



SEXUAL HARASSMENT POLICY

Company: Car and General

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Sexual Harassment Policy

Policy Statement

Car & General is committed to providing a safe environment for all its employees free from discrimination on any ground and from sexual harassment at work. The company will operate a zero-tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment.

Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimised for making such a complaint.

The Policy shall ensure that sexual harassment incidences within the organization are reported without fear of stigmatization reprisal, ostracism, punishment or victimization. The organization shall put in place proper reporting structures and mechanisms of handling sexual harassment cases.

Definition of Sexual Harassment

As well defined in Employment Act 2007, section 6 (1), An employee is sexually harassed if the employer of that employee or a representative of that employer or a co-worker from same or alternate gender: -

(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.



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Reporting Procedure

This Policy provides laid down procedures for effective handling of sexual harassment cases when they occur.

- Reporting Mechanisms- Any person who believes they have been offended of Sexual Harassment is strongly encouraged to report the incidence in a formal manner.
- An employee is encouraged to write an official communication either through an email or physical letter addressed to the HR. The information will be confidentially handled.
- The HR will notify the harasser of the complaint lodged against them and request them to write an official correspondence responding to the same, in confidence.
- Based on assessing the magnitude of the complaint, the HR will issue an official warning letter to the harasser against a repeat of such behaviour.
- In severe cases of sexual harassment or repeat of behaviour, the HR will conduct investigations on the matter and thereafter constitute a disciplinary hearing of the same.
- The disciplinary committee will set in a hearing date for the case and thereafter give their recommendations. This will be done without prejudice and in confidentiality.
- On resolving the matter, the complainant employee will be informed of the conclusive feedback for the same as well as the harasser.
- Disciplinary action will be taken as per the organization's disciplinary procedure. For severe cases, the same will lead to summary dismissals.

Policy Implementation

This policy will be applied in all forms of company operations not limited to recruitment, training, promotion, performance management, Salary reviews, termination of employment or other matters arising out of employment in all Car & General Group of companies.



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APPENDIX 1

Some Forms of Sexual Harassments

S/No	Form	Examples
1	Physical Acts	<ul style="list-style-type: none">• Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching• Physical violence, including sexual assault• Physical contact i.e., touching, pinching• The use of job-related threats or rewards to solicit sexual favours
2	Verbal Acts	<ul style="list-style-type: none">• Comments on a worker's appearance, age, private life, etc.• Sexual comments, stories and jokes• Sexual advances• Repeated and unwanted social invitations for dates or physical intimacy• Insults based on the sex of the worker• Condescending or paternalistic remarks• Sending sexually explicit messages (by phone or by email)
3	Non-Verbal Acts	<ul style="list-style-type: none">• Display of sexually explicit or suggestive material• Sexually-suggestive gestures• Whistling• Staring

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