



Sexual Harassment Policy

1. AAAZ COMMITMENT TO SEXUAL HARASSMENT

AAAZ expects high standards from all of the staff, partners, contractors, suppliers and all third parties working with or for AAAZ including taking measures to prohibit their staff and representatives from engaging in any sexual exploitation, sexual abuse or any other form of abuse or exploitation in their working and person lives.

2. PURPOSE OF THE POLICY

AAAZ has a duty of care towards its staff. It is imperative therefore that all staff to prevent and mitigate against sexual harassment. AAAZ is thus committed to taking all reasonable measures to ensure the risk of harm to men and women due sexual exploitation, sexual abuse or any other form of abuse or exploitation in their working and person lives.

3. SCOPE OF THIS POLICY

AAAZ's Sexual Harassment Policy applies to all its Board members, staff, volunteers and contractors and sets out guidelines for appropriate behaviour when working among themselves. AAAZ Sexual Harassment Policy is a statement of intent that demonstrates its commitment to protecting all staff from any kind of abuse.

4. COMMITMENTS OF AAAZ

The welfare of the staff is paramount. Everything should be done in the best interest of staff. All staff has the right to protection from sexual abuse regardless of gender, ethnicity, disability, sexuality or beliefs. AAAZ is committed to ensuring that all its Board members, staff, volunteers and contractors are aware of its Sexual Harassment Policy and adhere to the correct guidelines and procedures. All AAAZ Board members, staff, volunteers and contractors must undergo sexual protection training so that they are aware of the risks that staff face and know how and where to report any abuse.

When recruiting new staff vetting as part of the due diligence is used. Therefore, new staff is obliged to bring 3 referrals of a previous employer. AAAZ will directly ask the applicant as well as the previous employer if there was any sexual harassment cases the applicant involved in before, this a cause for disqualification. AAAZ has a commitment to ensuring that the staff it works with are aware of the existence of this policy, its content and the reporting procedures explained in it.

AAAZ keeps sexual harassment as a rolling agenda item during staff meetings, in order to ensure staff are reminded about its importance and to ensure flow of information between Board and staff members (keeping confidentiality in mind).

In order to ensure the adherence to the above-mentioned commitments, AAAZ will conduct an annual sexual harassment week, orientation, and meetings with various stakeholders with the following trainings/events:

- Risk assessment in terms of sexual harassment,
- Internal training on sexual harassment for employees and facilitators.

5. DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is unwelcome conduct of a sexual nature, which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations, which create an environment, which is hostile, intimidating or humiliating for the recipient. Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal, and non-verbal. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

- 1) Physical conduct
- 2) Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching.
- 3) Physical violence, including sexual assault.
- 4) Physical contact, e.g., touching, pinching.
- 5) The use of job-related threats or rewards to solicit sexual favors
- 6) Comments on a worker's appearance, age, private life, etc.
- 7) Sexual comments, stories, and jokes
- 8) Sexual advances
- 9) Repeated and unwanted social invitations for dates or physical intimacy
- 10) Insults based on the sex of the worker.
- 11) Condescending or paternalistic remarks
- 12) Sending sexually explicit messages (by phone or by email)
- 13) Display of sexually explicit or suggestive material.
- 14) Sexually suggestive gestures
- 15) Whistling
- 16) Leering.

6. PREVENTION FROM SEXUAL HARASSMENT

- 1) Always work in an open environment avoiding private or unobserved situations.
- 2) Encourage open communication.
- 3) Treat all staff equally with respect and dignity.
- 4) Always put the welfare of each person first.
- 5) Take all allegations of abuse seriously.
- 6) Do not just rely on your good name to protect you – always think carefully about your behaviour and how others might perceive it.

7. PRACTICES NEVER TO BE SANCTIONED

AAAZ members/staff should never:

- 1) Engage in rough physical or sexually provocative games,
- 2) Share a room with employees of the opposite sex,
- 3) Allow or engage in any form of inappropriate touching,
- 4) Allow staff to use inappropriate language unchallenged,
- 5) Make sexually suggestive comments to anyone even in fun,
- 6) Allow allegations made by a person to go unchallenged, unrecorded or not acted upon,
- 7) Do things of a personal nature for children that they can do for themselves.

8. CONFIDENTIALITY

Every effort should be made to ensure that confidentiality is maintained for all the staff that AAAZ works with. It is important that all staff is able to trust AAAZ administration with personal information about them. Therefore, information regarding staff should be handled and disseminated on a need-to-know basis only. All AAAZ members/staff with whom they work must be aware of this policy.

9. RESPONSE

Staff should still have the possibility to approach another person among staff/members with whom they feel more comfortable, whom they trust more. Each reported incident should go from the person that received the complaint to one of AAAZ's official trustees. However the person engaged by the concerned staff stays their point of contact. The approached trustee is obliged to write a report about each incident and to follow the below-listed rules.

- 1) Always take any allegations of abuse seriously.
- 2) Always report suspicious behaviour of staff or members to trustee, even if you are not sure of its implications. Information will be treated confidentially and it is never wrong to be vigilant.
- 3) Immediately inform the Executive Director who can provide you with support.
- 4) Explain to the staff in clear and simple language that you must inform other people about the abuse i.e. social welfare, centre child protection officer (name who these people are) and reassure the child that the information will be kept confidential.
- 5) Work with the Executive Director to contact an appropriate institute for support such as department of social welfare, Victim Support Unit.

10. DEALING WITH SEXUAL HARASSMENT

- 1) The Management will take complaints of sexual harassment very seriously.
- 2) They will investigate them thoroughly and provide opportunities for the person making the complaint to speak in a safe environment about their experience.
- 3) If the complaint is against a management member, that member will not be part of conducting the investigation,
- 4) If the complaint is against a particular individual, Management will hear their point of view.
- 5) The Management will decide the action to take, based on the principle of ensuring the continued inclusion and safety of any employee/member who has experienced discrimination or harassment.
- 6) Any decision to terminate someone's employment/membership will be made in line with the rules set out in the constitution, employment contracts and terms and conditions.

11. REPORTING

The Executive Director in consultation with the AAAZ Management must nominate a Focal Point Person (FPP). This is the person where staff will be safe to report any form of abuse. A staff will be told that if the FPP does not take immediate action, they should report the case to the Human Resource Officer. If this person also does not take action, the staff will then take the matter to the Executive Director. The Executive Director will make the decision to investigate the case. If there is a prima facie case, this will be reported to the Victim Support Unit of the Zambia Police.

Safe Voice is a platform that provides a confidential and secure space for individuals to report incidents of abuse, misconduct, or harassment. It empowers users to speak up without fear of retaliation, ensuring their safety and privacy while promoting accountability and creating safer environments.

<https://aaazambia.org/safevoice/>

**Appendix 1: Reporting Form for Suspected sexual harassment
(To be completed by persons reporting abuse)**

1. DATE OF DISCLOSURE/CONCERN

Date of disclosure/concern	
Time of disclosure/concern	
How was the information received? E.g. by telephone, email, letter or in person?	

2. DETAILS OF PERSON MAKING DISCLOSURE / RAISING CONCERN

Name	
Address	
Telephone Number	
Email	
Relationship to alleged victim?	

3. DETAILS OF ALLEGED VICTIM

Name	
Date of Birth	
Sex (Male or Female)	
Address	
Telephone Number	
Language spoken (Is an interpreter needed?)	
Any disability or special needs?	

4. NEXT OF KIN (where appropriate)

Name	
Address (if different from above)	
Telephone Number	
Are they aware of the allegation, suspicion or complaint? (Yes or No)	

5. DETAILS OF ALLEGED PERPETRATOR

Name	
Address	
Telephone Number	
Relationship to Victim	
Position	
Address at time of alleged incident(s)	
Any additional information	

6. DETAILS OF CONCERN, ALLEGATION OR COMPLAINT

Date of incident	
Time of incident	
Location of incident	
Were there any witnesses? (Who? How many? Etc.)	
Details of the incident	

7. ACTION TAKEN

Has the matter been referred to the relevant authorities? (Yes or No)	
If Yes, Date and Time of referral	
If No, explain why	
Who was it referred to? (Give name and designation of person)	
Address	
Telephone number	
Email (if available)	

8. NEXT STEPS

What actions were agreed upon and by whom when the matter was referred to the relevant authorities?	
Are there any immediate sexual harassment concerns? If so, please record what they are and state what actions have been taken and by whom.	

9. DESIGNATED OFFICER DETAILS (Or person completing the form)

Name	
Telephone Number	
Address	
Position in the Organisation	
Date of form completion	
Time of form completion	
Signature	

NB: A copy of the completed form must be filed in a secure location and a copy must be sent to the designated officer and civil/statutory authorities.

FOR OFFICIAL PURPOSE

APPROVED BY:

THE ALLIANCE FOR ACCOUNTABILITY EXECUTIVE BOARD:

EXECUTIVE BOARD CHAIRPERSON

EXECUTIVE BOARD SECRETARY

