

## HARASSMENT POLICY

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#### Preamble

Harassment in any form is an affront to human dignity and is strictly prohibited under the laws and regulations of the United Republic of Tanzania. Alliance Française de Dar es Salaam is committed to ensuring a safe and respectful environment for all employees, students, visitors, and affiliates. All individuals must refrain from engaging in any form of harassment and must be above any suspicion of it.

#### Policy Objective

The main objective of this policy is to create a safe and respectful environment free from any form of harassment. The institution will not tolerate any incidents of harassment and is committed to taking all complaints seriously. This policy establishes mechanisms for the prevention of harassment and for the resolution of complaints. It also guides what constitutes harassment and how it will be handled.

#### Policy Scope

This policy applies to all employees, students, public visitors, contractors, and any other persons associated with Alliance Française de Dar es Salaam. It covers all forms of harassment, including but not limited to verbal, visual, physical, and sexual harassment.

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### 1. What is Harassment?

The term Harassment has various definitions to it. The definition provided under this policy does not limit nor intend to limit its commitment to resolve any incident of any relation to harassment.

For the purpose of this policy: Harassment is any offensive behaviour that deems to humiliate, belittle, demean, or intimidate an individual's character either socially or morally. Harassment can occur in various forms, including but not limited to:

1.1. Examples of **verbal harassment** include but are not limited to:

- Verbal abuse, insults and name-calling
- Using unwelcome 'pet' names, such as "honey", "doll", "babe", "princess", etc.
- Shouting and aggressive behaviour
- Unwanted and/or demeaning comments on dress, appearance, or physical characteristics

- Slandering or maligning another person's reputation by gossip, rumour and ridicule
- Persistently making unwarranted critical or patronising remarks in front of others or 'behind a person's back

1.2. Examples of **visual harassment** include but are not limited to:

- Spreading malicious rumours
- Using e-mail, instant messaging or social media platforms to send abusive, threatening or insulting images to, or about, another person
- Repeatedly isolating, ignoring or excluding someone
- Repeated use of offensive gestures
- Displays of offensive material including posters, photographs, cartoons, graffiti, objects, or messages left on notice boards, desks or common areas
- Repeated staring or aggressive facial expressions
- Keeping or sending inappropriate screensavers that may offend others.

1.3. Examples of **physical harassment** include but are not limited to:

- Unwanted, uninvited or inappropriate touching, patting, hugging or other physical contact (e.g. massaging a person without invitation or deliberately brushing up against them)
- Punching, hitting, pushing, slapping, kicking, or biting another person.
- Tripping another person
- Throwing an object at another person or attacking a person with an object.

1.4. Examples of **sexual harassment** include but are not limited to:

- Repeated requests or other forms of pressure for a sexual or other personal — rather than professional — relationship (e.g. repeated requests for 'a date')
- Unwarranted, intrusive or persistent questioning about a person's marital status or sexual interests, history or orientation
- Obscene messages sent by text message, email, video chat, social media platform or left on an answering machine or voice mail
- Displays of material of a sexual nature (including pornography) including posters, pinups, cartoons, graffiti, objects, or messages left on notice boards, desks or common areas
- Unwanted, uninvited or inappropriate touching, patting, hugging or other physical contact (e.g. massaging a person without invitation or deliberately brushing up against them)

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## 2. Prevention

### 2.1. Awareness and Vigilance:

Every individual is responsible for being vigilant and preventing harassment within the institution. Early action should be taken to deter any form of harassment and to ensure it does not escalate any further.

**2.2. Proactive Measures:**

Managers, supervisors, staff, students, and visitors must take proactive measures to address potential or actual incidents of harassment promptly.

**2.3. Training and Education:**

The anti-harassment policy shall be widely publicized to all individuals concerning Alliance Francaise. This also includes spreading awareness through training, seminars and workshops. In addition, managerial training will include modules on harassment and conflict prevention and resolution.

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**3. Complaint and Disciplinary Procedure.**

**3.1. Reporting**

An individual who has faced harassment should report the incident to their supervisor or directly to the managerial team for assessment and investigation. Reports can be submitted formally using the prescribed form in English, French, or Kiswahili.

**3.2. Investigation**

The managerial team will forward the matter to the disciplinary board of the institution to investigate the incident.

The Board will interview the complainant to;

- (a) Clarify the allegation;
- (b) Ensure the complaint relates to harassment.
- (c) Collect and review all available evidence.

If, on the basis of the preliminary assessment, the case is to be pursued, the alleged harasser shall be given 3 working days to respond to the allegations and provide countervailing evidence. The alleged harasser will also be advised of his/her rights to be assisted or represented.

Based on the complaint, the reply by the alleged harasser, and the evidence produced, the Board will evaluate whether there is prima facie evidence of harassment. If the Board upon assessment find no harassment has occurred then it will refer the matter to the managerial team to close the matter.

In the event, that the Board finds that harassment did occur then it will take immediate interim measures to the alleged harasser. Proceedings dealing with harassment shall be based on full and proper enquiries that

respect the rights of both parties, in particular, all aspects of private life and reputation. Proceedings shall be strictly confidential.

Upon receipt of the investigation report, the Board will recommend to the managerial team on the next course of action. This recommendation should be made, to the extent possible, within 10 working days of the receipt of the investigation report.

### **3.3. Disciplinary Action.**

Disciplinary actions will depend on the gravity of the case. Such factors as the type of harassment, its impact on the person harassed, the existence of a hierarchical relationship and the prior behaviour of the harasser shall be taken into account.

Any retaliation or threats against those who make harassment complaints or assist in the investigation shall be subject to disciplinary action.

Any person found to have deliberately made false or malicious allegations of harassment shall also be subject to disciplinary actions.

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## **4. Confidentiality**

All aspects of the harassment complaint process, including related communications, will be treated with the highest confidentiality. All managers, staff, students and other persons who are aware of the harassment complaint, or involved in its resolution, must respect the sensitivity as well as the strict confidentiality of the matter. They must not discuss the complaint with third parties.

Breach of confidentiality shall not be tolerated and shall be sanctioned severely. All information and documentation concerning the complaint will be treated as strictly confidential and kept by the Board and managerial team without prejudice, respecting the privacy and rights of all parties involved.

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## **5. Governing Laws and Regulations.**

This policy is governed by the Laws and Regulations of the United Republic of Tanzania