



YOUTH FOR INTEGRITY BUILDING ORGANIZATION



JULY 2023.



PREAMBLE

At YIB, we believe that every individual deserves to be treated with dignity and respect, regardless of their background or characteristics. We recognize that discrimination and harassment have no place within our organization, and we are determined to create a culture that promotes equality, fairness, and integrity. This policy reflects our unwavering commitment to fostering a safe, inclusive, and respectful environment for all individuals associated with YIB.

This policy serves as a clear and comprehensive framework for preventing and addressing discrimination and harassment within our organization. It outlines our principles, responsibilities, reporting and investigation processes, consequences, and remedies. By adhering to this policy, we can ensure that all individuals feel safe, valued, and empowered to contribute their talents and ideas to our mission.

We understand that fostering an inclusive and respectful environment requires ongoing effort and commitment. Therefore, we pledge to regularly review and update this policy to ensure its effectiveness and compliance with any changes in laws or regulations related to discrimination and harassment.

We encourage each and every one of you to familiarize yourselves with this policy, understand your rights and responsibilities, and actively contribute to creating a culture of respect and inclusivity. Together, we can build a stronger, more united YIB that celebrates diversity and upholds the values of integrity and equality.

Thank you for your dedication to our mission and for joining us in our commitment to promoting a discrimination-free and harassment-free environment.



YOUTH4
INTEGRITY BUILDING

Executive Director,
Youth For Integrity Building (YIB).



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1. INTRODUCTION

1.1. **Youth For Integrity Building (YIB) Overview:** YIB is a community based organization established under the Community Groups Registration Act No. 30 of 2022.

1.2. **YIB organization Mission:** To empower young people with the knowledge, skills, and resources to become lead agents of change in promoting integrity, ethical leadership and social justice.

1.3. **YIB organization vision:** To build a world in which all individuals and communities have the tools and resources they need to sustainably thrive, and where integrity, democracy, and social justice are valued and promoted.

1.4. YIB is fully committed to the principle of honesty, integrity and fair play in the delivery of services to the public. YIB is committed to complying with all relevant Kenyan legislation and applicable global legislation. YIB is also committed to enhancing the health and safety of its employees (paid or volunteers), and stakeholders.

2. PURPOSE

The purpose of the anti-discrimination and harassment policy of Youth for Integrity Building organization (YIB) is to create a safe, inclusive, and respectful environment for all individuals involved with the organization. This policy aims to prevent and address any form of discrimination or harassment based on factors such as race, color, religion, gender, sexual orientation, age, disability, or any other protected characteristic.

3. SCOPE

This policy applies to all individuals associated with YIB, including employees, volunteers, members, participants, and any other stakeholders who interact with the organization in any capacity. It covers all activities, events, programs, and interactions that take place within the organization's premises or any other location where YIB operates.

5. DEFINITION OF TERMS

- a. **Discrimination:** Any actions, practices, or policies that treat individuals unfairly or unfavorably based on protected characteristics such as race, color, religion, gender, sexual orientation, age, disability, or any other legally protected characteristic.
- b. **Harassment:** Any unwelcome conduct, whether verbal, physical, or visual, that creates an intimidating, hostile, or offensive environment, or interferes with an individual's work or participation in YIB activities.
- c. **Retaliation:** Any adverse action taken against an individual who reports an incident of discrimination or harassment, or who participates in an investigation related to such incidents.
- d. **Reporting Party:** An individual who brings forward a complaint or reports an incident of discrimination or harassment.
- e. **Alleged Perpetrator:** An individual who is accused of engaging in discriminatory or harassing behavior.
- f. **Designated contact/person:** One who is responsible for receiving and handling reports of discrimination or harassment and overseeing the investigation process.



- g. **Investigation:** The steps that will be followed, the gathering of evidence, interviewing relevant parties, and determining the findings.
- h. **Confidentiality:** Ensuring that personal information and details of the incident are treated with utmost privacy.
- i. **Disciplinary Actions:** Actions that may be imposed on individuals found responsible for discrimination or harassment, including warnings, retraining, suspension, termination, or legal action.
- j. **Remedial Measures:** Measures that may be implemented to address the effects of discrimination or harassment, such as providing support services, counseling, or training programs.
- k. **Good Faith:** Clarifying that individuals who report incidents of discrimination or harassment genuinely believe the information they provide to be true.
- l. **Consent:** Particularly in relation to sexual harassment or misconduct, ensuring that all individuals understand the importance of obtaining clear and voluntary approval in any intimate or personal interactions..

6. OBJECTIVES OF THIS POLICY.

The objectives of a YIB Anti-Discrimination and Harassment policy include:

- 6.1. To prevent discrimination and harassment by establishing clear guidelines and expectations for behavior.
- 6.2. To raise awareness among all individuals associated with YIB regarding the types of behavior that are considered discriminatory or harassing, as well as the consequences of engaging in such behavior.
- 6.3. To provide a fair and impartial process for addressing complaints and taking appropriate action.
- 6.4. To provide support to individuals who have experienced discrimination or harassment.
- 6.5. To hold all individuals associated with YIB accountable for their actions. It emphasizes that discrimination and harassment will not be tolerated and that individuals who violate the policy will face disciplinary consequences.

7. POLICY STATEMENT

The anti-discrimination and harassment policy of Youth for Integrity Building organization (YIB) states that the organization is committed to providing a safe, inclusive, and respectful environment for all individuals associated with YIB. YIB does not tolerate any form of discrimination or harassment based on factors such as race, color, religion, gender, sexual orientation, age, disability, or any other protected characteristic.

8. PRINCIPLES.

- a. YIB believes in treating all individuals with dignity and respect, regardless of their background or characteristics. The organization promotes equality of opportunity and strives to create an inclusive environment where everyone feels valued and included.
- b. YIB has a zero-tolerance policy towards discrimination and harassment. Any behavior that violates this policy will be taken seriously and addressed promptly, ensuring that appropriate action is taken to prevent recurrence.



- c. YIB respects the privacy and confidentiality of individuals who report incidents of discrimination or harassment. All reports will be handled with utmost confidentiality, and information will only be shared on a need-to-know basis during the investigation process.
- d. YIB is committed to conducting fair and impartial investigations into reported incidents. The organization will ensure that all parties involved are given an opportunity to present their side of the story and that the investigation process is conducted in a timely and thorough manner.
- e. YIB will provide support to individuals who have experienced discrimination or harassment. This includes offering counseling, guidance, and access to resources that can help them cope with the situation. YIB will also take appropriate remedial actions to address the issue and prevent its recurrence.).

9. ROLES AND RESPONSIBILITIES.

9.1. YIB board and Executive Director:

- a. Develop and communicate the policy to all individuals associated with YIB.
- b. Ensure the policy is effectively implemented and enforced.
- c. Provide resources and support for the prevention and addressing of discrimination and harassment.
- d. Regularly review and update the policy as needed.

9.2. Employees:

- a. Familiarize themselves with the anti-discrimination and harassment policy.
- b. Treat all individuals with respect and dignity, refraining from any discriminatory or harassing behavior.
- c. Report any incidents of discrimination or harassment that they witness or experience promptly and accurately.
- d. Cooperate fully with investigations and provide any necessary information or evidence.

9.3. YIB members, activities Participants and other Stakeholders (e.g. suppliers, consultants)

- a. Abide by the anti-discrimination and harassment policy of YIB.
- b. Treat others with respect and dignity, refraining from any discriminatory or harassing behavior.
- c. Report any incidents of discrimination or harassment that they witness or experience promptly and accurately.
- d. Cooperate fully with investigations and provide any necessary information or evidence.

9.4. Reporting parties

- a. Report incidents of discrimination or harassment promptly, using the designated reporting channels provided by YIB.
- b. Provide detailed and accurate information about the incident, including dates, times, locations, and individuals involved.
- c. Cooperate fully with the investigation process, providing any additional information or evidence as requested.

9.5. Operations Manager and Programmes Manager:



- a. Serve as the primary point of contact for receiving and handling reports of discrimination or harassment.
- b. Ensure that all reports are treated with confidentiality and sensitivity.
- c. Conduct thorough and impartial investigations into reported incidents.
- d. Maintain accurate records of reported incidents, investigations, and actions taken.
- e. Recommend appropriate disciplinary actions or remedial measures based on investigation findings.
- f. Provide guidance and support to individuals involved in the reporting or investigation process.

10. PROTECTED CHARACTERISTICS

The protected characteristics that are covered by the policy, such as race, color, religion, gender, sexual orientation, age, disability, or any other legally protected characteristic.

11. REPORTING PROCESS

This section provides detailed information on how to report incidents of discrimination or harassment. It outlines the designated reporting channels, including contact person. It emphasizes the importance of prompt reporting and assures individuals that reports will be handled confidentially and with sensitivity.

11.1. Designated Reporting Channels:

- The policy specifies the designated channels through which individuals can report incidents include contacting the Operations Manager, the Programmes Manager, or Human Resources Manager.

11.2. Contact Information:

- Reporting parties are advised to reach out to the Operations Manager, Programmes Manager or the Human Resources Manager.

11.3. Confidentiality:

- This policy emphasizes that all reports will be treated with strict confidentiality. It assures individuals that their privacy will be respected and that information will only be shared with those directly involved in the investigation process.

11.4. Timeliness:

- This policy encourages individuals to report incidents promptly after they occur or as soon as they feel comfortable doing so. This helps ensure that investigations can be conducted in a timely manner.

11.5. Detailed Reporting:

- This policy advises individuals to provide as much detail as possible when reporting an incident. This includes information such as the date, time, location, description of the incident, and names of individuals involved or witnesses.

11.6. Anonymous Reporting:

- This policy also provides an option for anonymous reporting, allowing individuals to report incidents without revealing their identity. This helps individuals feel more comfortable coming forward, especially in cases where they fear retaliation.



12. INVESTIGATION PROCESS:

This section explains the process that will be followed when a report is received. It outlines how the investigation will be conducted, including gathering evidence, interviewing relevant parties, and ensuring a fair and impartial process. It also emphasizes that all parties involved will be treated with respect and integrity.

12.1. Initial Assessment:

- Upon receiving a report, the designated officer or relevant department will conduct an initial assessment to determine the seriousness of the allegation and whether an investigation is warranted.

12.2. Gathering Evidence:

- Gather evidence related to the reported incident through interviewing the reporting party, alleged perpetrator, and any witnesses, as well as collecting any relevant documentation or other evidence.

12.3. Impartiality:

- This policy emphasizes that the investigation will be conducted in an impartial and fair manner. It assures all parties involved that they will be given an opportunity to provide their side of the story and present any evidence or witnesses.

12.4. Confidentiality:

- This policy reiterates that the investigation will be conducted with strict confidentiality. It ensures that information shared during the investigation will only be disclosed to those directly involved and necessary for the investigation process.

12.5. Timeliness:

- This policy states that the investigation will be conducted in a timely manner. While the specific timeframe may not be outlined in this policy, it assures individuals that the investigation will be completed promptly.

12.6. Findings and Consequences:

- Once the investigation is complete, the Operations Manager, Programmes Manager or the Human Resources Manager will determine the findings based on the evidence collected. If the allegations are substantiated, appropriate consequences and remedies will be implemented, as outlined in the policy.

12.7. Communication and Follow-up:

- The policy specifies that the reporting party will be informed of the outcome of the investigation, within the boundaries of confidentiality. Any follow-up actions, such as providing support or counseling services to the reporting party or implementing preventive measures to avoid future incidents will be done.

13. CONSEQUENCES AND REMEDIES:

This section outlines the potential consequences for individuals found to have engaged in discriminatory or harassing behavior. It may include disciplinary actions such as warnings, retraining, suspension, termination, or legal action, depending on the severity of the offense. It also highlights the organization's commitment to providing remedies and support to individuals who have experienced discrimination or harassment.



13.1. Disciplinary Actions:

- This policy specifies the range of disciplinary actions that may be taken against individuals found responsible for discrimination or harassment. This include verbal or written warnings, suspension, termination of employment or membership, or other appropriate disciplinary measures.

13.2. Severity of Offense:

- This policy acknowledges that the consequences imposed will be based on the severity of the offense. It recognizes that different incidents may warrant different levels of disciplinary action, depending on factors such as the nature of the behavior, impact on the victim, and any prior incidents.

13.3. Remedial Measures:

- This policy emphasizes that YIB is committed to implementing appropriate remedies to address the effects of discrimination or harassment. This include providing support services, counseling, training programs, or any other measures aimed at preventing further incidents and promoting a safe and inclusive environment.

13.4. Legal Consequences:

- This policy clarifies that individuals found responsible for discrimination or harassment may not only face internal disciplinary actions but may also be subject to legal consequences, depending on the nature of the offense and applicable laws.

14. NON-RETALIATION:

This section emphasizes that YIB prohibits any form of retaliation against individuals who report incidents of discrimination or harassment. It assures individuals that they will be protected from any adverse actions or consequences for coming forward.

14.1. Protection from Retaliation:

- This policy explicitly states that individuals who report incidents in good faith will be protected from any adverse actions or consequences as a result of making the report. It assures individuals that they can report incidents without fear of retaliation.

14.2. Reporting Retaliation:

- Individuals to report any instances of retaliation that they may experience or witness after making a report to the Executive Director. It outlines the same reporting process and channels that are used for reporting incidents of discrimination or harassment.

14.3. Investigation of Retaliation:

- This policy states that any reports of retaliation will be thoroughly investigated, following the same investigation process as outlined in the policy. It ensures that appropriate actions will be taken if retaliation is substantiated.

14.4. Confidentiality:

- This policy reassures individuals that their identity will be kept confidential during the investigation of retaliation. It emphasizes that retaliation reports will be treated with the same level of confidentiality as reports of discrimination or harassment.



15. POLICY REVIEW AND COMMUNICATION:

This section states that the policy will be reviewed periodically to ensure its effectiveness and relevance. It also highlights the organization's commitment to effectively communicate the policy to all individuals associated with YIB, ensuring that they are aware of their rights and responsibilities.

15.1. Policy Review:

- This policy states that it will be reviewed annually to assess its relevance, effectiveness, and compliance with any changes in laws or regulations related to discrimination and harassment.

15.2. Policy Updates:

- This policy acknowledges that updates may be made to reflect any changes in organizational practices, procedures, or legal requirements. It emphasizes that individuals associated with YIB will be informed of any updates or revisions to the policy by Communication officer.

15.3 Communication:

- This policy highlights the organization's commitment to effectively communicating the anti-discrimination and harassment policy to all individuals associated with YIB. This include distributing the policy through various channels, such as employee handbooks, training sessions, orientation programs, or posting it on the organization's website or intranet.

15.3. Acknowledgement:

- This policy requires individuals to acknowledge that they have read, understood, and will comply with the anti-discrimination and harassment policy. This ensures that all individuals are aware of their rights and responsibilities.

16. RELATED POLICIES

This policy should be read in conjunction with the following policies;-

- i. Code of Conduct
- ii. Equal Employment Opportunity Procedure
- iii. Grievance Procedure
- iv. Whistleblower Policy

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