

## Reporting Mechanisms for SGBV Cases

All members of the USIU-Africa community (students, staff and faculty) who experience or witness sexual harassment are encouraged to report such incidents without fear of retaliation.

When sexually abused, report to a Health facility first for cases that need immediate medical attention and also for evidence preservation. Then visit the GEP office and Security Office where necessary.

Cases that do not require medical attention should be reported to the GEP office directly or to a confidant who will assist you in reporting.

Kindly visit the Gender Office for further assistance and follow-ups. The Office assures you that your report will be handled with the highest level of confidentiality. Protection to those who report will be facilitated where necessary. Retaliation on those who report is an offense punishable as stipulated in the Sexual Harassment Policy.

### You can also call the numbers below for help.

Gender Equity & Protection No:  
0782620858  
Or Email: [gep@usiu.ac.ke](mailto:gep@usiu.ac.ke)

Security Hotline No:  
0730 116 266/ 0730 116 461

If you need medical attention, you may visit the USIU-Africa Health Services Centre or call 0730 116 762/ 0730 116 760.

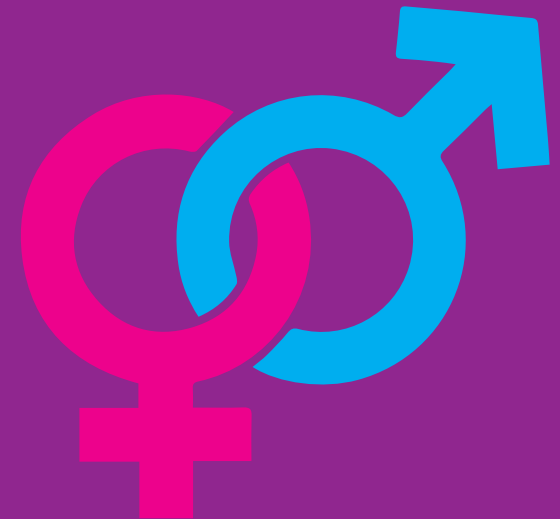
## Why you should Report Sexual Harassment

- i) Do not blame yourself; feel helpless, hopeless, and/or powerless.
- ii) You now know how to report the harassment as above. Do not feel that your report will not make a difference.
- iii) Your complaint will be taken seriously and investigated in a fair and just way.
- iv) Do not be afraid of the harasser or others (such as the harasser's friends or family).
- v) Do not feel embarrassed or have pity on the harasser e.g. fear of getting the harasser into trouble. If the harasser had pity on you, they would not have violated you.
- vi) Remember, failing to report cases of harassment or discrimination emboldens the perpetrator to continue with their bad behavior.

## Importance of Seeking Medical Attention/Help within 72 hours after Abuse

- i) To prevent HIV/AIDS transmission
- ii) To prevent unwanted pregnancy
- iii) To reduce physical pain
- iv) To obtain medical report & evidence that will assist during investigations
- v) For psychosocial support.

# GENDER EQUITY & PROTECTION OFFICE (GEP)



### For further information please contact:

Gender Equity and Protection Office  
Administration Block 1st Floor.  
United States International University - Africa  
Off USIU Road, Off Thika Road (Exit 7),  
P. O. Box 14634 - 00800,  
Nairobi, Kenya, East Africa.

OR

Email: [gep@usiu.ac.ke](mailto:gep@usiu.ac.ke)  
Call: 0782620858



United States  
International  
University-Africa

Division of Legal  
Services &  
Company Secretary

## Office of Gender Equity & Protection

The Office of Gender Equity & Protection is housed under the Division of Legal Services & Company Secretary. The office is headed by the Principal Officer- Gender Equity & Protection who reports to the Director-Legal Services.

The office is responsible for ensuring adherence to the current legislation and international conventions on matters gender equity and protection within the university.

### The Mission

To foster a safe learning and working environment that is conducive for all.

### The Vision

The vision of the Office is to provide guidance to United States International University-Africa Community that will promote the application of gender equality knowledge, the development of intellect and character to enhance respect and value for each individual irrespective of age, class, sex, ethnicity, race and any other diversity. This will promote upholding of human dignity, equity and equality.

### Goal

The overall goal is to promote gender equity and equality in United States International University- Africa's operations and create an environment free from Discrimination as well as Sexual and Gender Based Violence (SGBV).

### Objectives

1. Mainstream gender in all operations of the University.
2. Lead the strategy to implement the Sexual Harassment Policy and all other gender related documents and resolutions.
3. Provide Senior Management with analysis and guidance on ensuring effective implementation of gender related mandates and policies on gender equality.
4. Encourage research on Sexual and Gender Based Violence (SGBV) that informs policy.

## Mandate of the Office

1. Sensitize students, employees and others regarding the University policies related to harassment and discrimination.
2. Facilitate gender mainstreaming and best practices on gender in all functions of the University.
3. Facilitate accommodations to address safety concerns and to support victims and complainants so that academic and professional pursuits may continue unimpeded.
4. Create and facilitate training and presentation to students, student groups and university employees regarding the university's sexual harassment and non-discrimination policies and integrating best practices into the complaint resolution process.
5. Cultivate relationships with university stakeholders i.e. students, faculty and staff in order to actively foster and maintain a climate that is supportive of students and respectful of differences.
6. Develop strategies for the advancement of gender skills and capacity building in gender and development.
7. Collaborate with on and off campus resources including law enforcement agencies and victim services in resolving complaints.
8. Provide referrals to campus and community resources and victim advocates.
9. Provide a central place to report an incident and overseeing the reporting process.
10. Receive and act on complaints of sexual misconduct, sexual harassment and gender related violence to ensure a conducive environment is maintained.
11. Identify University Policy provisions relevant to a complaint and work closely with other relevant university offices.
12. Exercise judgement regarding the resolutions of complaints including informal resolution and formal investigation.
13. Keep records to ensure patterns of behavior are identified.
14. Conduct prompt, equitable, fair and impartial administrative investigations into complaints including identifying and interviewing parties, identifying, gathering and assessing information relevant to the investigation.
15. Apply relevant policies and make findings of fact in individual cases.

## Sexual and Gender Based Violence Policy

United States International University-Africa prohibits and strongly condemns sexual harassment committed by students or employees, whether on or off campus, or by any individual on campus or within its programs or activities. The University has zero tolerance to sexual harassment and violence.

This Policy addresses the University's aim to provide an environment that is free of sexual harassment. Through this Policy, USIU-Africa intends to provide broader protections from sexual harassment within the framework of the laws of Kenya. USIU-Africa will take disciplinary or corrective actions pursuant to this policy.

Should sexual offences occur, the university will respond firmly, fairly, and in a timely manner.

All students, staff and faculty are called upon to understand their rights, roles and responsibilities with regard to sexual harassment.

For more information on the policy visit:

[www.usiu.ac.ke/resource/sexual-harassment-policy](http://www.usiu.ac.ke/resource/sexual-harassment-policy)

### Life Tips

1. Always make sure that someone knows where you are going, who you will be with and when to expect you to be back. You can also write in a diary and leave it in your room with this information.
2. Do not be too trusting. Be cautious when giving directions to strangers.
3. Trust your instincts. If you feel pressured or threatened in any way do not hesitate to say what you feel or leave if necessary.
4. In case of any harassment, do not worry about being polite. Use strong non-verbal techniques to reinforce what you are saying such as pushing away, not smiling and using firm voice.
5. Avoid using shortcuts or passing through dark alleys.
6. Carry a friend's phone number (on a piece of paper) with you to call if you need help.
7. Never leave your drink unattended or even when you are with friends take care as they can also betray you.

### What to do in case of Rape or Sexual Assault

1. Get to a safe place and seek medical attention. Report immediately to the Health Services Centre if within the campus.
2. Report to Security/Police and GEP after being attended at a Health facility.
3. Do not clean yourself, bathe or cut your nails as this will destroy the evidence
4. If you have to change clothes, wrap the dirty clothes in a brown paper bag. Never use polythene bag, it destroys the evidence.
5. Avoid passing urine; if you have to, put the urine or stool (in case of anal penetration) in a container and carry it to the hospital.
6. Remember it is not your fault.
7. Get preventive treatment for HIV/AIDS, STIs, pregnancy and treatment for physical injuries within 72 hours.
8. Ensure that the Post Rape care form is filled and take original and duplicate copies with you.
9. Seek for counseling services.