

## SEXUAL HARASSMENT POLICY

### Policy Statement

Centre for Humanitarian Analytics' position is that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. All employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. Anyone engaging in harassing conduct will be subject to discipline, ranging from a warning to termination.

CHA has adopted, and its policy is based on, the definition of sexual harassment set forth by the Constitution of Zimbabwe 2013, the Labour Act, 2013(Chapter 28:01).

(1) An employee is sexually harassed if the employer of that employee or a representative of that employer or a co-worker

(a) Directly or indirectly requests that 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.

(2) An employer who employs twenty or more employees shall, after consulting with the employees or their representatives if any, issue a policy statement on sexual harassment.

(3) The policy statement required under subsection (2) may contain any term the employer considers appropriate for the purposes of this section and shall contain:

(a) the definition of sexual harassment as specified in subsection (1);

(b) A statement;

- (i) that every employee is entitled to employment that is free of sexual harassment;
- (ii) that the employer shall take steps to ensure that no employee is subjected to sexual harassment;
- (iii) harassment;
- (iv) that the employer shall take such disciplinary measures as the employer deems appropriate against any person under the employer's direction, who subjects any employee to sexual harassment;
- (v) explaining how complaints of sexual harassment may be brought to the attention of the employer; and

- (vi) That the employer will not disclose the name of a complainant or the circumstances related to the complaint to any person except where disclosure is necessary for the purpose of investigating the complaint or taking disciplinary measures in relation thereto.

## Definitions

### • What is sexual harassment?

Sexual harassment is defined as any unwanted physical, verbal or visual sexual advances, requests for sexual favours, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings. Behaviour that amounts to sexual harassment may result in disciplinary action, up to and including dismissal.

### • What is not sexual harassment?

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behaviour that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

## Responsibility

### • Employer's Responsibility

CHA wants all employees, including interns, volunteers, consultants and other individuals working for CHA, to have a work environment free of sexual harassment by management personnel, by co-workers and by others with whom you must interact in the course of work as a CHA employee. Sexual harassment is specifically prohibited as unlawful in Zimbabwe and is also as a violation CHA's policy. CHA is responsible for preventing sexual harassment in the workplace, for taking immediate corrective action to stop sexual harassment in the workplace and for promptly investigating any allegation of work-related sexual harassment.

## Complaint Procedure on Sexual Harassment Allegations

### What should you do if you are sexually harassed?

Sexual harassment concerns can often be resolved by the person being harassed by addressing the matter directly with the alleged harasser immediately the instance occurs. When such resolution is not feasible, any member of staff, including Consultants, Volunteers and Interns may bring an allegation against the harasser as outlined below.

Report it immediately to the Head of Compliance & Talent Management (HCTM) or CEO or your immediate supervisor or Board Chairperson (in the case of CEO being the accused party). It is preferable to make a complaint in writing, but you can accompany or follow up your written complaint with a verbal complaint. The individual harassed shall make a written allegation within 7 calendar days of the occurrence of the behaviour. If your supervisor is the source of the harassing conduct, report the behaviour to that person's supervisor, the Head of Compliance & Talent Management or to the CEO or Board Chairperson. All allegations of sexual harassment will be quickly investigated- Your identity will be protected and you will not be retaliated against for making a complaint.

## Investigation Procedure

The purpose of the investigation is to evaluate the allegations of sexual harassment, formulate a response that addresses the facts as they are determined, and follow up to ensure that the necessary action steps are completed. This process should take 7 working days from the time the complaint is lodged.

1. Within 7 days after a written complaint is made, the HCTM, or other person designated by the CEO will investigate the complaint. The person will speak with possible witnesses and will speak with the person named in your complaint.
2. The Investigator that has been appointed to investigate the matter shall conduct any inquiry necessary and draw up a report comprising of: summary of allegations, investigative measures undertaken and findings and suggestions where appropriate. This will be submitted to the CEO within 3 working days from the day the investigation is lodged
3. When the investigation is completed, you will be informed of the outcome of that investigation
4. Depending on the complexity of the investigation, you should be contacted within two weeks about the status of your complaint and whether action is being taken.

## Confidentiality on Sexual Harassment

To the extent possible, all information received in connection with the filing, investigation, and resolution of allegations will be treated as confidential except to the extent it is necessary to disclose particulars in the course of investigation or when compelled by law to do so. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process

- **Retaliation Prohibited:** CHA will not permit employment- based retaliation/revenge against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.
- **Written Policy:** You will receive a copy of CHA's sexual harassment policy when you begin working for CHA. Should CHA amend or modify its sexual harassment policy, you will receive an individual copy of the amended or modified policy.
- **Penalties:** Sexual harassment will not be tolerated at CHA. If an investigation of any allegation of sexual harassment shows that harassing behaviour has taken place, the harasser will be subject to disciplinary action, up to and including dismissal.