desk or Students Welfare Office, where applicable.
 - (b) The College Coordinator of Gender Desk or Students Welfare Office, where applicable shall listen to the complaint and discuss all options with the Complainant as well as explain the processes involved in the formal complaint procedure.
 - (c) Upon agreement on the formal complaint procedure, the Complainant shall then put his/her complaint in writing and lodge it with the College Coordinator of Gender Desk or Students Welfare Office, where applicable. If the complainant is unable to write a complaint, he will be assisted and the written complaint will be read and explained in the language he or she understands before putting his signature or fingerprint.
 - (d) The written statement shall state details of the alleged harassing behaviour, and details of dates, places and names of those connected with the incidents.
 - (e) The College Coordinator of Gender Desk or Students Welfare Office, where applicable shall notify the alleged offender about the matter, and

request that a written statement in response to the allegations be filed within seven days failure of which the matter shall proceed *ex parte*.

- (f) The Gender Desk or Students Welfare Office, where applicable shall conduct a private interview with the Complainant and the alleged offender, and their witnesses if available.
- (g) The Complainant shall be heard first in the presence of the alleged offender. The alleged offender may question the Complainant before the Committee. The alleged offender may then be requested to make his oral statement to state his/her side of the matter.
- (h) The Gender Desk or Students Welfare Office, where applicable may take testimonies of other relevant persons and witnesses where available and review the evidence.
- (i) A decision will be taken after a careful review of the circumstances, the evidence adduced, statements and all other relevant information before the Gender Desk or Students Welfare Office, where applicable.
- (j) Where the Gender Desk or Students Welfare Office, where applicable is satisfied that the alleged perpetrator has engaged in the sexual harassment act complained of, it shall refer the matter to the appropriate College organ for disciplinary action or state organs for criminal actions as the case may be.

7.3 Anonymous Complaints

Anonymous complaints shall first be investigated to determine their authenticity before any action can be taken. In any case, a complainant of sexual harassment who wishes to pursue a remedy through these procedures must be prepared to be identified to the respondent.

8. False Complaints

A person who makes a false accusation of sexual harassment against another person commits an offense and shall face appropriate disciplinary action.

9. Referral of Complaints

The College in facilitating resolution of complaints shall among others where applicable resort to referral of complaints as follows:

- (i) Make available adequate qualified counsellors at the College.
- (ii) Linking the College to other external stakeholders for referral of cases to ensure support and rehabilitation of victims.
- (iii) Communicate and make follow ups with external stakeholders on referrals for additional specialised support, rehabilitation services or medical support.
- (iv) In determining which complaints should be referred to relevant authorities, the College Gender Desk or Students Welfare Office, where applicable shall take the following into account:
 - (a) The Guidelines establishing Gender Desks in higher tertiary institutions.
 - (b) Position of state laws about the act complained of.
 - (c) Wishes of the Complainant.
 - (d) Gravity of the incident; and
 - (e) Conduct of the alleged perpetrator.

10. Failure to Act on a Complaint

- (i) Where the College Gender Desk or Students Welfare Office, where applicable fails to act on a lodged complaint without a compelling reason, the complainant shall inform the Principal of the College who shall make appropriate directives.
- (ii) Where it is discovered that the Gender Desk or Students Welfare Office, where applicable unreasonably failed to act on a lodged complaint, the Principal of the College shall take administrative action against the responsible persons as he deems fit.

11. Monitoring Compliance with Decisions

The Gender Desk or Students Welfare Office, where applicable shall prepare periodical reports on compliance with all decisions on sexual harassment complaints and immediately submit to the relevant authorities.

12. Sexual Harassment Incidents Register

The College Gender Desk or Students Welfare Office, where applicable shall maintain a record of reported sexual harassment incidents in accordance with this Policy.

13. Prohibition of Retaliation

- (i) A person who retaliates against a complainant of sexual harassment commits a disciplinary offence and shall be subjected to disciplinary action.
- (ii) A victim of sexual harassment or any other person who retaliates against the alleged perpetrator commits a disciplinary offence and shall be subjected to disciplinary action.

14. Conflict of Interest

In handling a sexual harassment matter, members of investigative and decision-making organs shall, at all times, avoid conflict of interest. A member with a conflict of interest shall declare it to the relevant authority. After declaring the interest, the member shall not be allowed to participate in the investigation and decision-making processes concerning the person with whom the member has a conflict of interest.