



## SEXUAL HARASSMENT POLICY \_JIJENGE YOUTH ORGANISATION

This policy applies to all employees and volunteers of Jijenge Youth Organisation.

### **The Policy Statement**

Jijenge Youth Organisation is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. The Organisation will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimised for making such a complaint.

### **What is sexual harassment?**

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. Section 6 of the Employment Act defines sexual harassment as where an employer or a representative of the employer or a co-worker:

- a. directly or indirectly requests an employee for sexual intercourse, sexual contact or any other form of sexual activity that contains an implied or express (i) promise of preferential treatment in employment; (ii) threat of detrimental treatment in employment; or (iii) threat about the present or future employment status of the employee;
- b. uses language whether written or spoken of a sexual nature;
- c. uses visual material of a sexual nature; or

d. shows physical behaviour of a sexual nature which directly or indirectly subjects the employee to behaviour that is unwelcome or offensive to that employee and that by its nature has a detrimental effect on that employee's employment, job performance, or job satisfaction.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

### ***Physical conduct***

Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching

Physical violence, including sexual assault

Physical contact, e.g. touching, pinching

The use of job-related threats or rewards to solicit sexual favours

### ***Verbal conduct***

Comments on a worker's appearance, age, private life, etc.

Sexual comments, stories and jokes

Sexual advances

Repeated and unwanted social invitations for dates or physical intimacy

Insults based on the sex of the worker

Condescending or paternalistic remarks

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. Jijenge Youth Organization recognises that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed. This recognises that men and women can be victims of sexual harassment in the work place.

### **Complaint Procedures**

The Organisation strongly urges the reporting of all incidents of harassment or retaliation as defined in this policy, regardless of the offender's identity or position. If a

victim cannot directly approach an alleged harasser, he/she can approach one of the designated staff members responsible for receiving complaints of sexual harassment. This person could be another supervisor, a member of the human resources department, etc.

When a designated person receives a complaint of sexual harassment, he/she will:

- immediately record the dates, times and facts of the incident(s)
- ascertain the views of the victim as to what outcome he/she wants
- ensure that the victim understands the organisation's procedures for dealing with the complaint
- discuss and agree the next steps: either informal or formal complaint, on the understanding formal complaint if he/she is not satisfied with the outcome
- keep a confidential record of all discussions
- respect the choice of the victim
- ensure that the victim knows that they can lodge the complaint outside of the Jijenge through the relevant country/legal framework

### **Sanctions and disciplinary measures**

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- 1) verbal or written warning
- 2) adverse performance evaluation
- 3) reduction in wages
- 4) transfer
- 5) demotion
- 6) suspension
- 7) dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

A copy of this policy shall be displayed on the notice boards, all employees and volunteers must familiarize themselves with its content.

The organisation will hold Sexual Harassment Awareness, Reporting and Prevention Campaigns on a regular basis to promote the culture of zero-tolerance to sexual harassment.