



Syllabi – upskilling African Professionals
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Vice-Chancellor's Office, Ministry of Education, KN 7 Av, Kigali, Rwanda

Sexual Harassment & Discrimination Policy

1. Introduction

Syllabi University is committed to maintaining a safe, inclusive, and respectful environment for all students, faculty, and staff. This policy outlines the procedures for addressing complaints related to sexual harassment and discrimination in accordance with European Higher Education and internationally recognized best practices, including, but not limited to, the United Nations Guiding Principles on Business and Human Rights.

2. Scope of the Policy

This policy applies to all members of the university community, including students, faculty, administrative staff, and visitors. It covers incidents occurring on campus, during university-related activities, and in online interactions involving members of the university.

3. Definitions

- Sexual Harassment: Unwelcome conduct of a sexual nature, including, but not limited to, inappropriate comments, unwanted advances, requests for sexual favors, or physical conduct of a sexual nature that creates a hostile environment.
- Discrimination: Any unfair treatment, exclusion, or distinction based on race, gender, disability, religion, nationality, sexual orientation, gender identity, gender expression, age, marital status, socioeconomic status, or other protected characteristics. This includes intersectional discrimination, where individuals experience discrimination based on a combination of these characteristics.

4. Reporting a Complaint

- Centralized Reporting: The Human Resources Department will be the primary point of contact for all sexual harassment and discrimination complaints, to ensure consistency.
- 4.1 Informal Resolution (Optional)
 - Complainants may choose to resolve the matter informally by discussing the issue with the person involved or seeking mediation from the Student Advisory Service.
 - **Mediation Guidance:** If mediation is chosen, a trained and impartial mediator will facilitate communication. The mediation process will be



confidential, and both parties will have the right to end the mediation at any time.

- 4.2 Formal Complaint Submission
 - Complaints must be submitted in writing to the Human Resources Department.
 - A complaint should include details of the incident(s), dates, involved parties, and any supporting evidence.
 - Complaints must be filed within six months of the alleged incident.

5. Investigation Process

- The university will assign an Investigation Panel, ensuring impartiality and confidentiality.
- **Investigation Panel Composition and Training:** The Investigation Panel will consist of trained individuals with expertise in conducting investigations of sexual harassment and discrimination. Panel members will receive regular training on relevant laws, policies, and best practices.
- Detailed Investigation: The investigation panel will conduct thorough interviews, gather and review all relevant evidence, and document the investigation process. All parties involved will be given fair opportunity to present their case.
- **Evidence Gathering:** The Investigation Panel will gather evidence through interviews, document review, and other relevant means. All evidence will be documented and preserved.
- **Investigation Timeline:** The investigation will be completed within 30 days, unless an extension is required due to complexity. Any extension will be communicated to all parties involved, with the reason for the extension explained. Each step of the investigation will have its own timeline, and progress will be regularly communicated to both parties.

6. Resolution & Outcome

- If a violation is found, corrective actions may include warnings, suspension, expulsion (for students), or termination of employment (for staff).
- If no violation is found, the case will be closed with documented reasoning.
- Both parties will be notified in writing of the final decision and their right to appeal.

7. Protection Against Retaliation

- Retaliation against anyone who reports harassment or discrimination is strictly prohibited and will result in disciplinary action.



8. Appeal Process

- Either party may appeal the decision within 10 days of the outcome.
- Appeals must be based on procedural errors, new evidence, or disproportionate sanctions.

9. Confidentiality

- All cases will be handled with strict confidentiality, and only those directly involved will have access to information about the case.

10. Legal Compliance

- Syllabi University is committed to upholding the laws of Rwanda concerning sexual harassment and discrimination. This policy aligns with national legislation, including:
 - Law No. 59/2008 of 10/09/2008 on Prevention and Punishment of Gender-Based Violence: This law criminalizes all forms of gender-based violence, including sexual harassment, and outlines penalties for perpetrators.
 - Law No. 13/2009 of 27/05/2009 Regulating Labor in Rwanda: This law prohibits discrimination based on sex, gender, and other characteristics in the workplace, mandating equal treatment for all employees.
- Reporting to Authorities
 - Right to Report: Individuals have the right to report incidents of sexual harassment or discrimination to local law enforcement agencies. The university will provide support throughout this process.
 - University's Obligation: In cases where the university determines that a criminal offense may have occurred, it is obligated to report the incident to the appropriate authorities, in compliance with Rwandan law.
 - Collaboration with Law Enforcement: Syllabi University will cooperate fully with law enforcement agencies during investigations, ensuring that all legal requirements are met while maintaining the rights and dignity of those involved.

11. Prevention and Awareness

- The university will conduct regular awareness campaigns and training programs for students, faculty, and staff on sexual harassment and discrimination prevention.
- The university will foster a culture of respect and inclusivity through various initiatives and programs.



12. Support Services

- The university will provide access to counseling services, legal assistance, and academic or workplace accommodations for complainants and respondents.

13. Monitoring and Evaluation

- The university will track and analyze complaint data to identify trends and areas for improvement.
- The policy and its implementation will be reviewed periodically to ensure effectiveness.

14. Contact Information

- Human Resources Department: [Syllabi@mineduc.gov.rw]

15. Policy Review & Updates

- This policy will be reviewed annually to ensure compliance with evolving legal and accreditation standards.