



**MZUMBE UNIVERSITY
(CHUO KIKUU MZUMBE)**

MZUMBE UNIVERSITY ANTI-SEXUAL HARASSMENT GUIDELINES

March, 2023



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MZUMBE UNIVERSITY ANTI-SEXUAL HARASSMENT GUIDELINES, 2023

FOREWORD

Ever since its establishment in 2001, Mzumbe University (MU) has had no specific guidelines named by the name of this instrument. This being the case, it does mean the University was operating without any policy direction in building a morally harmonious community with respect to gender relations. To be specific, the policy direction in this matter has for years been guided by the University's Gender Policy. Currently, the University is guided by the third edition of Mzumbe University Policy on Gender Development which was approved by the University Council on the 26th day of June, 2020. In addition, Mzumbe University Anti-Corruption Strategy of 2020 also guides the University in the path to build a moral and corruption-free community which is be an important input into the national policy efforts for building an ethical society.

Mzumbe University Anti-Sexual Harassment Guidelines have been developed to as an instrument to assist the implementation of Mzumbe University Policy on Gender Development of 2020, which is an operational policy to the national Women and Gender Development Policy of 2000. The instrument's achievements will also be part of the achievements of Community Development Policy of 1996 which among other things aims to ensure gender sensitive development plans and programmes in Tanzania. Therefore, by adopting these Guidelines, the implementation of national policies in areas of community development with gender dimensions will be made possible and fruitful in the context of Mzumbe University community. By so doing, the complaints about the incidents of immoral conducts and sexual harassment will expectedly be reduced significantly.

It is my belief without doubt that diligent implementation of this instrument will play a paramount role in promoting morals among members of Mzumbe University community. Of peculiar interest, the coverage of Mzumbe University Anti-Sexual Harassment Guidelines goes beyond the employees and students of the University by also considering both the service providers of formally outsourced companies and informal service providers such as those involved in the motorcycle transport business famously known as "*boda boda*" operating within the University's premises.

I am appealing for commitment by every member of the community irrespective of the rank, position, academic discipline or professional area to join the efforts to build a community free of sexual harassment. I will not expect any incidents of sexual harassment or cases of other immoral practices within the community if this instrument receives the cooperation it deserves.

It can be done; let all of us play our part independently and collectively.



Prof. William J.S Mwegoha
Ag Vice Chancellor

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DEFINITIONS OF KEY TERMS

Academic Staff	An academic staff member is an employee of Mzumbe University in the rank of Professor/Research Professor/Library Professor, Associate Professor/Associate Research Professor/Associate Library Professor, Senior Lecturer/Senior Research Fellow/Senior Librarian, Lecturer/Research Fellow/Librarian, Assistant Lecturer/Assistant Research Fellow/Assistant Librarian, or Tutorial Assistant/Research Fellow Trainee/Assistant Library Trainee whether on full time or part time, permanent or temporary terms, as defined in Section 20 (1) (b) of the Universities Act no 7 of 2005 and Section 7.1 of the Revised Harmonised Scheme of Service for Academic Staff in Public Universities and Constituent Colleges of 2022.
Administrative Staff	Administrative Staff are persons who are employed by the University and are determined by the University Council to be members of Administrative Staff in accordance with Section 27 of the Universities Act No. 7 of 2005.
Boda boda	Boda boda is a famous Swahili name given to the informal transport service provided by motorcycle riders.
Complaints Officer	A Complaints Officer is an officer appointed by the University Management to receive and handle complaints from members of Mzumbe University.
Gender Balance	Gender balance is a situation whereby male and female members of an organization or community are given an equal opportunity to enjoy the resources, responsibilities as well as participating in planning and decision-making.
Gender-based violence	Gender-based violence refers to an act of hostility that results in, or is likely to lead to, cruelty resulting in physical, sexual or psychological harm or suffering to women, girls, boys and men on the basis of one's gender.
Gender Desk	Mzumbe University Gender Desk is a committee appointed by the Vice Chancellor to deal with gender related challenges within the University in accordance with "MWONGOZO WA UANZISHWAJI, UENDESHAJI NA UFUATILIAJI WA DAWATI LA JINSIA KATIKA TAASISI ZA ELIMU YA JUU NA ELIMU YA KATI" (the Guidelines for the Establishment, Operation and Monitoring of Gender Desk in Higher Learning and Middle Level Education Institutions) of the year 2021 from the Ministry of Health, Community Development, Gender, Elderly and Children.
Gender focal person	Gender focal person is a representative of a university unit appointed to establish a link between the unit's members and the University Gender Desk.
Gender Equity	Gender equity refers to fairness of treatment for men and women,

according to their respective needs. It can also be defined as a process in which both men and women access an organization's resources, opportunities, benefits and obligations with a view to gender equality (i.e. without an inclination towards or against one sex category).

Gender Gaps	Gender gaps occur when there is a discriminative action in resource, roles, activities allocation and decision making between male and female gender. A gender gap is the difference between men and women as reflected in social, political, intellectual, cultural, or economic attainments or attitudes. The gap is usually measured and compared globally across developing countries in four key areas of health, education, economy and politics by using the Global Gender Gap Index.
Gender Mainstreaming	Gender mainstreaming is a process which recognises and addresses gender gaps in an organisation and ensures that gender needs are incorporated in the organisation's operations, processes and systems. The process requires strategies that integrate gender concerns into the organisation's objectives.
Going with the floor	Going with the floor is a tendency of male-female partnership that goes without any future marriage plan.
Immoral conduct	Immoral conduct refers to any act or practice that does not conform to the values and norms of the society or community.
Informal service provider	An informal service provider is a service provider operating without a formal contract of agreement with the University.
Mzumbe University Community	Mzumbe University Community refers to all members of staff, students, as well as formal and informal business people residing or conducting their affairs within the boundaries of Mzumbe University.
Outsourced company	An outsourced company is a company which conducts the affairs of Mzumbe University on behalf of the University after signing an official contract in accordance with the prevailing legislative provisions of public procurement
Policy	Policy refers to a broad statement of intent by an authoritative organ or an organization for the purpose of guiding its operations towards the attainment of predetermined objectives. It is a guiding principle designed to influence decisions and actions for their effective implementation. The principle must be supported by the appropriate structures, processes, and procedures.
Sexual Harassment	Sexual harassment refers to an unwelcome behaviour and inappropriate sexual remarks or physical advances in a workplace or other professional or social situations against a person as a result of feeling sexually intimidated and/or offended. In this instrument this definition is used to encompass any unwelcome

behaviour or inappropriate sexual remarks or physical advances not necessarily originating from members of the opposite sex but also from those of the same sex.

**The
Universities
Act**

The Universities Act means the Universities Act No. 7 of 2005.

1.0 INTRODUCTION

1.1 Preamble

Mzumbe University (MU) is a public University, which is run by the Government of the United Republic of Tanzania under the Ministry of Education, Science and Technology (MoEST). The core functions of MU are teaching, research, consultancy and outreach services. As a training institution, Mzumbe University started in 1953 as a Local Government School for training chiefs, native authority staff and councillors. In 1972, it was transformed into the Institute of Development Management (IDM) - Mzumbe and later in 2001 into a fully-fledged University after the enactment of Mzumbe University Act No. 21 of 2001. The Act was repealed by the Universities Act No. 7 of 2005, which is an umbrella act, providing for and regulating University education in Tanzania. In line with the provisions of the Universities Act, the University was granted its Charter in 2007, which provides for its continued existence as a successor of the University established by the Mzumbe University Act.

As a vision statement, MU aims to be a centre of excellence in training, research, consultancy and outreach services in management and allied sciences for socioeconomic development of the people by 2025. To achieve the vision, the University embarks on its mission, which is to provide opportunities for acquisition, development, preservation and dissemination of knowledge and skills through training, research, technical and professional services. The University's core values are accountability, creativity and innovativeness, diligence, integrity, professionalism, respect for others, responsiveness to society needs, transparency, and teamwork.

Currently, MU has three campuses, namely, the Main Campus located at Mzumbe area in Morogoro Region, Dar es Salaam Campus College located at Upanga and Tegeta areas in Dar es Salaam City and Mbeya Campus College located at Forest area in Mbeya City a few metres off the Dar es Salaam – Lusaka Highway.

1.2 Mzumbe University Anti-Sexual Harassment Guidelines

Mzumbe University Anti-Sexual Harassment Guidelines is an instrument which assists the implementation of Mzumbe University Policy on Gender Development of 2020, which is an operational policy to the national Women and Gender Development Policy of 2000. One of the policy's objectives is to "eliminate sexual harassment and gender-based violence at the University". To achieve this objective, the University promises as one of the policy statements to ensure zero sexual harassment events. The policy statement is to be implemented through the formulation and implementation of a policy instrument to eliminate sexual harassment as well as to track and record cases of sexual harassment.

According to the Mzumbe University Policy on Gender Development, sexual harassment refers to an unwelcome behaviour and inappropriate sexual remarks or physical advances in a workplace or other professional or social situations against a person as a result of feeling sexually intimidated and/or offended. In this instrument this definition will be used to encompass any unwelcome behaviour or inappropriate sexual remarks or physical advances not necessarily originating from members of the opposite sex but also from those of the same sex.

Conceptually, practices of sexual harassment emanate from the roots of immoral conducts or behaviour. This being the case, where this instrument deals with sexual harassment, it will also be dealing with improving morals or more specifically, moral conducts of the University community members. Examples of sexual harassment include flirting, exposing private sexual-related pictures or other content, making sexual remarks or gesture about someone's without consent, rape, touching or hugging someone without consent, and related actions.

This Code of Conduct and Anti-Sexual Harassment Guidelines has been developed in accordance with Mzumbe University's Policy Framework. The development involved the collection of opinions from members of Mzumbe University community and was benchmarked with other public and private institutions.

2.0 MZUMBE UNIVERSITY SITUATION WITH RESPECT TO SEXUAL HARASSMENT

Mzumbe University attaches a high level of respect on the building of a moral community, which provides an important input into the ethical behaviour of the Tanzanian society. To succeed in the development of a moral community, the University is vested with several institutional efforts such as including in the strategic plans a provision for regular training programmes on ethics and anti-corruption among the students and staff members, the presence of a university-wide integrity committee that caters for both students and staff, a committee dealing with staff discipline, a gender policy and gender-mainstreamed curricula for all undergraduate and some postgraduate degree programmes.

Despite all the aforementioned efforts, still there are some unexpected cases of complaints about sexual harassment and some other aspects of immoral behaviours. From the interview carried out with the University community and from Mzumbe University's Policy on Gender Development 2020, the following are some of the various policy issues in this regard:

- (a) **Unpleasant gender relations including some immoral practices:** There have been some complaints through not officially reported about some male and female students portraying immoral behaviours such as marital relationships. When the partners break their academic lives becomes ill-affected.
- (b) **Limited activities to promote harmonious gender relations:** There are few gender sensitisation opportunities such as gender mainstreaming topic taught in not all undergraduate programmes, and events like Mzumbe University Women's Day organised annually. The recent establishment of students' anti-corruption club is expected to contribute in efforts to reduce the severity of sex-related corruption complaints.
- (c) **Existence of several gender gaps in students' organisation:** The constitution of Mzumbe University Students' Organisation (MUSO) has some gaps such as those concerned with ensuring gender balance in leadership while the concern is taken care of by the University Charter. These gaps can be perceived as some of the causes of immoral practices that lead to sexual harassment.

- (d) **Unpleasant gender consideration in decisions made by university managers:** There has been a limited consideration in deciding which ways should be taken to mainstream gender concerns in all university operations. For example, there is no male-female balance in research teams that secure research projects among academic staff members. Additionally, the curricula of postgraduate academic programmes are highly deficient of gender considerations with exception of those offered by the Institute of Development Studies.
- (e) **Complaints about practices of sexual harassment among students themselves:** There is a tendency of some students complaining against others when they get harassed sexually but the victims are not courageous enough to report the cases officially. Some girls fear to refuse friendship to male counterparts for fear of being harassed because of what is considered as male dominance. Such girls believe that male students are the ones to decide whether to continue with marital relationship or not. This male-female partnership that goes without any future marriage plan is termed by students as “going with the floor”.
- (f) **Complaints about incidents of sexual harassment between staff members and students:** There have been few complaints by students against university staff with regard to sexual harassment. To the contrary, complaints by members of staff against students are not known yet but they are not an exception. Some students’ complaints are perceived by other students not genuine because of the past harmonious relationship between the student and the staff as well as lack of indisputable evidence. This experience poses a challenge in finding an appropriate measure against the practice of sexual harassment.

3.0 RATIONALE AND OBJECTIVES

3.1 Rationale

The widespread need for gender equity and equality, presence of some complaints about the incidents of sexual harassment, some immoral practices and other policy issues identified in Section 2 of this instrument, justify the need for Mzumbe University Anti-Sexual Harassment Guidelines. The instrument will fill the gap that exists between Mzumbe University and other government organs dealing entrusted with the promotion of anti-sexual harassment including the Ministry responsible with gender. In addition to the national Women and Gender Development Policy of 2000, the Ministry is also responsible to implement the 1996 Community Development Policy which among other things aims to ensure gender sensitive development plans and programmes. Therefore, this instrument will make the implementation of national policies and guidelines possible in the context of Mzumbe University. In so doing, the complaints about the incidents of immoral conducts and sexual harassment will expectedly be reduced significantly.

3.2 Objectives

The overall objective of Mzumbe University Anti-Sexual Harassment Guidelines is to provide guidance in instituting measures against immoral conducts and the practice of sexual harassment in the university community.

To achieve the overall objective, the following specific objectives:

- (a) To provide control measures against immoral conducts among students;
- (b) To provide measures against sexual harassment between staff members and students; and
- (c) To provide measures against immoral conducts and sexual harassment practices among staff members.

4.0 OPERATIONAL GUIDELINES, MONITORING, EVALUATION AND LEARNING

4.1 Operational guidelines

4.1.1 Reporting of cases of immoral conducts and sexual harassment

Reporting of cases of immoral conducts for a Mzumbe University community member and sexual harassment incidents or complaints shall be done as follows:

- (a) When a member of Mzumbe University community is seen to behave immorally (i.e. against the morals pertaining to the accepted relations between male and female members), such person should be reported to his/her immediate supervisor with the necessary details.
- (b) When a member of Mzumbe University students' community experiences any form of sexual harassment from another student, the affected student should report the incident to the Office of the Dean of Students with the necessary details.
- (c) When a member of Mzumbe University students' community experiences any form of sexual harassment from a staff member, the affected student should report the incident to his/her Head of Department with possible details.
- (d) When a member of Mzumbe University staff experiences any form of sexual harassment from another community member, the affected staff should report the incident to the supervisor of the person being complained against with possible details.
- (e) When a member of Mzumbe University's outsourced service providers experiences any form of sexual harassment, the affected person should report the incident to the supervisor of the person being complained against with possible details.
- (f) When any member of Mzumbe University community experiences any form of sexual harassment, and is not ready to report it to the identified offices above, the affected person is free to report the incident to the University's Complaints' Officer or the University's Gender Desk. In case it is reported to the University's Complaints' Officer the receiving officer shall have to forward the complaint to the University's Gender Desk.
- (g) A member of Mzumbe University community who experiences any form of sexual harassment, and is not ready to report it to the identified offices above,

the affected person may report the incident to a representative (gender focal person) of school/faculty/directorate/unit appointed in accordance with the provisions of the University Gender Desk. The gender focal person shall have to report the issue to the Gender Desk.

- (h) A member of Mzumbe University community who experiences any form of sexual harassment, and is not ready to report it to the identified offices above, the affected person may report the incident online through a window to be enabled by the University organ dealing with information and communications technology. The window shall have to accommodate complainants who prefer anonymity provided adequate details about the reference issue are provided. The anonymity of reporters is not in any way intended to contradict the provisions of Whistleblower and Witness Protection Act, Cap 446 R.E. 2022 but to provide an opportunity for confidential and honest reporting of sexual harassment incidents.

4.1.2 Dealing with cases of immoral conducts and sexual harassment complaints

Upon receiving any complaints, the receiving officer should observe the following procedure:

- (a) A Head of Department/Head of Unit/Dean of School/Faculty, Director of Institute/Directorate, or Campus College Principal who has received a complaint should scrutinise the matter and ascertain if it falls within his/her jurisdiction to handle. For example, complaints about wrong recording of examination scores shall definitely have to begin with the Head of Department or School/Faculty Dean or Institute Director who received the complaint. In this case, other instruments attached to examinations shall have to be consulted.
- (b) After scrutiny, and receiving officer should determine the appropriate office to forward the matter – either to the University Complaints Officer or the University's Gender Desk established and launched in accordance with the provisions provided by national Guidelines for the Establishment, Operation and Monitoring of Gender Desk in Higher Learning and Middle Level Education Institutions named "MWONGOZO WA UANZISHWAJI, UENDESHAJI NA UFUATILIAJI WA DAWATI LA JINSIA KATIKA TAASISI ZA ELIMU YA JUU NA ELIMU YA KATI" of the year 2021 from the Ministry of Health, Community Development, Gender, Elderly and Children.
- (c) Notwithstanding the decision of the preceding section, all complaints about sexual harassment must be forwarded/reported to the University's Gender Desk. To facilitate a smooth reporting, the University's online portal for e-malalamiko shall provide for a sexual harassment link.
- (d) Mzumbe University's Gender Desk shall register all complaints about sexual harassment in a special book named "DAFTARI LA KUSAJILI TAARIFA ZA UKATILI WA KIJINSIA KATIKA TAASISI ZA ELIMU YA JUU NA ELIMU YA KATI" of 2022 issued by the Ministry of Community Development, Gender, Women and Special Groups.

- (e) Mzumbe University's Gender Desk shall handle the complaints in accordance with the guidelines mentioned above and the terms of reference provided in the official appointment letter by the University's appointing authority.
- (f) For any justifiable reason, Mzumbe University's Gender Desk may opt to either cooperate with or forward a complaint to Mzumbe University Integrity Committee when the matter is more about immoral conducts other than sexual harassment.
- (g) Any officer responsible to handle sexual harassment complaints and/or reported cases of immoral conducts shall have to observe a high level of confidentiality, short of which, the officer shall be deemed to have breached this Mzumbe University Anti-Sexual Harassment Guidelines.
- (h) Decisions that require disciplinary actions against a member found guilty of sexual harassment shall be communicated to the University committee that deals with staff discipline for appropriate decisions.

4.2 Monitoring, Evaluation and Learning

Based on the provisions provided in the third chapter of the 2021 national Guidelines for the Establishment, Operation and Monitoring of Gender Desk in Higher Learning and Middle Level Education Institutions, sexual harassment strategies shall be coordinated by the Institution's Gender Desk, which shall report to the Chief Executive Office. Thus, the implementation of Mzumbe University Anti-Sexual Harassment Guidelines will be overseen by the Office of the Coordinator of Mzumbe University's Gender Desk. The Office shall be responsible for monitoring and evaluation of the implementation of all activities across the University.

All other university organs, shall be responsible for implementation of Mzumbe University Anti-Sexual Harassment Guidelines within their areas of jurisdiction. In this case, a Head of Department/Head of Unit/School Dean/Faculty Dean/Institute Director/Campus College Principal shall be responsible to receive and process complaints within his/her area of jurisdiction in accordance with the provisions given herein.

Continuous monitoring and evaluation records shall be used for learning purposes thereby contributing to effective implementation and providing necessary inputs in the review and evaluation of this Mzumbe University Anti-Sexual Harassment Guidelines. Faculty members and students shall be responsible in designing and conducting scientific research in the areas of moral/immoral practices and their connection with sexual harassment for the purpose of promoting the University's moral society. The research findings will contribute in the process of the Instrument's evaluation.

5.0 CONCLUSION

Successful implementation of Mzumbe University Anti-Sexual Harassment Guidelines will depend on several factors including the commitment of the Management in providing the expected administrative support and the commitment of individual community in observing moral conducts thereby contributing to the reduction of sexual harassment. The cooperation between the University Management and community members in implementing the Anti-Sexual Harassment Guidelines will contribute to an effective implementation of Mzumbe University Policy

on Gender Development of 2020, which is the overarching policy to this instrument in the efforts to achieve the objectives of the national Women and Gender Development Policy of 2020 and Community Development Policy of 1996 within the context of Mzumbe University.

Awareness creation among members of Mzumbe University community shall be given priority and shall involve academic staff, administrative staff, students, service providers of formally outsourced companies and informal service providers such as the “boda boda” riders. Moreover, this instrument shall be disseminated widely within the University community for awareness promotion.