

KAMUZU  **ACADEMY**



SEXUAL HARASSMENT POLICY

Date updated: 15TH September 2023

Sexual Harassment Policy

Policy Statement

Kamuzu Academy is committed to maintaining a workplace that is free from all forms of sexual harassment. We do not tolerate any behaviour that creates a hostile or intimidating work environment for our employees, contractors, clients, or visitors. This policy outlines our commitment to preventing and addressing sexual harassment within our organization.

Definition of Sexual Harassment:

Sexual harassment may be physical, verbal and non-verbal and includes, but is not limited to, unwelcome sexual advances, requests for sexual favours, and other verbal, physical, or visual conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of employment.
2. Submission to or rejection of such conduct is used as a basis for employment decisions.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of conduct or behaviour which constitute sexual harassment

(a) Physical conduct

- (i) Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching.
- (ii) Physical violence, including sexual assault
- (iii) Physical contact, e.g. touching, pinching
- (iv) The use of job-related threats or rewards to solicit sexual favours.

(b) Verbal conduct

- (i) Comments on a worker's appearance, age, private life, etc.
- (ii) Sexual comments, stories and jokes
- (iii) Sexual advances
- (iv) Repeated and unwanted social invitations for dates or physical intimacy
- (v) Insults based on the sex of the worker
- (vi) Condescending or paternalistic remarks

(vii) Sending sexually explicit messages (by phone or by email)

(c) Non-verbal conduct

- (i) Display of sexually explicit or suggestive material
- (ii) Sexually-suggestive gestures
- (iii) Provocative Whistling
- (iv) Leering

Responsibilities:

- **Management:** Kamuzu Academy is responsible for providing a safe and harassment-free workplace. Managers and supervisors are expected to lead by example and take immediate and appropriate action to prevent and address sexual harassment.
- **Employees:** All employees are responsible for treating each other with respect and refraining from engaging in any form of sexual harassment. If an employee experiences or witnesses sexual harassment, they should report it promptly.
- **Human Resources:** The HR department is responsible for receiving and addressing complaints of sexual harassment. HR will ensure that all complaints are treated confidentially to the extent possible and that investigations are conducted fairly and promptly.
- **All Personnel:** Contractors, temporary employees, clients, and visitors are also expected to adhere to this policy and may be subject to corrective action if they engage in sexual harassment while on Kamuzu Academy premises or during Kamuzu Academy activities.

Reporting and Complaint Procedure: Any employee who believes they have experienced or witnessed sexual harassment should follow these steps:

1. Report the incident to their immediate supervisor or manager.
2. If the supervisor is the source of the harassment or the complaint involves them, the employee should report the incident to the next level of management or directly to the HR department.
3. Follow the grievance procedure as outlined in the School's Condition of Service manual.

Investigation and Resolution:

- Kamuzu Academy will promptly and impartially investigate all complaints of sexual harassment. Investigations will be confidential to the extent possible and may involve interviews with the complainant, the alleged harasser, and any witnesses.

- Appropriate corrective action will be taken if sexual harassment is substantiated, up to and including disciplinary action, which may include termination.
- Employees who make good-faith reports will not face retaliation or adverse employment consequences as a result of their report.

Important to Note:

- (a) Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. Kamuzu Academy 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.
- (b) Kamuzu Academy recognises that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee.
- (c) Anyone, including employees, casual workers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.
- (d) All sexual harassment is prohibited whether it takes place within Kamuzu Academy premises or outside, including at social events, business trips, training sessions or conferences sponsored by the Academy.
- (e) Kamuzu Academy is committed to preventing sexual harassment through awareness programs, training, and ongoing communication. We will regularly review and update this policy as necessary.

Effective Date: This policy is effective as of 15th September 2023. It supersedes all previous policies related to sexual harassment at Kamuzu Academy.