



## ANTI-HARASSMENT & NON-DISCRIMINATION POLICY

### Our Policy Statement.

At Global Cancer Care and Research Institute [GCCRI], we greatly value our collaborative work environment and we want every employee to feel safe and secure. We do not tolerate sexual harassment, any other type of harassment or physical intimidation. Likewise, we do not tolerate any form of illegal or unfair discrimination against individuals or groups.

### Global Application:

Our offices are subject to local laws prohibiting harassment and discrimination. Because we want to uphold the highest standards equally across the organization regardless of location, all employees, officers, directors, contractors and others working on our behalf are subject to this Policy. We also do not tolerate discriminatory, harassing, or retaliatory conduct by non-employees and other third parties when performing duties for or providing services to GCCRI.

## **Prohibiting Sexual Harassment.**

We prohibit all forms of sexual harassment including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical acts of a sexual nature. Similarly, conduct that has the purpose or effect of interfering with an employee's work performance in an unreasonable way or creating an intimidating, hostile, or offensive work environment is prohibited. Verbal comments or physical actions of a sexual nature, regardless of whether they constitute sexual harassment, are unacceptable here at GCCRI whether welcome or unwelcome. Examples of conduct we prohibit are:

Verbal: Sexual innuendo, sexually suggestive comments, jokes of a sexual nature, unwanted sexual advances or propositions, implicit or explicit offers of employment benefits or favorable terms and conditions of employment in exchange for sexual favors, threatened or actual reprisals after rejection of sexual advances, graphic commentaries about a person's body.

Non-Verbal: Leering, obscene gestures, sexually suggestive objects or pictures, cartoons or posters, suggestive or insulting sounds, suggestive or obscene notes or letters or electronic communications.

Physical: Unwanted physical contact of a sexual nature, including sexually suggestive or offensive touching, impeding or blocking movement or brushing up against the body.

## **Other Prohibited Harassment.**

We also prohibit all other form of harassment including physical intimidation, bullying and verbal abuse. There is no place for violence or threats of violence in our collaborative environment. In short, we should always treat each other with respect as colleagues no matter what the situation.

## Anti-Discrimination.

At Logitech we respect and value the unique talents and contributions made by all individuals. There is no room for illegal or unfair discrimination at GCCRI. We should never engage in any discriminatory conduct against individuals or groups based on any of the following:

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- Age (40 and over)
- Ancestry
- Color
- Religious Creed (including religious dress and grooming practices)
- Use of Family and Medical Care Leave
- Disability (mental or physical) including HIV and AIDS
- Marital or Domestic Partner Status
- Medical Condition
- Genetic Information
- Military and Veteran Status
- National Origin (including language use restrictions)
- Race
- Sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding)
- Gender, Gender Identity, and Gender Expression
- Sexual Orientation
- Citizenship
- Political Affiliation

In many places the classes of persons listed above are protected from discrimination by law and it can be a crime or civil wrong to discriminate against persons in these classes. We do not tolerate any act of discrimination against persons or groups in these classes regardless of location or local law. We also prohibit any act of discrimination prohibited by your local law.

## Complaints and How We Handle Them.

We take very seriously any allegation of sexual harassment, other harassment or discrimination. All complaints are kept confidential (to the extent possible) and investigated thoroughly by qualified personnel in a timely, fair and impartial manner.

Any GCCRI employee who feels he or she has been subjected to harassment, discriminated against or retaliated against, or who feels he or she has witnessed any of the foregoing, should report such incidents immediately through one of the following channels unless local law requires a different process:

- Your People & Culture business partner;
- A member of the Legal team;
- Send an email to [info@globalcancerke.org](mailto:info@globalcancerke.org);
- Drop a complaint letter at our suggestion box located at the office.

You may choose to remain anonymous. If so, please use Ethics Point. By law and by contract Ethics Point will not reveal your name unless you choose to be identified. Please keep in mind that GCCRI will not tolerate retaliation against anyone for making a report in good faith or against anyone who participates in an investigation.

As a reminder, if you are a supervisor or manager and you become aware of any conduct that violates this Policy you are duty-bound to report it through one of the avenues mentioned above or to our Vice President, People & Culture, our General Counsel or our Chief Compliance Officer.

## Consequences for Violations.

If we find that you have violated this Policy you will be subject to disciplinary action up to and including termination of employment.



## Local Procedures.

Kenya have agencies to address unlawful harassment, discrimination and retaliation in the workplace. If you believe you have been harassed, discriminated against or retaliated against and you are not satisfied with GCCRI response to the problem, you can also file a written complaint with the police department near you or ethics agencies. It is his/her responsibility to monitor GCCRI affirmative action program and to ensure our commitment to equal employment opportunities including GCCRI policy prohibiting harassment, discrimination and retaliation.

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Sincerely,

DANIEL G. KIMANI.  
CEO,  
GCCRI-KENYA.



HANNAH W. MBOTE  
SECRETARY,  
GCCRI-KENYA



**\*\* REGISTERED NON GOVERNMENTAL NOT-FOR-PROFIT ORGANIZATION \*\***

REG.NO: OP.218/051/21-454/12445.

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