

THE REGIONAL SCHOLARSHIP AND INNOVATION FUND (RSIF)

SEXUAL GENDER-BASED VIOLENCE POLICY (SGBVP)

**PREPARED BY
DR. DAN ADINO**



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LIST OF ACRONYMS

ASET	Applied Sciences, Engineering and Technology
AHU	African Host University
AHEC	Anti-Fraud, Harassment and Ethics Committee
ASGBVC	Anti-Sexual Gender-Based Violence Committee
CEDAW Women	Elimination of all Forms of Discrimination Against Women
FP	Focal Points
HoS	Head of Safeguarding
<i>icipe</i> Ecology	The International Centre of Insect Physiology and Ecology
IPI	International Partner Institution
PASET	Partnership for skills in Applied Sciences, Engineering &Technology
PDO	Project Development Objective
RCU	Regional Coordinating Unit
RSIF	The Regional Scholarship and Innovation Fund
SOA	Sexual Offences Act
SGBV	Sexual Gender-Based Violence
SGBVP	Sexual Gender-Based Violence Policy
SSA	Sub-Saharan Africa
SA	Sexual Abuse
SH	Sexual Harassment
SE	Sexual Exploitation
STG	Sexually Transmitted Grades
WB	World Bank

1.0 Background

The Regional Scholarship and Innovation Fund (RSIF) is the flagship initiative of the Partnerships for skills in Applied Sciences, Engineering and Technology (PASET). The World Bank, individual African countries, the European Union and the Government of Korea are supporting the Africa Regional Scholarship and Innovation Fund for Applied Sciences, Engineering and Technology Program in Sub-Saharan Africa (SSA) to address fundamental gaps in skills and knowledge necessary for increasing the use of science, technology and innovation for sustained economic growth in SSA.

RSIF aims to support doctoral training and post-doctoral research and innovation in five priority sectors for growth and development across SSA. The priority sectors are: minerals, mining and materials engineering; food security and agribusiness; energy including renewables; information communication technologies (ICTs) including big data and artificial intelligence; and climate change. RSIF financing from the World Bank was approved in June 2018 and will be implemented over a six-year period ending 10th June 2024. To date, contributions have been received, or agreements are at advanced stages of discussion with Benin, Burkina Faso, Cote d'Ivoire, Ghana, Kenya, Mozambique, Nigeria, Rwanda, and Senegal.

In 2018, The International Centre of Insect Physiology and Ecology (*icipe*) was competitively selected to serve as the Regional Coordinating Unit (RCU) for the Project. The RCU is hosted at *icipe's* headquarters in

Kasarani in Nairobi Kenya and has recruited a team of experts to manage the Project. The RSIF World Bank Project Development Objective (PDO) is to 'strengthen the institutional capacity for quality and sustainable doctoral training, research and innovation in transformative technologies in SSA. The objectives and results will be achieved through two project components; i) Capacity for development for the operation and management of the scholarship, research and innovation fund; and ii) Scholarships and research grants for Applied Sciences, Engineering and Technology (ASET).

RSIF is implemented through competitively selected African Host Universities (AHUs) in SSA countries, who host the doctoral students supported by the RSIF and where implementation of research and innovation projects in the ASET fields will be undertaken. Innovative research is expected to be in partnership with key stakeholders including industry and will be led by the Host University (HU) faculty and postdoctoral researchers. The Host Universities are expected to develop strong networks with International Partner Institutions (IPI) who will support research of PhD students in a sandwich arrangement (RSIF Scholars will spend up to a maximum of two years in an IPI as visiting researchers/ scholars).

At present, 11 host universities have been selected¹. To date, 82 PhD students have been recruited within 2 cohorts, with a third cohort of 116

¹ Nelson Mandela African Institution of Science and Technology, Kenyatta University, African University of Science and Technology, University of Ghana, Sokoine University of Agriculture, University of Port Harcourt, University of Nairobi, University of Rwanda, University of Gaston Berger, Bayero University and Université Félix Houphouët-Boigny).

under recruitment. Based on the projected number of students to be trained up to four additional AHUs are expected to be added to RSIF's current contingent.

2.0 Introduction

This Sexual Gender-Based Violence Policy (SGBVP) sets *icipe's* commitment to protect all the stakeholders who are involved in the centre's programme work from any act of Sexual Gender-Based Violence (SGBV) and is anchored on *icipe's* safeguarding policy which sets out the institution's commitment to protect vulnerable persons that the Centre works with either directly or indirectly, from any form of abuse and exploitation that may arise from its work.

In its effort to adhere to the global best practices, *icipe* formulated this policy document which defines categories of SGBV, outlines the procedures for reporting violations, conducting of investigations, sanctions, non-retaliatory mechanisms and establishes the Anti-Sexual Gender-Based Violence Committee (ASGBVC). The policy is designed to create an SGBV free environment within the Centre. *icipe* recognizes that SGBV reduces an individual's dignity, tarnishes institutional image and impedes equal education and employment opportunities.

icipe views SGBV as a barrier to attainment of excellence within the institution's' scholarly work and community service missions. To this end, *icipe* shall have zero tolerance to SGBV at any organizational level, be it formal or informal and/or at an individual level. *icipe* also recognizes that SGBV may occur regardless of the status or position of persons involved. Any form of this vice, subverts the purpose and objectives of *icipe* and may threaten education, career and well-being of staff, scholars and other stakeholders.

Sexual Gender Based Violence has been the focus for the international community as one of the key gender issues that affect both women and men. Consequently, several international agreements and action plans to control and avert gender discrimination have been adopted by various organizations, institutions and countries. Seven key international instruments that specifically address SGBV and related issues are:

- i. The United Nations Declaration of Human Rights (1948)
- ii. The Convention on the Rights of the Child (1989)
- iii. The Convention on the Elimination of All Forms of Discrimination Against Women (1979)
- iv. The African Charter on the Right and Welfare of the Child (1999)
- v. The United Nations Declaration and Elimination of Violence against Women (1993)
- vi. The Beijing Declaration and Platform for Action (1995)
- vii. The International Human Rights Law

3.0 Rationale

Cases of SGBV are reported regularly by the media across the continent and especially at the Universities. There have been reports on the existence of “Sexually Transmitted Grades” (STG) in public universities. Such reports reveal the existence of relationships between male lecturers and female students as well as cases of female members of staff harassing male students. Complaints of female students and lecturers sexually harassing their male counterparts have also been received. At the same time, there are also reports of male students harassing female

lecturers. Various categories of persons have been identified as harassers including students, teaching and non-teaching staff and visitors.

The extent of the vice is of high magnitude and calls for urgent measures to curb it. SGBV arises out of general workplace relationships involving personal behaviour of people. It is a common form of violence that can cause enduring psychological harm. The most effective way of tackling the problem of SGBV is through the establishment of preventive and redress mechanisms as outlined in this document. This document will therefore form a basis for *icipe* policy in dealing with SGBV. Due to the nature of SGBV and the stigma attached to the vice, many cases go unreported due to fear and embarrassment. Some female students suffer in silence due to fear of retaliation and subsequent potential failure. There is need for a comprehensive SGBV policy which will provide *icipe* managers with procedures to be followed when incidences occur. This policy will strengthen *icipe* procedures for dealing with SGBV and also provide a basis for accountability and collective responsibility on the issue of SGBV.

4.0 Goal and objectives of the policy

The goal of this policy is to create and maintain a conducive learning and working environment for *icipe* community and provide clarity to all *icipe* stakeholders (*scholars*, employees, consultants, interns, volunteers and collaborators) on how they should deal with any incidence of SGBV which may occur when they are working for, on behalf of, or in partnership with *icipe*.

4.1 Specific objectives of the policy

The objective of this policy are therefore to:

- i. Protect the basic rights of the parties involved in *icipe* programmes
- ii. Maintain peaceful coexistence and mutual respect among *icipe* stakeholders
- iii. Prevent SGBV through education and awareness creation
- iv. Provide guidelines on reporting procedure for survivors of SGBV including circumstantial evidence
- v. Provide prompt, effective and consistent and fair guidelines for investigating and handling cases of SGBV
- vi. Provide disciplinary procedures, justice and reprieve for the aggrieved
- vii. Sanction offenses related to SGBV
- viii. Ensure that any survivor of SGBV is supported

5.0 Scope of the policy

This policy covers:

- i. Employees of *icipe*
- ii. Researchers attached to *icipe*
- iii. Scholars in the course of their engagement with *icipe*
- iv. Contractors and other third-party entities retained by *icipe*
- v. Collaborators

6.0 Definition of Terms

6.1 Sexual Gender-Based Violence

Sexual Gender-based violence is an umbrella term for any harm that is perpetrated against a person as a result of gender power inequalities that exist among males and females. It refers to any violent act inflicted on the survivor primarily because of their gender. Gender-based violence is often a display of male power which manifests itself in various forms including physical, economic, psychological and sexual. It can also be a display of female power especially where the man does not seem to conform to the standards of masculinity. SGBV also includes unwarranted behavior directed towards another person which disrupts that person's work or reduces their quality of life. The commonest forms of SGBV include: Sexual harassment, sexual exploitation and sexual abuse.

6.2 Sexual Abuse (SA)

Sexual abuse is the misuse of sex. It refers to unlawful forceful sexual contact or intercourse. It is abuse of a sexual nature including acts such as rape, attempted rape, defilement, incest, fondling and indecent acts and sexual assault. Forcing, enticing or coercing a vulnerable person to take part in sexual activities, whether or not the vulnerable person is aware of what is happening. The activities may involve physical contact, non-contact activities (such as involving a vulnerable person in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including *via* the Internet).

6.3 Sexual Harassment (SH)

Sexual harassment is defined as unwelcome advances, requests for sex favours or other verbal or physical conduct of sexual nature by way of words, acts, gestures or comments that would embarrass, humiliate, demean or compromise a reasonable person at whom such advances, requests or conduct are directed. It also refers to the imposition of sexual requirements in the context of a relationship of unequal power. Sexual harassment is the abuse of power and an assault of one's right to dignity, respect and freedom. It can take various forms ranging from verbal, visual to physical forms.

The following factors should be considered in determining whether the unwelcomed conduct constitutes sexual harassment:

- i The conduct was made as a term or condition of an individual's educational progress, living environment, employment, or participation in the *icipe* activities
- ii Acceptance or refusal of the unwelcomed conduct is used as the basis for or factor in decisions affecting the survivor's education, employment, living environment, or participation in the *icipe* activities
- iii The conduct impacts the individual's academic or employment performance or creates an intimidating, hostile or offensive environment for that individual's work, education, living environment, or participation in *icipe* activities.

Sexual harassment may consist of any or all this but shall not be limited to the following illustrative examples:

- i Sexual jokes, innuendos, noises, lewd suggestions, foul language, obscene gestures
- ii Belittling comments on a person's anatomy, persistent demands for dates
- iii Requesting for sexual favours in return for rewards, favours, exclusions or inclusions
- iv Telling lies or spreading rumours about a person's sex life with the purpose of assassinating the character of the survivor
- v Unwanted physical contact of any sort which is sexual in nature especially touching of any body parts, brushing against another's body, hair or clothes, kissing, pinching, patting, grabbing or cornering
- vi Displaying to a person pornographic and sexually suggestive pictures and/or sexual objects
- vii Transmitting offensive written telephone or electronic communications
- viii Indecent exposure
- ix Indecent curiosity such as peeping, eavesdropping, persistent unwanted brazen questioning into a person's sexual matters

6.4 Sexual Exploitation (SE)

This refers to the use of one's authority and power position, either explicitly or implicitly to force or cause another into unwanted sexual relations or to punish another for his/her refusal to submit. At the core of

sexual exploitation is power and misuse of authority, which may include threats of harm or use of actual physical force.

7.0 Institutional Framework

7.1 Safeguarding Staff

*icip*e shall designate staffing to deal with SGBV issues. These will include a Head of Safeguarding (HoS) who shall be responsible for overall management of compliance of this SGBVP and the Focal Point (FP) appointed and deployed at *icip*e headquarters. It shall be the duty of the FP to receive and register all reports of SGBV. Cases can also be reported to any member of the staff or management. The HoS shall be responsible for providing the Director General with periodic reports on the implementation of this Policy, reports of any SGBV allegations that may have been reported, the outcome of investigations carried out and any actions taken as a result.

7.2 Anti-Sexual Gender-Based Violence Committee (ASGBVC)

RSIF shall establish ASGBVC comprising of:

- i The Focal point at *icip*e
- ii Head of Safeguarding
- iii Head of the *icip*e security
- iv RSIF project Manager

7.2.1 Functions of ASGBVC

ASGBVC shall perform the following functions:

- i Planning and implementing *icipe* education and training programs on SGBV.
- ii Maintaining records of reports of SGBV cases as well as actions taken in response to reports. Records are to be kept safe and confidential often with names of survivors expunged.
- iii Preparing and submitting an annual SGBV report to *icipe* Director General. These reports will not include names and identifiers of survivors.
- iv Investigating specific complaints of SGBV. Make preliminary assessment and determine whether the allegation or concern contains sufficient information/ evidence to commence an investigation. Investigation and taking action will be focused on survivor centric considerations including the protection of identities of survivors.
- v Delineating and designing appropriate sanctions or disciplinary measures to be applied to persons who violate this Policy

8.0 Capacity Building and Training

Adequate number of persons trained to handle SGBV incidences is critical for the implementation of this policy. Therefore, there is need to train individuals who are equipped to facilitate the implementation of the policy. The Head of Safeguarding shall plan and manage SGBV education and training programs. The programs should include wide dissemination of this policy to RSIF community; providing educational materials to promote compliance with the policy and familiarity with local reporting procedures; and training of other personnel who may be responsible for

responding to informal reports of SGBV. *icipe* will perform the following tasks to enhance the capacity of staff and scholars to deal with SGBV:

- i Create awareness among staff and scholars on life skills and encourage them to take responsibility for their personal security and safety
- ii Create awareness among all members of *icipe* community to facilitate the implementation process of this policy
- iii Institute empowerment programmes to protect all members of *icipe* community against SGBV

9.0 Procedures for handling SGBV

The Head of Safeguarding has the major responsibility of creating and promoting an enabling environment free from SGBV through the implementation of this policy.

9.1 Key principles of handling SGBV

i Confidentiality

This policy recognizes that, acts of SGBV are usually sensitive and very distressing and may affect any member of *icipe* community. All persons involved in cases of SGBV shall treat the matter as strictly confidential. *icipe* will disclose information regarding cases of SGBV only as required by law and as necessary to meet its legal obligation to investigate and take action to end the vice. *icipe* shall put in place mechanisms to ensure confidentiality in handling cases of SGBV and promote respect and privacy of the complainant, perpetrator and the witnesses as much as possible. ASGBVC shall maintain confidentiality of all matters reported to it and of

the proceedings. Parties in an investigation, including their representatives shall be advised that maintaining confidentiality is essential to protect the integrity of the investigation.

ii. Non-retaliation

Retaliation from either party or third parties shall be monitored by the ASGBVC. An individual who is subjected to retaliation such as threats, intimidation, reprisals, or adverse employment or educational actions for having made a report of SGBV in good faith, or who assisted someone to report of SGBV, or who participated in any manner in an investigation or resolution of a report of SGBV may make a report of retaliation under this policy. The report of retaliation shall be treated as a report of SGBV and will be subject to the same procedures.

iii. Malicious accusations or unfounded complaints

icipe recognizes that false accusations could have a serious impact on the reputation and integrity of individuals. As such, malicious accusations will be treated very seriously. Anyone who is found to have made a deliberately malicious complaint or allegation against another person shall be subject to formal disciplinary action under the appropriate *icipe* procedures. **iv. Rights of the complainant**

Any member of *icipe* community who believes that he or she has been a survivor of SGBV in violation of this policy is entitled to pursue the matter and utilize the procedures described under this policy for redress. The complainant shall not be reprimanded, retaliated against, or discriminated against in any way for initiating an inquiry or complaint in good faith.

v. Rights of the respondent

A person against whom a complaint is lodged shall be presumed innocent of that charge unless and until there is a final finding of culpability by the Committee or a stipulated admission to the charge by that person.

vi. Right to representation

A complainant and a respondent in a SGBV matter has the right to representation by counsel.

vii. Duty to Cooperate

icipe Staff, scholars and partners must cooperate with ASGBVC investigators. Refusal to cooperate with an investigation or to impede an investigation may result in disciplinary action.

9.2 Reporting Mechanisms

icipe shall treat any allegations or concerns regarding the abuse of a vulnerable person seriously. Head of Safeguarding and other supervisory staff shall maintain open channels of communication and ensure that those who wish to raise their concerns have access and can do so freely without fear of survivorization and/or adverse consequences. While it is recognized that cases of SGBV occur in various institutions, very few survivors report such cases for reasons such as fear, intimidation, stigma and embarrassment. Under the terms of this policy, persons who believe they have been survivors of SGBV are encouraged to report the incidence to the relevant authority and ensure to use the hotlines availed in this policy. Complaints, concerns and allegations of abuse should be made to

the focal point immediately the staff or collaborator become aware of or witness the allegation or abuse.

The *icipe* encourages that alleged violations of this policy be made promptly due to the continued harm that may be suffered by the vulnerable person due to delayed reporting. *icipe* also recognizes that abuse of vulnerable persons is an urgent matter and disclosures and suspicion will be acted upon swiftly. In the event of an urgent need for the vulnerable person's protection, staff and collaborators will take immediate protective action which may include making a report to the relevant law enforcement authorities.

The focal person is responsible for handling reports, complaints or concerns about the protection of vulnerable persons in accordance with the procedures contained in this policy. In the case of sexual abuse, the survivor should immediately report to the Health Unit for emergency care. Thereafter, he/she shall be guided on security, medical, legal and social support mechanisms available at the *icipe*. In the case of sexual harassment, a survivor should report the incidence to the focal points at *icipe* who will guide the reporting parties prior to and throughout the reporting process.

The focal points will also serve as liaison officers between reporting parties and the investigation committee. Regardless of the status of the perpetrator or the nature of the incident, individuals who think they are survivors of SGBV should report promptly, ensure accurate communication of the allegations and fill the designated forms for such

cases (form provided in appendix i). All survivors should as much as possible avoid verbal reporting of all cases of SGBV. In cases where the survivor of SGBV is a minor and the offence has been committed by a member of *icipe* community, within *icipe* premises or outside, witnesses or guardians of such survivors should promptly report such cases to a focal point for immediate action. *icipe* shall undertake to:

- i Assign telephone hotline numbers dedicated to reporting SGBV related emergency cases and share with *icipe* staff and scholars
- ii Strengthen the office that receives reports on SGBV
- iii Appoint focal points to receive reports on SGBV
- iv Induct the focal points on procedures of receiving reports from survivors/witnesses of SGBV
- v Install suggestion boxes in key buildings for reporting and receiving feedbacks
- vi Share the names and contacts of all focal points with *icipe* staff and scholars
- vii Maintain a website where all members of *icipe* community can report cases of SGBV online

a. Informal approach to addressing SGBV

- i Where a member of *icipe* Community feels that he or she has been a survivor of SGBV, such a member may attempt to resolve the matter directly with the alleged offender by advising that the behaviour is unwelcome, must be stopped, or must not occur again.
- ii A Complainant may choose to ask another person whom he or she trusts to intervene on their behalf. The person who is asked to

intervene may provide advice or counselling to the parties involved. This shall be on a strictly confidential basis and only on the specific request of the Complainant.

- iii A Complainant may request through the Committee, that an attempt be made to resolve a SGBV matter through mediation. If such a request is made, the Committee member receiving the complaint shall determine whether the Respondent is willing to engage in mediation, and, if so, a mediator shall be selected by mutual agreement of the Complainant and the Respondent. The role of the mediator is to facilitate discussion and to suggest alternative resolutions. The mediator shall report the outcome of the process to the Committee member receiving the complaint. If the matter cannot be resolved, the Committee member shall advise the Complainant to file a formal complaint before the Committee.
- iv In cases of sexual Abuse that are considered severe or extreme, such as attempted rape, rape, sexual battery, sexual assault with a weapon and non-consensual anal copulation, a Complainant shall be counselled to report to the Police and launch a formal complaint before the Committee instead of utilizing the informal approach.
- v If a complainant chooses not to use the informal approach to deal with SGBV, this shall not be used against him or her or affect the merits of the case when a formal complaint is launched.

b. Formal approach to addressing SGBV

- i A member of the *icipé* community who has been or is a survivor of SGBV, or is dissatisfied with the outcome of the informal approach shall make a formal complaint to the Committee for redress.
- ii The Complainant shall present his/her grievance orally to a Committee member or a person designated by the Committee to receive such complaints. The said person shall listen to the complaint and explain the processes involved in the formal grievance procedure.
- iii The purpose of the discussion is to inform and educate the complainant. The Committee member at this stage shall not dissuade the Complainant from filing the written complaint.
- iv The Complainant shall put his/her complaint in writing and lodge it with the Committee. In the case of a Complainant being unable to write, the Committee shall assist him or her to write the complaint. The written complaint shall be read out and explained in the language he/she understands after which he/she will sign or thumbprint.
- v The written statement shall give details of the alleged SGBV, and if possible, give details of dates, places and names of those connected with the incidents. Description of the specific act, the time and date of the act, the circumstances surrounding the offending act, the manner and location of the incident, If and under what circumstances the complainant made it clear to the alleged offender that the disputed conduct was unwelcome, witnesses to the

offending act or persons to whom the offence was mentioned, and other information relevant to the case.

c. Reporting to law enforcement agencies

- i An individual who wishes to pursue criminal action in addition to, or instead of, making a report to the ASGBVC may contact law enforcement.
- ii An individual has the right to report an incident, or to decline to report an incident, to law enforcement.
- iii It is important to note that the setting of the SGBVC and its formal investigation procedure as instituted by *icipe* does not serve as a replacement for the criminal process that may arise.

9.3 Investigation by the ASGBVC

Proper investigation procedures of cases of SGBV are paramount for fair treatment of the individuals involved in the case. Investigations will include but not limited to interviews with and written statements by or with the complainant and the perpetrator. Persons with information on the incidence shall also be interviewed. All investigations will be conducted in a discreet and confidential manner to the extent that is legally possible. The investigating committee will consider circumstances leading to the incidence, nature of the incidence, the relationship between the parties, past behaviours and the context under which the alleged incident occurred. All investigations into allegations, complaints and concerns of SGBV shall be carried out within one month. If this is not feasible or not achieved, reasons for this must be clearly recorded, including the impact

that any delays will have on the vulnerable person at risk or on the outcome/effectiveness of the investigation.

The ASGBVC shall:

- i Put in place mechanisms to ensure that all complaints are conducted with due regard to key principles including impartiality, objectivity, timelines, accuracy and thoroughness
- ii Ensure proper documentation of evidence provided during investigations
- iii Train members of the committee to effectively investigate cases of SGBV
- iv Act promptly and effectively on recommendations from the investigation committee
- v Maintain confidentiality and not disclose personal details of those involved in the investigations, unless such disclosure is deemed necessary to ensure that a vulnerable person and particularly a child is protected (for example where a child may need specialist services or where a criminal offence may have been committed).
- vi Inform in writing the organization and/or individual(s) against whom the concern or allegation made against
- vii Ask the organization and/or individual under investigation to respond in writing and provide the investigators with all relevant information that is sought by it.
- viii Ensure that the investigators shall not disclose the name of the person who made the report.

- ix Interview as many witnesses as possible by the investigators or their representatives within the investigation period.
- x In case the complaint relates to child abuse, ensure the child's parent, guardian or a welfare officer, will as far as possible be present when the child is being interviewed.
- xi Ensure that no retaliation or intimidation shall be entertained. Any individual that makes any report of allegation, complaint or concern of abuse and/or gives any information during the investigative process is entitled to protection from retaliation.

Once the investigation process has been completed, the investigator will evaluate the evidence and prepare an investigation report. The investigator, unless otherwise agreed by the appointing party, shall have overall responsibility in the compilation and submission of the report. The report should be prepared within five (5) days after the completion of the investigations. The HoS shall submit the report to the committee who shall, with appropriate consultation, determine the course of action to be taken. The Report shall:

- i Set out how the investigator carried out the investigations and the outcome of the same
- ii Contain a clear outcome of the investigation (i.e. 'substantiated', 'not substantiated' or 'inconclusive') with evidenced reasons for this.

9. 4 ASGBVC hearings and decision making

- i The ASGBVC shall conduct verbal hearings with the Complainant and the Respondent. The parties may be present with their legal counsel. However, legal counsel shall not be permitted to speak on behalf of their clients during proceedings. All proceedings shall be recorded.
- ii The Committee shall hear the Complainant first after which the Respondent shall also be heard. The parties may cross-examine each other before the Committee.
- iii A decision will be taken after careful review of the circumstances, evidence adduced, statements and all other relevant information before the Committee.
- iv Any dissenting opinion among the Committee members shall be recorded together with the reasons for the dissent.
- v Where a Respondent is found to have engaged in SGBV, the appropriate sanctions shall be recommended.
- vi The committee shall file the records of the proceedings and make reports to the Director General.

a. Evidence

The following may be considered as evidence during the hearing of the matter:

- i Written detailed account of the Complainant and the Respondent
- ii Witness statements (if any)

- iii Statements of persons with whom the Complainant might have discussed the incidents, or from whom advice may have been sought
- iv Any other documents, audio-visual recordings, electronic communication including but not limited to e-mails, phone texts and whatsApp.
- v Expert technical advice may be sought if necessary
- vi Medical evidence, including DNA test results, if appropriate

b. Record of Proceedings

The Committee's record of proceedings on a particular matter shall give details of the enquiry. This includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, findings of fact, and a determination by the Committee as to whether *icipe* policy has been violated. The record shall also contain the sanctions recommended, where applicable. Other recommendations made to the parties for actions to restore or improve the relationship between the parties where no finding of guilt is made against the respondent may be included. The record may be used as evidence in other related procedures, such as subsequent complaints, grievances and/or disciplinary actions.

c. Decision-making

The committee's investigation procedures and hearings shall be completed as promptly as possible and within 30 working days of the date the request for formal investigation was filed and render their judgement.

d. Appeal

If the Complainant or Respondent is dissatisfied with the outcome of the investigations and/or the decision of the ASGBVC, he or she shall have a right of appeal to the Director General who shall hear and determine the appeal in accordance with the relevant Statutes. The complainant is free to seek redress in a court of law if he or she is not satisfied with the decision of Director General.

e. Withdrawal of a filed complaint

A Complainant may withdraw a case filed before the ASGBVC any time after filing and during the process of the investigation. In such a case, the Complainant shall state in writing the reasons for withdrawal of the complaint and append his/her signature to the statement.

f. Refusal of Respondent to respond to notice of filed complaint or to participate in enquiry

ASGBVC may go ahead and investigate a complaint even where a respondent refuse to respond to the allegations or participate in the enquiry process.

g. Complaints against a member of the Committee

If a complaint of SGBV is made against a member of the ASGBVC, he or she shall not be part of any of the processes of the Committee relating to the investigation of said complaint.

h. Conflict of Interest

Members of the ASGBVC shall declare any interest they may have in a matter whenever a complaint is filed before the Committee.

10.0 Sanctioning

icipe has the responsibility to institute disciplinary measures against perpetrators as may be appropriate whenever complaints shall have been investigated and substantiated beyond reasonable doubt. Violation of this policy will be treated seriously and with prompt action. Any employee of *icipe* or scholar found violating this policy shall be subject to severe disciplinary action up to and including termination of service or scholarship status. Such individuals may also be removed and/ or barred from the institution's premises and forwarded to the law enforcement agencies. Cases that might be beyond *icipe* jurisdiction capacity shall be forwarded to the relevant government authorities. *icipe* shall:

- i Put in place a special internal disciplinary committee to handle cases of SGBV
- ii Take appropriate action on perpetrators, pending investigation once a case has been reported.
- iii Categorize cases of SGBV offences according to their severity
- iv Communicate the categories of offences and corresponding penalties to all staff and scholars
- v Ensure the safety of all records concerning cases of SGBV
- vi Severely discipline any persons who threatens or survivorizes individuals who report cases of SGBV
- vii Provide an opportunity for appeal procedures

ASGBVC shall recommend the appropriate sanctions or punitive measures where a respondent has been found to have engaged in behaviour that can be characterized as sexual harassment or misconduct. The sanctions shall be applied on a case-by-case basis. These sanctions shall not operate to prejudice criminal action in the case of serious offences tantamount to crime under national and international laws. Any of the following measures may be taken, depending on the status of the offender within *icipe*:

i. *icipe* staff

The offender may:

- i Be required to provide an apology
- ii Receive a verbal warning
- iii Be given a written warning with a copy for his or her personal file
- iv Have his/her contract terminated

Any *icipe* staff who has been under investigation by *icipe* or by official legal enforcement authorities for any area of abuse or exploitation as defined under this Policy shall be subjected to staff disciplinary procedures as set out in *icipe*'s Employee Manual paragraph 2.11 (a). If a staff is dismissed for unlawful proven harm, exploitation or abuse, *icipe* will inform the relevant enforcement authorities.

ii. Scholars/students

The offender may:

- i Be required to provide an apology
- ii Receive a verbal warning

- iii Be given a written warning
- iv Suspension or termination of student status depending on the nature and severity of the offence
- v Termination of scholarship

iii. Collaborators

In the case of collaborators, appropriate action will be taken up to and including immediate termination of a grant, or partnership agreement. In this case, the impact of the termination on the beneficiaries of the partnership will be considered. *icipe* will also notify the relevant enforcement authorities.

iv. Contractors

Agreed disciplinary procedures between *icipe* and the contracting third party will be used.

11.0 Support for survivors/survivors of SGBV

Support will be offered to survivors and survivors, regardless of whether or not formal internal investigations have commenced. Support may include specialist psycho-social counselling, medical access and/or access to other specialist and other appropriate support as needed. The nature and level of support which *icipe* will provide to the Survivors will be determined on a case by case basis by the committee in consultations with *icipe* Senior Management. Due to the stigma associated with SGBV, most survivors opt to suffer in silence to avoid ridicule from friends and colleagues. Such survivors often require special support to help them overcome the trauma associated with the experience.

If there is evidence that an alleged SGBV has occurred, *icipe* shall assist in obtaining appropriate counselling for the survivor and members of the survivor's family where appropriate. Appropriate shelter for the survivors may also be provided where necessary. *icipe* shall:

- i Expand the capacity of the existing guidance and counselling services to specifically address cases of SGBV and include both scholars and staff
- ii Undertake to encourage all staff and scholars to report to appropriate authorities any cases of SGBV, which they have experienced or heard of, involving members of staff or scholars.
- iii Create a Gender Based Violence Recovery Centre at the Health Unit

12.0 Dissemination of the policy

icipe shall create awareness among scholars and staff on personal security and safety. Employees should be aware of any conduct that may be construed as abuse. In some situations, a person may not realize that his or her behaviour is inappropriate or undesirable. Employees who consider any person's behaviour as inconsistent with this policy are encouraged to inform the HoS or designated FP. The FP or HoS shall communicate to the employee the inappropriateness of the behaviour. The person so told should comply immediately and graciously with such requests.

Many survivors and perpetrators of SGBV are usually ignorant about the vice and become easy prey or predator due to lack of adequate and relevant information. In some cases, owing to gender insensitivity and

poor socialization, the survivors are not aware that such acts are unacceptable, while the perpetrators are also not aware that such acts should not be tolerated. *icipe* recruitment process should be designed to ensure there is full objectivity that evidences the level of risk in each role right from how the job description is designed to the actual reference checking and induction of the individual into *icipe*.

icipe shall:

- i Conduct regular and mandatory awareness training for all staff, scholars, collaborators and vulnerable persons to raise awareness of the *icipe's* zero tolerance to SGBV and provide guidance on the policy and procedures.
- ii The HoS shall ensure all employees familiarize themselves with this Policy and with the various options and channels available for addressing complaints upon taking up their appointments.
- iii Ensure that all staff, scholars and collaborators have access to, and are familiar with this Policy, and know their responsibilities within it
- iv Ensure that all staff, scholars and collaborators have access to information about how to report concerns or allegations of abuse, including the vulnerable persons themselves.
- v Build the understanding and capabilities that are required to implement and manage this policy including communication plans on safeguarding for staff, partner organizations and beneficiaries.
- vi Conduct assessment of partners which will include questions on safeguarding issues.

- vii Ensure that all *icip*e staff, scholars and collaborators are obliged to read, understand and comply with this Policy and are required to commit to respecting, promoting, upholding and protecting vulnerable persons at all times.
- viii Ensure that all collaborators, consultants, service providers and sub-contractors staff whom they engage on *icip*e projects and programmes are aware of this Policy and comply with its terms. In this regard, all contracts with collaborators shall include appropriate clauses to ensure adherence to the principles of this policy and full cooperation of its implementation including the carrying out of investigations into allegations of SGBV.
- ix Conduct workshops on SGBV for all staff and scholars
- x Create and support an advocacy group to advance issues of SGBV
- xi Publish the policy on SGBV as a booklet and disseminate it to all members of staff and scholars
- xii Require all *icip*e staff and scholars to undertake to abide by the SGBV policy
- xiii Undertake to regularly sensitize the *icip*e community on the SGBV policy
- xiv Undertake to publicize anti-SGBV message
- xv Produce Braille editions of SGBV policy

xvii Incorporate the policy in the orientation of new staff and scholars and in mentoring programmes

13.0 Monitoring and Evaluation

Effective institutional arrangement for monitoring and evaluation are key components for achieving the objectives of this policy. This can only be achieved by instituting an effective mechanism for monitoring and evaluating the system to ensure adherence to this policy.

icipe shall:

- i Establish a committee to monitor and evaluate the performance of *icipe* in implementing this policy
- ii Put in place appropriate monitoring and evaluation systems to ensure that the necessary measures are taken promptly
- iii Put in place monitoring indicators with time frames to measure the implementation process
- iv Undertake to review the policy from time to time based on informed research
- v Put in place a forum for receiving views from members of *icipe* regarding the policy.

