# **Organisational Policy:**

# **Sexual Harassment Prevention and Response Policy**

## **Comprehensive Organizational Framework**

### 1. Policy Objectives

* Prevent sexual harassment
* Protect survivor dignity
* Ensure safe organizational environment
* Establish clear accountability mechanisms

### 2. Legal Framework

* Sexual Offenses Act
* Employment Act
* Kenya Constitution
* International human rights standards

### 3. Definition of Sexual Harassment

3.1 Comprehensive Definition

* Unwanted sexual advances
* Sexual coercion
* Sexualized verbal harassment
* Non-consensual physical contact
* Digital/technological harassment

3.2 Context-Specific Manifestations

* Staff-survivor interactions
* Peer-to-peer harassment
* Institutional power dynamics
* Technology-enabled harassment

### 4. Prohibited Behaviors

* Inappropriate touching
* Sexual comments/jokes
* Quid pro quo propositions
* Stalking behaviors
* Revenge pornography
* Online sexual harassment

### 5. Prevention Strategies

5.1 Organizational Measures

* Regular training programs
* Clear reporting mechanisms
* Zero-tolerance enforcement
* Continuous awareness campaigns

5.2 Staff Development

* Mandatory consent workshops
* Professional boundary training
* Power dynamics education
* Ethical interaction guidelines

### 6. Reporting Mechanisms

6.1 Reporting Channels

* Confidential hotline
* Online reporting portal
* Anonymous submission options
* External reporting alternatives

6.2 Investigation Protocol

* Immediate response
* Survivor-centered approach
* Confidentiality protection
* Transparent process
* Timely resolution

### 7. Support Services

* Psychological counseling
* Legal assistance
* Medical support
* Safe relocation services
* Ongoing trauma support

### 8. Accountability Measures

* Immediate suspension
* Disciplinary procedures
* Professional consequences
* Legal prosecution support

### 9. Staff Screening

* Background checks
* Professional reference verification
* Psychological assessment
* Continuous monitoring

### 10. Technology Protection

* Digital communication guidelines
* Social media interaction protocols
* Cybersecurity measures
* Online interaction boundaries