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15 August 2019

The CEO
Commission for Gender Equality
2 Kotze Street
East Wing Women's Jail
Constitution Hill
BRAAMFONTEIN
2001
Email: Samantha@cge.org.za

Dear Ms Maema

PROGRESS AND IMPLEMENTATION REPORT

Your correspondence dated 21 June 2019 refers.

Attached please find the Progress and Implementation Report, based on the five recommendations the Commission for Gender Equality made to Stellenbosch University.

Yours sincerely,

Prof Wim de Villiers
Rector & Vice-Chancellor

saam vorentoe • masiye phambili • forward together



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**PROGRESS AND IMPLEMENTATION REPORT TO THE COMMISSION FOR
GENDER EQUALITY**

15 AUGUST 2019

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I. INTRODUCTION

The correspondence from the Commission for Gender Equality (CGE) to Stellenbosch University (SU) dated 21 June 2019 refers. A progress and implementation report regarding the 5 recommendations of the CGE to SU is required, with an indication of whether SU has complied with the recommendations or not. Here follows the report, structured under the 5 headings provided by the CGE.

2. PROGRESS AND IMPLEMENTATION REPORT

2.1 Gender diversity and equality form part of the student and staff orientation

Level of compliance: Significant progress has been made with regard to this recommendation.

Student community

The following addendum items (Addendum A to C) relate to training initiatives for staff and students from the SU Equality Unit (EqU) and its partnership with the Transformation Office:

- A) A recent gender non-violence status update report to the Rectorate (February 2018 to May 2019). Please refer to section 5 in the report which highlights training for staff and students, as well as section 6 which summarises broad awareness raising initiatives.
- B) Working agreement between SU Transformation Office (TO) and Equality Unit (EqU) 2019-2020 which highlight shared responsibility and training available for SU staff and students around gender related matters.
- C) Crisis Protocol for Residential Heads, PSO Coordinators and LLL Coordinators 2019 which is used as a training and reference tool in all residential spaces of SU.

Staff

Gender diversity and equality orientation and training

The Employment Equity Office, Transformation Office and the Equality Unit are jointly responsible for conducting gender diversity and equality orientation and training programmes for both staff and students. The employment equity and diversity orientation programme forms part of the Human Resources Division (HRD) induction programme for new recruits conducted on a monthly basis. Ongoing enhancement of race and gender sensitivity has already been implemented through internal workshops (Siyakhula).

The Siyakhula Diversity Capacity Development Programme

The Siyakhula Diversity Capacity Development Programme is the University's diversity flagship programme. The programme was launched within the HRD with the aim of driving institutional initiatives for employment equity and promotion of diversity.

Siyakhula means "We grow". The programme aims to equip staff to model, guide and support equity strategies, inclusion and staff wellbeing. The programme focuses on skills identified by transformation documents, expressed needs by staff and current research recommendations on diversity and inclusion training in higher education. Each session follows a similar process, starting with guidelines to support high quality engagement,

connecting the theme to the University vision and purpose, and then using guided discussion questions and definitions to create an opportunity for deliberation.

The capacity development programme focuses on three themes of competencies namely, socio-cultural awareness, intergroup engagement and social innovation and design thinking. Each theme consists of a number of workshops and structured discussions designed to address key diversity and transformation challenges within the University. The content and facilitation methods are developed and updated in partnership with the Equality Unit, the Transformation Office and the Disability Unit. The discussion themes are as follows:

Themes	Themes
Modern Racism	Gender Fluidity
Institutional Culture	Sexual Harassment
Mediation and Conflict Resolution	Stereotype Threat
Empathy	Decolonization
Changing Behaviour through Innovation	Disability
ECARE and Value based decision making	Religious and Cultural Inclusion
Facilitation skills	Transformational Leadership
Siyakhula 3 day Embracing the new normal	Universal Design

444 new and existing SU employees have attended the above sessions since we have started to roll out the Siyakhula Programme, with senior managers modelling this behaviour to their subordinates.

New Generation of Academics Programme (nGAP) at SU: Phases 1 - 5

SU currently holds 22 nGAP positions, across all faculties with the exception of the Faculties of Theology and Military Sciences. For phases 1-4, SU successfully recruited and employed 17 nGAP scholars on Junior Lecturer, Lecturer and Senior Lecturer levels. Table 1 illustrates the diversity profile of the 17 nGAP positions.

Table 1:

Gender	African	Coloured
Female	3	4
Male	5	5

As can be seen from the statistics, women are targeted in this programme. Of the 7 female nGAP scholars, three (3) hold a PhD and the remaining 4 embarked on further postgraduate studies on Master's and PhD level.

Since 2018, the HRD collaborated with the Division for Research Development on the nGAP mentoring programme. nGAP scholars have successfully enrolled for the mentor/mentee programme and the programme has been successful thus far.

2.2 Address the gender and racial pay gap

Level of compliance: The biggest pay gaps occurred at levels 3-5 in both academic and PASS environments. **This gap has been closed**, but SU will remain vigilant to this challenge, since the basic remuneration levels (BRLs) are adjusted each year.

The Human Resources Committee of Council requested the HRD to compare remuneration levels (Cost to Company - CTC) of senior woman employees to that of equivalent male colleagues. The following criteria were considered to determine any gender-based disparities in the remuneration structure:

- The HRD focused on senior positions from post level 8 and higher.
- Employees were categorised in terms of their years of service on the current post level and, where applicable, individual performance was also taken into account.
- Academic positions for Professor and Associate Professor were compared within each faculty. For example, the female employees appointed three years and less on a grade were compared to their male colleagues in the same faculty, also appointed 3 years and less on the same grade. If a female employee's CTC was less than the lowest equivalent male employee's CTC, the CTC was taken up to the equivalent male employee's CTC.
- If the female employee's performance over the last three years was below a performance mark of 3.5, her CTC would be taken up to 90% of the Basic Remuneration Level (BRL).
- The gender and racial pay gap pertaining to professional administrative support services (PASS) staff on level 3 to 5 was also addressed. The budget allocated to address gender pay gaps was R2 500 000.

2.3 Stellenbosch University must allocate a budget for gender transformation programmes

Level of compliance: SU complied with this recommendation in terms of the student community, but although significant amounts were spent on staff training, focused attention needs to be given to proactive budgeting in terms of staff development.

Student community

The SU Equality Unit has a dedicated budget for gender programmes with a focus on gender non-violence of R1 324 350.00 (remuneration cost) + R150 000,00 (implementation cost) for the period 2018 to 2020, totalling R1 474 350,00. Note that the Equality Unit also has an embedded model where our portfolios intersect and support one another around gender diversity, sexualities, equality and unfair discrimination. Costs associated with the entire unit are not reflected here. Addendum D gives some perspective of our work organogram.

Staff

There is no dedicated budget for staff in terms of gender transformation programmes currently, but there is a high level of integration between training provided for staff and students by the Equality Unit, Transformation Office and the Employment Equity Office within the HRD. R120,000 has been paid from SETA funds in 2019 for equity workshops and R200,000 for the HERS training programme. The Transformation Office invested R720,000 for the Siyakhula Programme in 2019, which includes Gender Transformation Discourse Training and Development. In addition to this, some faculties or PASS environments also contributed from own funds to expose their staff members to the training programmes offered in collaboration between the Equality Unit, Transformation Office and the Employment Equity Office.

2.4 Universities must adopt a gender focused recruitment, mentoring and retention of academic staff

Level of compliance: Significance progress was made in this regard as evidenced by the initiatives below:

Gender focused recruitment, mentoring and retention of academic and PASS staff

The University is committed to eradicating any unfair treatment of staff members based on, amongst others, gender, race and post level. It was against this background that proactive steps are being introduced on the level of policy, as well as in terms of operational practices to ensure proper adherence to this fundamental principle. In this ongoing process, both the Human Resources Committee of Council in terms of its mandate, as well as the Women's Forum, played and continued to play key roles to highlight and prioritize acute challenges in this regard. This also manifested in the constituting of a Task Team to focus on career advancement challenges faced by women staff at the University. This Task Team highlighted a range of challenges. The following challenges received and continue to receive appropriate management attention:

- Instances where women staff were remunerated at lower levels than their male colleagues - the relatively few cases where such discrepancies existed were identified and rectified
- Non-uniformities in promotion and appointment criteria in academic environments - faculty specific criteria were submitted to and approved by the Appointments Committee of Senate
- Challenges in the promotion of staff in PASS environments - where promotions are indicated as a result of formal job evaluation, coupled with consistent good performance levels of the incumbent, such indicated promotions are attended to and funded by the relevant University environments
- Difference between leave provision for academic staff and staff from PASS environments (granting of Research Opportunities) - in the event where line management of PASS environments submit justified requests to enable support services staff to, for example, obtain advanced academic qualifications, aligned with the PASS function's needs, these are approved. Such requests are considered taking into account that the organisation's activities may not be compromised by e.g. the absence of such staff from PASS environments.
- Staff diversity at all levels – The “grow our own timber” (GOOT) principle is included as a key element of the University's integrated talent management plans. These plans are submitted as an integral component of the multi-year HR plans.
- Training and Development opportunities for senior management - A new development programme for Deans was implemented as from 2017; the University remains one of the major supporters of the sectorial HERS programme; and, SETA funding is as far as possible leveraged to expand the footprint of training and development to all levels of SU staff.
- Each year Stellenbosch University receives an invitation for female colleagues to attend the HERS-SA ACADEMY. The ACADEMY is an interactive professional development opportunity for women employed in Higher Education. It is aimed at those women currently employed or possessing the potential to be employed, at the senior management level. Senior female employees (grade 8 – 3) were invited to apply to join the academy as follows:

- 2017 - Nine (9) candidates were recommended to attend the Academy. The profile of the candidates was 3 academic staff and 6 support staff members (2 white; 3 coloured; 2 Indian and 2 black).
- 2018 - Eight (8) candidates were recommended to attend the Academy in 2018. The profile of the candidates was 4 academic staff and 4 support staff members (2 white; 4 coloured; and 2 black).
- 2019 - Ten candidates were recommended to attend the Academy in September 2019. The profile of the candidates is 4 academic staff and 6 support staff members (3 coloured; 5 black; 1 Indian; 1 white).
- Accountable to enhance diversity - at an institutional level this is catered for as one of the key performance areas for all managers and incorporated into University environments' formally approved multi-year workforce plans.

Draft Code for Management Practices for Employment Equity

The University has put in place a comprehensive Employment Equity Plan (EEP), which was approved by the Department of Labour in June 2018. In the EEP, the University has identified a number of barriers and equity measures necessary to address the barriers in relation to employment of employees from designated groups.

The Draft Code for Management Practices for Employment Equity is one of the critical tools for addressing the barriers identified in the Employment Equity Plan. The Code has been revised to strengthen the process of elimination of barriers to diversity. The Code is not intended to be a comprehensive human resources manual, but serves as an instrument to identify aspects of Human Resources that are key to Employment Equity and that can advance employment equity objectives. The Draft new Code was presented to the Rectorate for final consideration and approval.

Through the EEP, shifts in staff diversity are closely monitored to ensure optimal diversity in all appointments and promotions. A significant development in 2018 was the approval of the institutional EEP by the Department of Labour (DOL) and the full integration of Employment Equity portfolio in the HRD. The DOL and the University's Employment Equity Committee continually monitor progress regarding the implementation of the EEP.

Mentoring services for staff

Mentoring services are provided and the training of both mentors and mentees is available. Mentorship is also a formal stipulation of the nGap programme, and the University complies fully with this stipulation.

GAP – Gender Advocacy Project

In support of the institutional employment equity and diversity imperatives, we envisage a Gender Advocacy Project with the following three focus areas:

- Developing a recruitment and succession plan for women in academia towards leadership positions (**Management Focus**).
- Developing conscious career strategies for women in non-academic / support services positions (**Human Resources Focus**)
- Positioning US women's wellness in the workplace as a strategic priority to enhance performance and excellence (**Wellness Focus**).

Each of these focus areas will give rise to separate, detailed programmes with different objectives and different target groups. They are all designed from the perspective that the support and empowerment of women at all levels will be an investment from which the

University will gain tremendously, not only in terms of its diversity mission, but also in terms of excellence of scholarship.

2.5 Stellenbosch University must have sufficient gender representation in decision making bodies such as council

Level of compliance: Progress has been made with regard to representation of women in forums such as the University Council, the Senate and the Rectorate. Women are appropriately represented in the Institutional Forum and the Transformation Committee.

The composition and functioning of university government structures are set in South Africa's Higher Education Act and institutional statutes. SU has five statutory governing bodies, namely the Council, Senate, Student Representative Council (SRC), Convocation and Institutional Forum.

The following table shows the race and gender profile of the **Stellenbosch University Council** over the period 2013 to 2019:

	2019	2018	2017	2016	2015	2014	2013
Indian Male	0	0	0	0	1	1	0
Indian Female	1	0	0	0	0	0	0
Coloured Male	7	7	5	5	5	4	4
Coloured Female	0	1	1	0	0	0	1
Black Male	0	1	2	0	0	0	0
Black Female	4	2	2	2	2	1	0
White Male	14	15	14	20	20	20	20
White Female	4	4	4	2	1	2	1
Total Male	21	23	21	25	26	25	24
Total Female	9	7	7	4	3	3	2
TOTAL MEMBERS	30	30	28	29	29	28	26

The **Stellenbosch University Senate** is responsible for the University's academic programmes, the acquisition of qualifications and academic staff. The ten faculty boards, each chaired by the Dean (three of whom are female), are the committees of the Senate. The Senate is currently (August 2019) composed as follows:

Indian Male	Indian Female	Coloured Male	Coloured Female	Black Male	Black Female	White Male	White Female	Total Male	Total Female	Total Members
11	3	21	14	15	5	204	84	251	106	357

The **Students' Representative Council (SRC)** represents the interests of students on the University Council, other University bodies and national and international student bodies. The process to elect a new SRC is underway, but the composition of the outgoing SRC, chaired by a female student, is the following:

Indian Male	Indian Female	Coloured Male	Coloured Female	Black Male	Black Female	White Male	White Female	Total Male	Total Female	Total Members
0	0	3	0	2	2	4	4	9	6	15

The **Convocation** of Stellenbosch University is a statutory body consisting of all SU graduates, including current postgraduate students who completed their undergraduate studies at Stellenbosch University; all full-time and retired academic staff of the University, and all diplomates. According to law all South African universities have a Convocation that ensures the input of alumni into matters regarding the University and also provides a statutory connection to its former students. The Convocation is represented on the University Council. The Executive Committee of the Convocation is currently (August 2019) composed as follows:

Indian Male	Indian Female	Coloured Male	Coloured Female	Black Male	Black Female	White Male	White Female	Total Male	Total Female	Total Members
0	0	1	0	0	0	3	1	4	1	5

The **Institutional Forum**, chaired by a female staff member, advises the Council on matters affecting the University, is currently (August 2019) composed as follows:

Indian Male	Indian Female	Coloured Male	Coloured Female	Black Male	Black Female	White Male	White Female	Total Male	Total Female	Total Members
0	1	7	0	4	1	11	8	22	10	32

Apart from the five statutory bodies, the composition of the Rectorate and the Institutional Transformation Committee, as important institutional structures, is provided below:

The **Rectorate**, which is the management structure of Stellenbosch University, is currently (August 2019) composed as follows:

Indian Male	Indian Female	Coloured Male	Coloured Female	Black Male	Black Female	White Male	White Female	Total Male	Total Female	Total Members
0	0	2	0	0	0	4	2	6	2	8

The **Institutional Transformation Committee**, was established at SU in 2017. The Institutional Transformation Committee is mandated by the Rector's Management Team and reports at least once a year to the Rectorate. The Institutional Transformation Committee fulfilled a strong leadership and advisory role in the period 2017–2018 and advocated the development of faculty-based transformation committees. The Committee is in essence the primary institutional committee to guide the implementation of transformation at SU. The Committee is currently (August 2019) composed as follows:

Indian Male	Indian Female	Coloured Male	Coloured Female	Black Male	Black Female	White Male	White Female	Total Male	Total Female	Total Members
1	1	5	6	5	1	4	3	15	11	26

22/05/2019

To: The Senior Director: Division of Student Affairs and Stellenbosch University Rectorate

RE: Gender non-Violence Status Report Feb. 2018 ~ May 2019

Equality Unit, Centre for Student Counselling and Development, Division for Student Affairs

Period: 01/02/2018 ~ 22/05/2019

According to the #EndRapeCulture Report 2017: “To change RapeCulture is a collective effort that combats the attitudes, beliefs and behaviours entrenched in our society and culture. It is a huge task that requires explicit commitment and an intentional stance by our SU leadership and by each and every person, student and staff, within our SU environment”.

The Gender non-Violence (GnV) portfolio, at the Equality Unit, involves the coordination, monitoring, shared responsibility management and student movement support; as well as training, interventions and liaising for a comprehensive institutional response to gender violence, sexual harassment and RapeCulture at Stellenbosch University (SU).

The appointed Gender non-Violence Coordinator’s responsibilities are:

- To network, promote, and build strategic alliances and relationships institutionally and outside SU by collaborating with other structures/departments/units/societies and environments that do similar work and share in the Equality Unit’s (EqU) scope of work.
- To coordinate and monitor RapeCulture across SU.
- Design, coordinate and implement interventions, mechanisms/projects/support initiatives through teaching, training and facilitation sessions relating specifically to the GnV portfolio and in partnership with other institutional stakeholders.
- To monitor the culture within SU in relation to RapeCulture, gender specific violence and sexual assault/harassment incidents.
- Annual tracking and reporting of gender violence related issues throughout SU’s institutional structures.

The RapeCulture Monitoring Committee (RCMC) was established and formally convened on the 15 October 2018 as a formal structure that would exercise oversight of the GnV portfolio for the implementation of a selection of the #EndRapeCulture Report 2017. The RCMC is premised on the following general principles, which guide its work to advance SU’s climate and culture on RapeCulture and Gender-based Violence:

1. Human-rights and social justice:
 - a. The values and principles of human rights guide the work of the committee
 - b. The ideals of social justice around equity, diversity and participation guide the work of the committee
2. Systemic and comprehensive approach:
 - a. Change of a variety of structures at various levels at SU
 - b. Change of a variety of aspects of SU that span entry-to-exit and living-to-learning environments at SU
3. Survivor- and community-based approach:
 - a. The survivor’s needs (dignity, safety, rights, care and confidentiality) are central in directing reactions to any incidences
 - b. The community needs (care and safety) are also central in the reaction to any incidences and in terms of development and education around competencies in this domain
4. Accountability and sustainability:
 - a. Accountability to the stakeholders of SU and transparency and fairness of processes.

The following template is used as an instrument for monitoring the SU environment for gender related violence and sexual assault. The structure of this status report is taken from the UN Women template on *10 essentials for addressing campus violence* as previously indicated and agreed upon in the RCMC meeting of 15/10/2018.

Status Report (02/2018 ~ 05/2019)

1. Climate Assessment

The EqU and its GnV Portfolio assesses the environment through quarterly report, bi-annual and annual reports from the Equality Unit. A greater understanding of gender-based violence related issues throughout SU’s institutional structures will also come into effect through a means of a climate survey. The EqU seeks to make use of an annual climate survey for students as an assessment tool (to be repeated every two years) of gender-based violence at SU and the communities our students come from. The survey will gather data about registered students’ lifetime and previous academic years’ experiences at SU involving sexual harassment and gender based violence. Currently, the process is still pending and we aim to implement the student survey by the end of the year. We foresee that the survey be adapted for the staff environment in 2020.

2. Protocols Outlining the Procedures

Clear protocols and processes are in place due to the SU Unfair Discrimination and Harassment Policy and the services provided by the EqU, Campus Health Services, the Office for Student Discipline, Human Resources and Unit for Psychotherapeutic Support Services (UPSS). These processes and pathways are aligned to the SU Student Disciplinary Code. This information is widely disseminated to staff and students through a variety of means (media articles, social media, website, posters, radio interviews, memos etc.).

3. Provision of Essential Services on a 24hr basis

The EqU serves as a centralised one-stop service for students and staff managing accounts of unfair discrimination, gender violence and sexual harassment. The portfolio has also been engaged with a number of students with emails usually being the first form of contact, and thereafter other students usually make use of the unit’s “open door policy” which encourages client walk-ins for advice and other services that the Equality Unit offers. These are of course dealt with internally through the Equality Unit’s process and in other cases referred or escalated to their proper channels.

We assist through listening and identifying the needs of the students, who are usually referred to either our Case Coordinator or Case Officer who further assesses the challenges presented and advises accordingly on the formal process that needs to be followed in lodging official complaints.

UPSS and Campus Health Services (CHS) also offer afterhours support for students in psychological or medical crisis via our 24-hour crisis line that is supported by ER24 and followed up by UPSS/CHS staff during the day. Campus Security plays a vital role in that they are often the first point of contact for crisis and traumatic incidents and are well trained in internal protocols and services. Student victims are supported through these services. Where appropriate students are referred to the provincial hospital, private medical facilities and related clinics, SAPS or other service providers including NGOs.

4. Policy Assessment

The Department of Higher Education and Training (DHET) has released a policy framework to address Gender-Based Violence in the Post-School Education and Training System. This framework will inform the development of a re-configuration of the existing SU Unfair Discrimination and Harassment Policy which will endeavour to address Gender-based Violence, HIV/AIDS, Sexual Assault, Harassment and Discrimination in an integrated comprehensive manner.

SU was included in the drafting of the DHET policy framework and the EqU is facilitating public comments from SU members by June 4th. The policy framework provides a solid guide for SU to enhance GnV in a systematic and integrated manner. We have policies, systems and services in place but we can improve on some of the recommendations in the policy framework. Take note of the following key areas:

- Have a comprehensive, overarching policy addressing GBV, that includes harassment and discrimination more broadly, staff grievance and disciplinary proceedings, as well as student and staff codes of conduct, that is aligned and integrated within the total policy environment of the institution, in specific policies addressing different aspects of discrimination and inclusivity (such as race, sexual orientation and disability); - *in process*
- Institute a charter on ethics that will be signed by all staff and student leadership in institutions. The charter should clearly specify ethical conduct that pertains to the eradication of sexual harassment and GBV; - *needs action*
- Use the SI-RIM to self-assess progress made in implementing measures against GBV; - *needs action*
- Develop annual action plans for the awareness (including how to report incidents) and prevention of GBV and submit it to the DHET; - *in development*
- Undertake safety audits of campuses and residences in order to identify issues of concern to students and staff and take the necessary steps to address these; - *needs action*
- Exercise control over third parties such as visitors to the university; - *in place to some degree*
- Create student peer education networks; - *in place, should be expanded*
- Critically scrutinise initiation and residence practices and rituals to ensure they do not contribute to the normalisation and perpetuation of stereotypical notions around gender and sexuality; - *needs action*
- Institutions are encouraged to have clear drug and alcohol policies; - *in process through two task teams*
- Look beyond their immediate environment to engage in localised community-based initiatives and campaigns addressing GBV given that staff and students experience GBV mostly off-campus. This may include becoming involved with the local community policing forum and other relevant structures; - *needs action*
- Put measures in place to limit the extent to which lecturers can demand sex for marks such as ensuring that papers are marked by multiple examiners or are subjected to moderation processes; - *needs action* - and
- Ensure that background checks that are done in all PSET institutions before appointing any council member, staff member or support personnel on campuses on GBV offences. – *needs action*

We are in the early stages of consulting around the possible review and integration of the HIV and Unfair Discrimination and Harassment Policies, as well as strengthening the presence of gender-based violence into an overarching streamlined policy with separate addendums for each sub-section. This will fit well within the recommendations of the DHET policy framework and follows the renaming and refocussing of the Higher Education and Training HIV/Aids Programme (HEAIDS) into the Higher Education and Training Health Wellness and Development Centre (also known as Higher Health). Higher Health aims to integrate services and responses to sexual reproductive health, HIV, TB, STIs, gender-based violence, LGBTQI communities, alcohol and drug abuse prevention, mental health and disability. The majority of which are located within the Centre for Student Counselling and Development, Disability Unit and the EqU.

5. Training

a. Students

Training takes place annually with the staff and students within the Residence, PSO and LLL environments. The following have been done which includes partnerships with those listed below:

- Interactive Learning Experience for First Years 2019- Faculty of Medicine and Health Sciences
- Screenings (Hunting Ground) and group presentations
- Tygerberg Campus MenTut training workshop
- Global Education Programmes
- First year welcoming week training
- Mentor training
- Occupational therapy
- SRC Safety Committee
- PGEC
- Pastoral care sessions at Theology
- Heemstede, Serruria, Huis Neethling, Monica, House Russel Botman sessions.

Below are modules designed for a student focussed GnV training manual which can be infused into 2019/2020 DSAf trainings:

- Core Concepts of Gender and Gender Violence
- Gender-Based Violence: Causes and Consequences
- Institutional Support and Mechanisms
- Men and Boys as Allies
- Consent
- Bystander Effect
- Behaviour Modification

b. Staff

- Residence Head training on sexual assault protocols 2018
- Faculty of Science/Physics RapeCulture Presentation Session 2018
- Division for Research Development
- Siyakhula: Embracing the New Normal (Gender Fluidity) 2018
- Ongoing Siyakhula Staff Trainings (Gender and Bystander Related Component) under the Employment Equity and Diversity Capacity Building Programme at HR.

We are developing basic online modules for staff, which will include gender-based violence and sexual harassment in partnership with HR: EE and the Transformation Office. To be rolled out by 2020. With a move toward including Mode 2 students, we envisage developing similar online modules for students (2019-2020).

6. Broad Awareness Raising Initiatives

A lot of groundwork has been done, networks built, and structures developed in advancing the objectives of GnV from different vantage points.

The following awareness raising initiatives were covered between 2018-2019:

- Widespread coverage of the GnV portfolio launch
- Lipp Newsletter publication
- Die Matie publication
- Matie Media
- Daily Vox
- SRC Rooiplein event
- S.L.U.T Walk
- SRC Womxn Empowerment 2019 Official Opening
- Mfm radio interviews
- Institutional Forum Presentation on RapeCulture Recommendations and the Unfair Discrimination and Harassment Policy
- Presentation at the Annual General Meeting of the SU Women's Forum 2018
- Memo to the Deans and Senior Directors on reporting sexual harassment
- Safe space support for the SU Women's Coalition
- A student GnV working group was setup
- Introduction of EqU services to newly on boarded SU staff
- Hosted a Gender Advancement Programme for staff in collaboration with the Transformation Office.

7. Other Relevant Developments

- i. Various students and staff are experiencing systemic forms of latent/hidden/subtle unfair discrimination and sexual harassment often without the will to come forward. Therefore, the EqU needs keep building trust in the unit's staff, processes, partners and systems through compassion, accountability and fairness.

- ii. The development of a SU online reporting tool, *Thetha*, has not succeeded due to human and technical challenges. Funding must be secured to redesign the initial platform in order to provide a more convenient reporting and logging mechanism for staff and students.
- iii. The EqU with the support and partnership of the Transformation Office, the SRC, and office of Student Governance reached out across the Tygerberg and Stellenbosch Campus to pledge solidarity for the National Campaign under the banner # National Shutdown/ Intersectional Women’s March against Gender Based Violence.
- iv. Attended the Presidential Summit Against Gender Based Violence and Femicide which resulted in the President of RSA signing a declaration on commitments to fight the scourge of all forms of violence and Femicide against women and the larger LGBTQIA+ communities.
- v. Attended the Cape Peninsula University of Technology Statement Policy Against Gender Based Violence.
- vi. On-going engagements with the Office of the Minister of Higher Education and Training regarding Western Cape/Stellenbosch University Imbizo on trainings and critical engagement support session aimed at identifying student needs around sexual and gender-based violence.
- vii. Donation pledged by the Equality Unit to solidify our commitment and partnership on the Sanitary Dignity Initiative to be launched late 2019.
- viii. Men’s Forum Discussion and possible partnership on an initiative to be rolled out by men’s residence students aimed at sensitizing men, re-framing masculinity and manhood against patriarchy and towards building a community that is working towards having men as equal partners.
- ix. Pride Month initiative to also launch second semester, by students in the quest to raise awareness and build a welcoming culture for the LGBTQIA+ community at SU.
- x. As part of ongoing benchmarking with local and international universities, the EqU hosted visitors from the New York University’s Office of Global Inclusion, Diversity and Strategic Innovation and George Mason University’s Global Education Office.

8. Monitoring and Evaluation Mechanisms

Gender-based violence is included in the SU Transformation Plan and is reported on annually. The RCMC meets at least every quarter and tables bi-annual reports on gender violence and sexual harassment. Bi-annual reports are tabled for Prof Schoonwinkel and Prof Koopman, which focuses on case management from the unfair discrimination and harassment portfolio. Holistic reporting of incidences across entry points is an area for development as staff or students may not necessarily enter or end up at the EqU.

Below are the comparative statistics (2016, 2017 & 2018) of matters related to the Unfair Discrimination, Gender-based Violence and Sexual Harassment complaints from the EqU:

Type of complaints # ¹	2016	2017	2018
Sexual harassment	17	6	19
Harassment	13	13	4
Discrimination	3	16	13
Victimisation	13	5	3
Sexism	2	3	1
Transphobia	1	1	0
Assault	2	6	1

¹ Note that many complainants prefer selecting more than one type of complaint per incident.

Highlighted below are a few key recommendations to the Rectorate, from the #EndRapeCulture Report 2017, which needs to be catalysed within SU:

- Via the inclusion of EndRapeCulture strategies into each strategic plan of each Responsibility Centre at SU, each faculty and service environment should have specific mechanism which address EndRapeCulture;
- Commitment to designing and implementing a reward and recognition mechanism for student and staff communities that implement innovative strategies to address RapeCulture or show commitment in engaging students and staff in effective ways to change RapeCulture;
- The Rector-Mayor Forum should include RapeCulture as a standing item, including related issues of transformation on alcohol safety and issues with regards to clubs and bars in the broader Stellenbosch Community;
- The Office for Student Discipline should make provision for explicit sanctions for sexual harassment and special sensitivity training for staff working with gender-based violence and sexual harassment; and
- SU should conduct one significant and public event or activity per year that contributes towards challenging RapeCulture.

I trust that you will find this report useful and welcome any enquiries, suggestions and feedback.

Regards

A handwritten signature in blue ink, appearing to read 'Thembelihle Bongwana', enclosed in a light blue rectangular box.

Thembelihle Bongwana

Coordinator: Gender non-Violence, Equality Unit

oOo

Working agreement between SU Transformation Office (TO) and Equality Unit (EqU) 2019-2020

This document serves as a formalization of service level agreements between the TO and EqU in order to:

- enhance collaboration on the advancement of the Unfair Discrimination and Harassment Policy and Transformation Plan;
- collaborate on regular surveys on the nature of institutional culture as relating to the Unfair Discrimination and Harassment Policy and Transformation Plan;
- monitor the implementation of the Unfair Discrimination and Harassment Policy and Transformation Plan; and to
- synergise training, educational initiatives and awareness campaigns.

Terms of Reference - Equality Unit

The Equality Unit is responsible for the promotion of collective action towards social justice and discourse regarding social asymmetries at SU. It coordinates, educates and raises awareness around sexualities, gender, HIV/Aids, sexual harassment and anti-discrimination in partnership with relevant campus structures. These services are delivered under three main areas:

Unfair Discrimination Portfolio (UDP)

This portfolio deals with all aspects of unfair discrimination, sexual harassment, harassment and victimisation¹. Anyone (staff or student) who experiences any form of discrimination or harassment at the university may report their complaint to us. These services and complaint mechanisms are done in accordance with the SU Unfair Discrimination and Harassment Policy and other pieces of legislation of the country.

HIV/Aids and Sexualities Portfolio (HSP)

HSP remains one of our long-standing core functions of the EqU. The EqU oversees the implementation of the SU HIV/Aids Policy and drives various components of University's comprehensive institutional HIV response. Furthermore, the portfolio provides free HIV testing and counselling between Tuesday and Thursdays at Huis Simon Nkoli House from 13H00 – 16:00. It provides Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) support and services. The portfolio conducts LGBTQI-sensitisation services, offer counselling, conduct social and discussion groups and support efforts for a LGBTQI enabling, affirming, and welcoming environment at SU.

Gender non-Violence Portfolio (GnVP)

¹ Discrimination may include but is not limited to racism, sexism, transphobia, homophobia, xenophobia or ableism. Sexual harassment may include Sexual harassment is a form of discrimination on the grounds of gender, sexual orientation or sexuality; it is unwanted and may be experienced as an expression of power, authority or control of a sexual nature; it creates a hostile environment that prevents those concerned to learn or work to capacity.

The GnVP is the latest addition to the unit. Its formation follows the university's announcement that a gender non-violence response be setup, through which matters related to gender-based violence will be coordinated and monitored. One of the primary responsibilities of this portfolio is to develop a comprehensive institutional response to gender violence and rape culture at SU. It is also responsible for the implementation of some of the recommendations of the #EndRapeCulture Report released in 2017.

Terms of Reference - Transformation Office

As per the Transformation Plan the TO understands transformation at SU to be 'embedded'. This means that transformation should be integrated into the core business of all environments. This integration should be systematic and cultural. Respective environments are responsible for their own transformation processes. The TO assists environments in determining and actioning these processes, within the parameters of the SUTP and Vision 2040. The TO assists various environments in translating and realising the TP and Vision 2040 for their work.

The TO understands its role as a 'sense-making' one. This means assisting the University and respective environments and communities 'make sense' of themselves in relation to the historic, national and international contexts of higher education transformation. The TO must keep abreast of the latest national and international debates and research. The TO must make these debates and research available to the university community and provide this context when engaging in various environments. Included in this context are the formal imperatives laid out by the DHET.

The TO co-ordinates, facilitates and advances the transformation process, practice and policy through the following:

- **Student engagement through:** providing transformation competency training; co-ordinating the student ITC; creating opportunities for accredited course work in transformation related issues; creating platforms for students to raise and discuss transformation related issues
- **Public (i.e. university wide) engagement through:** social media and communication; university wide events (linked to Imbizo 365); policy work (see Policy and process engagement)
- **Faculty and RC engagement through:** linking RCs and faculties to transformation resources including training; advising RCs and faculties on transformation related matters; co-ordinating and supporting the work of the ITC; facilitating co-operative relationships between environments in the area of transformation;
- **Policy and process engagement through:** representation on policy working groups; creation of working groups around transformation related issues; working with other functions in the university (like the EqU, EE, Institutional Planning) to advise on and implement systemic interventions e.g. providing guidance for development with environmental planning and reporting.



Working Relationship

Training

Both the TO and EqU offer transformation/equality competency training for staff and students. The TO offers (through the Siyakhula programme) training in the areas of:

- Decolonization and thinking skills
- Modern racism and internalized oppression
- Disability/ableism
- Sexual harassment in the workplace
- Gender fluidity
- Institutional culture
- Stereotype threat and unconscious bias
- Visual redress
- Religious and cultural inclusion
- Employment equity and diversity management
- ECARE: values based decision making and management
- Mediation and conflict resolution
- The bystander effect and groups
- Transformational leadership
- Enabling empathy
- Facilitation skills
- Universal design
- Changing behaviour through innovation
- Customised staff and student training and workshops (on request)

The EqU offers training in the areas of:

- Complaint reporting: Equality Unit processes and procedures
- Unfair discrimination
- Sexual harassment and gender-based violence
- Rape culture & bystander dialogues
- Gender, gender fluidity and sexual diversity
- Basic empathy and interpersonal communication skills
- Basic mediation skills
- Consent
- Health and social justice
- Basic HIV overview
- Sexualities (LGBTQI)
- Prevention of HIV and other STIs / safe sex
- Stigma and discrimination
- HIV counselling and testing
- Worldview, perspectives and attitudes

The TO and EqU direct training requests to the entity which offers that content.

The TO and EqU will support each other, where appropriate, to deliver their respective training programmes. This may take the shape of collaboratively developing training content and providing facilitation.

In cases where subject matter overlap, the TO and EqU will determine who takes responsibility for that content, to avoid duplication.

Events and campaigns

The TO will support EqU events and campaigns.

The EqU will support TO events and campaigns.

The EqU will work on two joint events or campaigns per year.

Case management vs. systemic interventions

The EqU deals with specific cases of unfair discrimination, harassment and gender violence, which has specific complainants or victims and may include any act or omission – including a policy, rule or practice. These may be formal or informal complaints. The EqU often offers mediation in these cases. It offers a once-off facilitation by a trained mediator between two parties. The aim of mediation is to provide staff and students with a platform in which to raise concerns or experiences, allowing the other person to respond, and to try and resolve any possible conflict or dispute based on the principle of shared humanity. Facilitation process that will enable parties to identify, discuss and prioritise key issues and to enter into a negotiation process with each. The process is voluntary and confidential. Can potentially lead to an amicable resolution in a short time.

The TO does not offer mediation or any intervention related to cases. The TO deals with systemic issues of which the specific cases are usually a symptom. The TO will direct cases of unfair discrimination, harassment and gender violence to the EqU. The EqU will monitor and inform the TO of unfair discrimination, harassment and gender violence trends within environments, which signal a systemic issue.

Feedback mechanism

The TO will share feedback on the EqU (positive and negative) with received from various sources with the EqU, in the spirit of mutual growth and co-operation.

The EqU will share feedback on the TO (positive and negative) with received from various sources with the TO, in the spirit of mutual growth and co-operation.

Research

The TO and EqU will collaborate on producing and disseminating institutional research related to transformation and equality.



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CRISIS PROTOCOL FOR RESIDENTIAL HEADS, PSO COORDINATORS AND LLL COORDINATORS



Compiled by:

Centre for Student Counselling and Development (CSCD)

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The following document provides guidelines on how to deal with a variety of crises that might happen at Stellenbosch University (SU) communities. The document will be focusing on dealing with sexual misconduct, incidents (specifically alleged rape) as well as other trauma. The Centre for Student Counseling and Development (CSCD) has two Units that are primarily involved in assisting with these processes:

- The **Unit for Psychotherapeutic Support and Social Services** (49 Victoria Street, Stellenbosch) deals with crisis interventions in collaboration with ER24. The UPSS and ER24 offer therapy and counselling;
- The **Equality Unit** (39 Victoria Street, Stellenbosch) – this unit is not a trauma or crisis support service but a place to report forms of sexual misconduct, victimization, harassment and unfair discrimination and / or to access internal SU processes of resolution / discipline / sanction / remedial actions.

Please note that these processes will be running along with the internal processes of the Centre for Student Communities, it does not replace any of these processes.

1. DEFINITION OF TERMS: UNDERSTANDING WHAT YOU MIGHT BE DEALING WITH

It is important to understand the different definitions of what might occur. For clear distinction, this document will refer to a victim and a perpetrator (instead of a complainant and respondent). The following are various forms of sexual misconduct:

- **Rape:** unlawful sexual intercourse or any other sexual penetration of the vagina, anus, or mouth of another person, with or without force, by a sex organ, other body part, or foreign object, without the consent of the victim.
- **Sexual assault:** includes sexual acts that do not involve penetration (such as groping, for example).
- **Sexual harassment:** Sexual harassment thus covers a broad spectrum of unwanted behaviour, including the following:
 - **verbal** harassment, such as unwelcome enquiries regarding a person's sex life, telephone calls with a sexual undertone, continuous rude or sexist jokes or remarks, jokes with sexual innuendo, unwelcome requests for dates and remarks about a person's figure;
 - **nonverbal** harassment, such as leering, gestures with a sexual meaning and persistent unwelcome flirtation;
 - **visual** harassment, such as displaying pornographic photos, comics, objects, et cetera that create a hostile environment;
 - **physical** harassment, such as unwelcome contact through patting, pinching, fondling, kissing, pawing, assault, molesting and rape; and
 - **Quid pro quo** harassment, such as sexual bribery (e.g. promising a promotion in return for sexual favours) and sexual extortion (e.g. refusal to promote people if they do not consent to granting sexual favors).

2. PRACTICAL STEPS OF HOW TO DEAL WITH THESE INCIDENTS

The practical processes on how to deal firstly with a sexual misconduct incident - specifically alleged rape (2.1), sexual misconduct – specifically sexual assault and sexual harassment (2.2) and then other trauma (2.3) are provided accordingly.

2.1 How to deal with a sexual misconduct incident (specifically alleged rape) happening at a Residence, PSO or LLL

- The Residential Head / PSO Coordinator / LLL Coordinator gets informed of a matter (via the involved student, another student or friends).
- It is very important to remember that in this type of situation one needs to think about three facets – the evidence, the victim and the alleged perpetrator.
- During night time (16h00 until 08h00) please phone ER24 for assistance (010 205 3032). ER24 will manage the situation and report back to CSCD.
- During day time (08h00 until 16h00) please phone CSCD for assistance (021 808 4994) at Stellenbosch Campus. Tygerberg Campus please phone (021 938 9590).
- ER24 will come to the residence or PSO as soon as possible. When a call is logged at ER24, the Director and Deputy Director of CSCD receives a text message informing them of the nature of the incident and what the intervention will be (ambulance dispatched / trauma counsellor dispatched / etc.). While you are waiting for ER24 to arrive, you can speak to ER24 to get information on how to deal with the person.
- If the victim is in any immediate danger (the alleged perpetrator is still around and needs physical protection), please contact Campus Security immediately (021 808 2333).
- It is important that the victim do not shower or change clothing at this stage.
- Try to contain the student as far as possible, keep her/him calm and give her/him basic facts of what will happen. Nobody should pressure the student to lay a complaint.
- There are two routes that can be followed (please ensure the student knows and understands this) – a graphical illustration is indicated:

Route 1: Lay a complaint (forensic evidence)

1. You can phone ER24 for assistance - please ask for the Trauma Counsellor. If it is a medical emergency too, please ask for the ambulance too.

They will be able to assess the student and take the student to SAPS. Campus security can also take the student to SAPS or SAPS can be called to come to student and will then transport them to the station.

2. Make a case at SAPS and get a case number. A SAPS member will take the student to the Stellenbosch Provincial Hospital for a medical examination or the nearest facility depending on your location.

3. The student will be taken to the Victim Support Room for a medical examination and to get the necessary medication. A rape kit will be completed.

Route 2: Do not lay a complaint (no forensic evidence)

1. You can phone ER24 for assistance. They will be able to assess student and take student to one of the two hospitals in Stellenbosch. Student needs to see a doctor for a medical intervention - this can be at Stellenbosch Provincial Hospital, Medi-Clinic or a private professional (also depending on your location).

2. The student will receive the necessary medication but this process will not be viewed as evidence in a court of law.

3. Should the student decide to go to Stellenbosch Provincial Hospital or a state hospital, he/she will have to open a file at reception and wait with other patients at Casualties to be seen by a doctor.

2.1.1 ROUTE 1: STUDENT DECIDES TO LAY A COMPLAINT AT SAPS

- The student (victim) needs to go to SAPS to lay a complaint (make a case) and get a case number. A police officer accompanies the student to Stellenbosch Provincial Hospital. Stellenbosch Provincial Hospital is the only place currently that offers the District Surgeon function.
- If you have worked via ER24, they will take the student to Stellenbosch Provincial Hospital for the medical investigation.
- It is ideal that someone from the residence accompany the student to SAPS and the hospital. If the Residential Head is not able to accompany the person, a student should be able to assist (whether it be

the Prim, Vice-Prim, Head Mentor or Mentor). **Please get the student's consent before involving any other students.**

- When you accompany the student to SAPS and the hospital, please wait in the waiting room and not go into the medical room.
- The student is taken to a special room that is situated at Emergencies – the Victim Support Room. The doctor on duty will do the medical examination and give the necessary medication and treatment. A rape kit will be done by the doctor as part of the medical examination. A follow-up will be arranged as needed.
- Subsequent to the medical examination, the doctor will give the student the necessary medication as well as explain possible side-effects. Please ensure that the student takes the medication. There is also a chance that the doctor would like to see the student again for a follow-up, please make a note when the follow-up appointment is. Should there be any bystanders, please enquire if they also need counselling. Please do not let the student be crowded. On return to the residence, please ensure that the student has the necessary support.

2.1.2 ROUTE 2: STUDENT DECIDES NOT TO LAY A COMPLAINT AT SAPS

- Should the student not want to lay a complaint at SAPS, he/she still needs to urgently see a medical professional for assistance. The student can still go to the Stellenbosch Provincial Hospital but as the student is not accompanied by a SAPS member, the student will have to open a file at reception first and then wait in line with the rest of the patients at Casualties.
- Should the student want to go privately, he/she can be taken to Stellenbosch Medi-Clinic or to a general practitioner of their choice. It is very important that the student gets the necessary medication as soon as possible (avoid HIV transmission / avoid pregnancy / morning after pill).
- Subsequent to the medical examination, the doctor will give the student the necessary medication as well as explain possible side effects. Please ensure that the student takes the medication. There is also a chance that the doctor would like to see the student again for a follow-up, please make a note when the follow-up appointment is. Should there be any bystanders, please enquire if they also need counselling. Please do not let the student be crowded. On return to the residence, please ensure that the student has the necessary support.
- **Please just note that if a student decides not to lay a complaint at that stage, a forensic medical examination will not be done and should the student decide at a later stage to lay a complaint, there will be no gathered medical evidence. The CSCD therefore recommends to students to rather follow the forensic medical examination route (via Stellenbosch Provincial Hospital) and to then later withdraw their complaint, should they want to.**
- When you as the Residential Head / PSO Coordinator / LLL Coordinator have some time, please keep notes about the incident that occurred – it might be necessary to have the information later. (name of an alleged perpetrator perhaps, where it happened, etc.). This might be possible evidence that might help the situation later on. Do not distribute this information!
- If ER24 was involved, CSCD would have been informed and CSCD will follow up with the student the next morning for trauma counselling. If ER24 was not involved, the Residential Head / PSO Coordinator / LLL

Coordinator must please contact CSCD the following morning for trauma counselling with a psychologist/ trauma counsellor.

- The CSCD psychologist will explain what the different routes are to take this incident further. The Policy on Unfair Discrimination and Harassment guides us on the route to follow here. This Policy indicates that sexual harassment, sexual assault, etc should be centrally coordinated by the Equality Unit. From here, a referral will be made to Student Discipline, if necessary; otherwise a restorative justice approach will be followed by the Equality Unit, if applicable. Counselling for the student(s) involved will be continuing. **This remains the student's decision.**
- The wellbeing of the community remains the responsibility of the Residential Head / PSO Co-ordinator / LLL Co-ordinator. Possible suggestions regarding communication to the specific student community can include – (a) Informing students that a crisis has taken place, (b) That the victim is receiving the necessary support – whether medical or psychological, (c) all affected students can be accommodated in terms of debriefing – to be arranged via the Residential Head / PSO Co-ordinator / LLL Co-ordinator with ER24 or CSCD, (d) an internal investigation will take place to resolve the matter and it is requested that the privacy of all involved is respected.

2.1.3 REPORTING ON THE MATTER

- When the Residential Head / PSO Coordinator / LLL Coordinator reports on the matter to other role players, the following needs to happen:
 - a) The incident can be reported to Pieter Kloppers (Director: CSC) and Gareth Cornelissen (Deputy Director: CSC) – please only report the basic nature of the incident, as well as stating that it was a female / male student and which residence(s) were involved. No other biographical details, please. The student must be informed that the basic information will be provided to CSC and CSCD;
 - b) The incident can be reported to Munita Dunn-Coetzee (Director: CSCD, mdunn@sun.ac.za) – again, only basic nature of the incident – for possible follow-up for the alleged victim and bystanders coming to the CSCD for counselling. Please also send an email report or update on such matters to unfair@sun.ac.za;
 - c) If the student gives permission, other role players may be contacted (Equality Unit / Student Discipline) but the CSCD psychologist will guide the student with this process;
 - d) Should two residences be involved, or two communities, please consult with Pieter / Gareth on how communication should be managed – especially with the other Residential Head / PSO Coordinator / LLL Coordinator of the second environment.
- If a third person becomes involved (parents / guardians / etc.), the CSCD psychologist and the Equality Unit Case Officer involved will be in contact with them and if necessary, be in contact with the Residential Head / PSO Coordinator / LLL Coordinator. The CSCD psychologist will report to the Head of the Unit for Therapeutic and Support Services and will also guide the Residential Head / PSO Coordinator / LLL Coordinator on the way forward to avoid confidentiality being breached.
- Please be careful in terms of communicating to parents as a Residential Head / PSO Coordinator / LLL Coordinator regarding these matters. Please consult with your CSC line manager first.

- Please do not immediately contact Student Discipline; the Equality Unit will manage this communication.
- Please just note – for internal policies to apply to students, students should be SU registered students. Should one student not be a registered SU student, a case at SAPS should be made (should the student want to take it further).
- Should the student come to the Residential Head / PSO Coordinator / LLL Coordinator for comfort, please determine whether the student is still seeing the psychologist at CSCD or otherwise convince her/him to attend counselling. This should still be of the student’s own choice.
- Should the Residential Head want to make an urgent appointment for a student in such circumstances, please email Munita Dunn-Coetzee (mdunn@sun.ac.za) and/or Charl Davids (cdavids@sun.ac.za).

2.2 How to deal with a sexual misconduct incident (sexual assault, sexual harassment) happening at Residence or PSO

- The Residential Head / PSO Coordinator / LLL Coordinator gets informed of a matter (via the involved student, another student or friends).
- A complaint of sexual misconduct (means behaviour towards, or communication with, another student in a manner that is sexually inappropriate, harassing, coercive, or violent) must be brought to the Equality Unit’s attention as soon as reasonably possible.
- The e-mail address unfair@sun.ac.za can be used to lodge a complaint with the Equality Unit unofficially by other role players. As mentioned in the steps of an alleged rape, please only report the basic nature of the incident, as well as stating that it was a female / male student and which residence(s) were involved. No other biographical details, please.
- Official complaints must be lodged in person by the complainant / victim at the Equality Unit.
- The wellbeing of the community remains the responsibility of the Residential Head / PSO Co-ordinator / LLL Co-ordinator.
- The matter will be handled **ethically and confidentially as far as possible**, with the aim of honouring the dignity of those involved.

2.2.1 REPORTING ON THE MATTER

- When the Residential Head / PSO Coordinator / LLL Coordinator reports on the matter to other role players, the following needs to happen:
 - a) The incident can be reported to Pieter Kloppers (Director: CSC) and Gareth Cornelissen (Deputy Director: CSC) – please only report the basic nature of the incident, as well as stating that it was a female / male student and which residence(s) were involved. No other biographical details, please. The student must be informed that the basic information will be provided to CSC and CSCD;
 - b) The incident can be reported to Munita Dunn-Coetzee (Director: CSCD, mdunn@sun.ac.za) – again, only basic nature of the incident – for possible follow-up for the alleged victim and bystanders coming

to the CSCD for counselling. Please also send an email report or update on such matters to unfair@sun.ac.za;

- c) The Equality Unit will liaise with the involved students to ensure they get the necessary counselling at CSCD;
 - d) Should two residences be involved, or two communities, please consult with Pieter / Gareth on how communication should be managed – especially with the other Residential Head / PSO Coordinator / LLL Coordinator of the second environment.
- If a third person becomes involved (parents / guardians / etc.), the CSCD psychologist and the Equality Unit Case Officer involved will be in contact with them and if necessary, be in contact with the Residential Head / PSO Coordinator / LLL Coordinator. The CSCD psychologist will report to the Head of the Unit for Therapeutic and Support Services and will also guide the Residential Head / PSO Coordinator / LLL Coordinator on the way forward to avoid confidentiality being breached.
 - Please be careful in terms of communicating to parents as a Residential Head / PSO Coordinator / LLL Coordinator regarding these matters. Please consult with your CSC line manager first.
 - Please do not immediately contact Student Discipline; the Equality Unit will manage this communication.
 - Please just note – for internal policies to apply to students, students should be SU registered students. Should one student not be a registered SU student, a case at SAPS should be made (should the student want to take it further).
 - Should the student come to the Residential Head / PSO Coordinator / LLL Coordinator for comfort, please determine whether the student is still seeing the psychologist at CSCD or otherwise convince her/him to attend counselling. This should still be of the student's own choice.
 - Should the Residential Head / PSO Coordinator / LLL Coordinator want to make an urgent appointment for a student in such circumstances, please email Munita Dunn-Coetzee (mdunn@sun.ac.za) and/or Charl Davids (cdavids@sun.ac.za).

2.3 Other trauma occurring at a Residence / PSO / LLL

- Trauma can include the death of a loved one (whether it is sudden, unexpected, violent or due to a long illness), the end of an important relationship, natural disasters (fire, hurricane, flood), community violence (shooting, mugging, burglary, bullying), being in a car accident or witnessing an accident, political violence, serious injury, major surgery or a life-threatening illness.
- The Residential Head / PSO Coordinator / LLL Coordinator gets informed of a matter (via the involved student, another student or friends).
- During night time (16h00 until 08h00) please phone ER24 for assistance (010 205 3032). ER24 will manage the situation and report back to CSCD.
- During day time (08h00 until 16h00) please phone CSCD for assistance (021 808 4994) at Stellenbosch Campus. Tygerberg Campus please phone (021 938 9590).

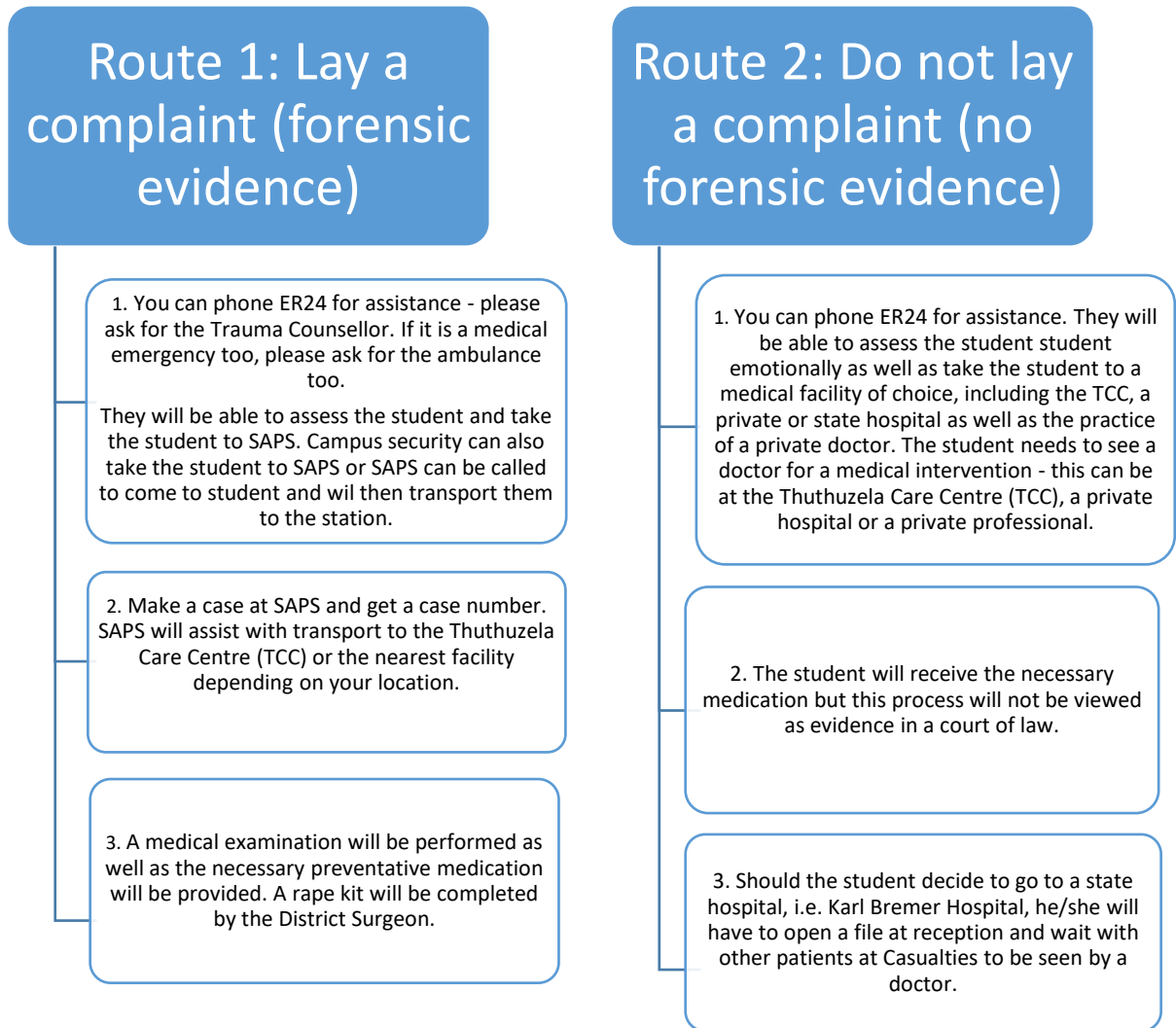
- ER24 will come to the residence / PSO / LLL as soon as possible. When a call is logged at ER24, the Director and Deputy Director of CSCD receives a text message informing them of the nature of the incident and what the intervention will be (ambulance dispatched / trauma counsellor dispatched / etc.). While you are waiting for ER24 to arrive, you can speak to ER24 to get information on how to deal with the person.
- If the victim is in any immediate danger, please contact Campus Security immediately (021 808 2333).
- If ER24 was involved, CSCD would have been informed and CSCD will follow up with the student the next morning for trauma counselling. If ER24 was not involved, the Residential Head / PSO Coordinator / LLL Coordinator must please contact CSCD the following morning for trauma counselling with a psychologist/ trauma counsellor.
- The wellbeing of the community remains the responsibility of the Residential Head / PSO Co-ordinator / LLL Co-ordinator.

2.3.1 REPORTING ON THE MATTER

- When the Residential Head / PSO Coordinator / LLL Coordinator reports on the matter to other role players, the following needs to happen:
 - a) The incident can be reported to Pieter Kloppers (Director: CSC) and Gareth Cornelissen (Deputy Director: CSC) – please only report the basic nature of the incident, as well as stating that it was a female / male student and which residence(s) were involved. No other biographical details, please. The student must be informed that the basic information will be provided to CSC and CSCD;
 - b) The incident can be reported to Munita Dunn-Coetzee (Director: CSCD, mdunn@sun.ac.za) – again, only basic nature of the incident – for possible follow-up for the alleged victim and bystanders coming to the CSCD for counselling. Please also send an email report or update on such matters to unfair@sun.ac.za;
 - c) If the student gives permission, other role players may be contacted (Equality Unit / Student Discipline) but the CSCD psychologist will guide the student with this process;
 - d) Should two residences be involved, or two communities, please consult with Pieter / Gareth on how communication should be managed – especially with the other Residential Head / PSO Coordinator / LLL Coordinator of the second environment.
- If a third person becomes involved (parents / guardians / etc.), the CSCD psychologist and the Equality Unit Case Officer involved will be in contact with them and if necessary, be in contact with the Residential Head / PSO Coordinator / LLL Coordinator. The CSCD psychologist will report to the Head of the Unit for Therapeutic and Support Services and will also guide the Residential Head / PSO Coordinator / LLL Coordinator on the way forward to avoid confidentiality being breached.
- Please be careful in terms of communicating to parents as a Residential Head / PSO Coordinator / LLL Coordinator regarding these matters. Please consult with your CSC line manager first.
- Please do not immediately contact Student Discipline; the Equality Unit will manage this communication.

- Please just note – for internal policies to apply to students, students should be SU registered students. Should one student not be a registered SU student, a case at SAPS should be made (should the student want to take it further).
- Should the student come to the Residential Head / PSO Coordinator / LLL Coordinator for comfort, please determine whether the student is still seeing the psychologist at CSCD or otherwise convince her/him to attend counselling. This should still be of the student’s own choice.
- Should the Residential Head / PSO Coordinator / LLL Coordinator want to make an urgent appointment for a student in such circumstances, please email Munita Dunn-Coetzee (mdunn@sun.ac.za) and/or Charl Davids (cdavids@sun.ac.za).

3. GUIDELINES FOR DEALING WITH INCIDENTS OF RAPE PERTAINING TO TYGERBERG CAMPUS



3.1 Essential information for staff or students that assist a person who has been raped

- Medical care and psychological support are essential and is best managed by the appropriate referral to the Centre for Student Counselling and Development. The appropriate management of these incidents is crucial. Therefore, students should be referred without delay to the CSCD during office hours or ER24 after hours.
- Important numbers:
 - Centre for Student Counselling and Development :021 938 9590 (Monday to Friday 08h00-16h00)
 - ER24: 010 205 3032 (after hours)
- Post exposure prophylaxis (PEP) should be commenced within the first few hours of an incident and is **not effective after 72 hours**.

- Forensic evidence to prosecute the perpetrator has to be obtained **72 hours** after trauma to be of any use. Anything that may contain evidence such as clothes, should be stored in a paper bag/ wrapped in newspaper and not plastic. Alternatively, a cotton pillowcase could also be used.
- The utmost sensitivity is necessary when assisting a rape victim. **Do not force** the student to do/say or refrain from doing /saying anything.
- Treat all information pertaining to the incident confidential and re-assure the student regarding the confidential management of information. Be very clear, on what information you wish to relay to whom, with the explicit permission of the student.
- Inform the CSCD or ER24 of all parties (i.e. friends and student leaders) that has been involved in order for the CSCD to be able to offer debriefing support to those students as well.
- The ER24 trauma counsellor can accompany the student throughout the process of going to the police as well as the Thuthuzela Care Centre (TCC). Try to limit the amount of people involved to only those one or two people that the students would like to be with him/her during this process.
- Keep in mind that rape occurs across the boundaries of gender and sexual orientation. Take everyone seriously who presents with such a complaint.
- The wellbeing of the community remains the responsibility of the Residential Head / PSO Co-ordinator. Possible suggestions regarding communication to the specific student community can include – (a) Informing students that a crisis has taken place, (b) That the victim is receiving the necessary support – whether medical or psychological, (c) all affected students can be accommodated in terms of debriefing – to be arranged via the Residential Head / PSO Co-ordinator with ER24 or CSCD, (d) an internal investigation will take place to resolve the matter and it is requested that the privacy of all involved is respected.

3.2 Contextual Information

3.2.1 COUNSELLING

The student can report to the Centre for Student Counselling and Development during office hours and ask for an urgent appointment. This will ensure that the student will be attended to promptly by a clinical psychologist. Students can contact ER24 after hours (tel.010 205 3032) and ask for a trauma counsellor. ER24 can assist the student throughout the process during the night, including transporting him/her to the police and to access medical care.

3.2.2 FORENSIC, MEDICAL ASSESSMENT AND INTERVENTION

Students need a medical evaluation if they have been raped. The Thuthuzela Care Centre (TCC) is a 24-hour service unit that specializes in family violence, child abuse and sexual offences. They will be able to assist students with a medical evaluation as well as the necessary preventative medication free of charge. They are open 24 hours and their contact details are 021 918 1321. They are located on the Grounds of Karel Bremer Hospital (on the corner of Mike Pienaar Boulevard and Frans Conradie Avenue, opposite the out patients building M5 on the right hand side).

The TCC will provide these services to students whether they want to lay a complaint against the perpetrator or not. If they do want to lay a charge it is best to contact the police first to get a case number, otherwise the process of collecting evidence at the TCC will be delayed until the police has been called in. The police is in charge of the forensic evidence kit, which the District Surgeon needs to collect the necessary evidence.

3.3 What students should do immediately after the trauma

1. **Get to a safe space and tell someone you trust** (i.e. a friend or your Residence Head. This person can help you to also make contact with psychologists at the Centre for Student Counselling (tel 021938 9590) during office hours or the trauma counsellor at the ER24 service (tel 010 205 3032) after hours. If you feel threatened on campus after the incident can contact Campus Security at 021 938 9507, who will send a security representative to keep you safe.
2. **Do not wash yourself or throw away your clothes until you have been examined.** There is likely to be evidence on your clothes. Keep your clothes in wrapped newspaper/ paper bag and **not plastic** which can damage the evidence.
3. **Try not to eat or drink until you have seen a doctor** as this also relates to the gathering of evidence.
4. **Keep the toilet paper if you go to the toilet** as it may contain evidence. Let it dry and put it in an envelope or paper bag. Do not use a plastic bag.
5. **Go to the Centre for Student Counselling and Development during office hours** and ask for an urgent appointment with a clinical psychologist. **If after hours: phone ER24 (010 205 3032) and ask for a trauma counsellor.** ER24 will be able to assist you appropriately as well as transport you to the police or the TCC. Alternatively **report to the nearest police station.** The closest station to Tygerberg Campus is Parow (tel 021 929 7000). If you do not want to go to the police, you can also call the station and ask someone to come to you. This will however delay the process as a police officer will first come through to confirm the complaint and then call in the appropriate officers.
6. A police officer from **the Family Violence, Child Protection and Sexual Offences (FCS) Unit** will manage the procedure. They have a trauma counselling room, male and female officers on call, as well as care packs (such as new clothes) to make the process as comfortable as possible. They will give you a **case number** as well as transport you to **Thuthuzela Care Centre (TCC).**
7. **If you do not want to prosecute the perpetrator, you could go directly to the Thuthuzela Care Centre (TCC).** The staff will ensure that you receive necessary medical treatment. You are allowed to have a person you trust to accompany you the whole time.
8. You will be asked to provide **written consent** for forensic investigations: this is your decision.
9. The NPA (National Prosecuting Authority) situated at Thuthuzela Care centre will assist in further investigations. The **District Surgeon** (currently Dr. Donovan Andrews) will collect forensic evidence. This needs to be done within **72 hours** of the rape.
10. **Tests done by nursing and medical staff includes:**
 - a. Pregnancy test
 - b. RPR (Test for Syphilis)
 - c. HIV test

11. **Treatment:** You will be provided with Post Exposure Prophylaxis (PEP) the medication should be taken within the first 72 hours of the rape. This could include any of the following medication as deemed appropriate by the doctor:
 - a. Antiretroviral treatment (ARV's) to prevent HIV infection. This medication will have to be taken for 28 days
 - b. The Morning After Pill (MAP) or Emergency Contraceptive Pill to prevent pregnancy
 - c. Antibiotics to prevent Sexually Transmitted Infections (STI's)
12. **Ask for a copy of the J88 form** that the doctor completed for the forensic evidence and keep that information together with the **case number** for your own records.
13. A lay counsellor situated at TCC will also provide counselling to you. In addition, you can also make an appointment with a volunteer psychologist who can provide further therapy at the TCC free of charge.
14. The police or ER24 will transport you back to your accommodation if you do not have transport.
15. ER 24 will inform only the necessary staff at the CSCD about the incident in order to ensure that a psychologist offers support to the student from the next day onwards.

3.4 Distributed Clinical Training Platforms

ER 24 is also available to students that are based on the distributed clinical training platforms. Students should also report to the nearest police station and or closest Thuthuzela centre/ provincial hospital for treatment. If you are in Worcester it is best to go to the Thuthuzela Centre at the hospital. They will contact the police to assist (with your permission).

Please see the details of the list of Thuthuzela Centres below.

Contact numbers for Thuthuzela care centres in Western Cape

George TCC George Provincial Hospital, Davidson Road, Glen Barrie, George	Tel: 044 873 4858 Fax: 044 873 6748 Email: vezasiea@yahoo.com
Karl Bremer TCC Karl Bremer Hospital, Corner Mike Pienaar Boulevard & Frans Conradie Avenue Bellville	Tel: 021 918 1321 Fax: 021 918 1341
Khayelitsha TC Khayelitsha Hospital Khayelitsha Community Health Centre Lwandle Road, Site B, Khayelitsha	Tel: 021 360 4570 Email: boni.mogale@gmail.co
Mannenburg TCC GF Jooste Hospital, Duinefontein Road, Mannenburg	Tel: 021 699 0474

Worcester TCC Worcester Hospital, Murray Street, Worcester	Tel: 023 348 1294 Fax: 023 342 265 Email: worcestertcc@gmail.co
Wesfleur TCC Wesfleur Hospital, Wesfleur Circle, Atlantis	Tel: 021 571 8043 Fax: 021 572 4420 Email: tccatlantis@gmail.com

- Any comments / feedback can be send to Dr Munita Dunn-Coetzee (mdunn@sun.ac.za)

ADDENDUM A

GETTING HELP & REPORTING SEXUAL ASSAULT

Stellenbosch Campus

You can phone ER24 for assistance – please ask for the Trauma Counsellor. If it is a medical emergency too, please ask for the ambulance. They will be able to assess and assist.



↓ There are two possible routes ↓

ROUTE A: Laying a criminal charge



To lay a criminal charge, you need to go to SAPS. ER24 / Campus Security can transport you to SAPS' offices. At SAPS you make a case and get a case number.



A SAPS member will then take you to Stellenbosch Provincial Hospital for a medical examination or the nearest facility depending on your location.



You will then be taken to the Victim Support Room for a medical examination and to get the necessary medication.

A rape kit will be completed. This is viewed as evidence in a court of law.

ROUTE B: Not laying a criminal charge



No evidence is needed here as there is no intention of laying a criminal charge. However, you still need medical attention.

ER24 can provide transport to the hospital.



You can be seen by a medical professional at Stellenbosch Provincial Hospital, Mediclinic or a private practice (depending on your location).



Should you decide to go to Stellenbosch Provincial Hospital, you will need to open a file at reception and wait with other patients at Casualties to be seen by a doctor. You will receive the necessary medication but this process will not be viewed as evidence in a court of law.

Resources:

Centre for Student Counselling and Development
(021 808 4994) (Monday to Friday 08:00 – 16:00)
ER24: 010 205 3032 (after hours)
Internal SU complaints can be lodged at the Equality Unit
(unfair@sun.ac.za, 021 808 3136)

Rape Crisis: 24 hr Crisis Line: 021 447 9762
LifeLine: 021 461 1111



Student Affairs
Studentesake

ADDENDUM B

GETTING HELP & REPORTING SEXUAL ASSAULT

Tygerberg Campus

You can phone ER24 for assistance – please ask for the Trauma Counsellor. If it is a medical emergency too, please ask for the ambulance. They will be able to assess and assist.



↓ There are two possible routes ↓

ROUTE A: Laying a criminal charge



To lay a criminal charge, you need to go to SAPS. ER24 / Campus Security can transport you to SAPS' offices. At SAPS you make a case and get a case number.



A SAPS member will then take you to Thuthuzela Care Centre (TCC) at Karl Bremer Hospital for a medical examination or the nearest facility depending on your location.



A medical examination will be done and you will receive the necessary medication. A rape kit will be completed. This is viewed as evidence in a court of law.

ROUTE B: Not laying a criminal charge



No evidence is needed here as there is no intention of laying a criminal charge. However, you still need medical attention. ER24 can provide transport to the hospital.



You can be seen by a medical professional at Thuthuzela Care Centre (TCC) at Karl Bremer Hospital, Mediclinic or a private practice (depending on your location).



Should you decide to go to a state hospital, i.e. Karl Bremer Hospital, you will need to open a file at reception and wait with other patients at Casualties to be seen by a doctor. You will receive the necessary medication but this process will not be viewed as evidence in a court of law.

Resources:

Centre for Student Counselling and Development
(021 938 9590) (Monday to Friday 08:00 – 16:00)
ER24: 010 205 3032 (after hours)
Internal SU complaints can be lodged at the Equality Unit
(unfair@sun.ac.za, 021 808 3136)

Rape Crisis: 24 hr Crisis Line: 021 447 9762
LifeLine: 021 461 1111



Student Affairs
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Equality Unit Organogram 2018-2020 (simplified)

