



ZIMBABWE



PUBLIC SERVICE SEXUAL HARASSMENT POLICY 2022



ZIMBABWE



PUBLIC SERVICE COMMISSION

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HARASSMENT POLICY
2022**

LIST OF ABBREVIATIONS AND ACRONYMS

FP	Focal Person
HOD	Head of Department
HOM	Head of Ministry
HOO	Head of Office
HR	Human Resources
ILO	International Labour Organisation
PS	Public Service
PSC	Public Service Commission
SH	Sexual Harassment
SGBV	Sexual and Gender Based Violence
SRHR	Sexual and Reproductive Health and Rights
UNDP	United Nations Development Program
ZGC	Zimbabwe Gender Commission

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PREFACE BY THE CHAIRMAN

In line with the recently adopted vision, mission and broad strategic thrust as espoused in the Public Service Commission strategic plan (2021-2023), the Commission has committed itself to create public service workplace environments that are free from sexual harassment (SH), exploitation and abuse with a view to ensuring maximum work productivity to achieve efficient and effective service delivery.



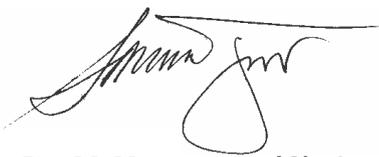
As a result of various initiatives by organizations like the Zimbabwe Gender Commission (ZGC) and institutions like Parliament of Zimbabwe which deal with gender based violence, survivors in the Public Service have been forthcoming with reporting such cases to the authorities. In an attempt to resolve these cases, it has been noted that there are some policy gaps. The foregoing prompted the development and adoption of a comprehensive anti-sexual harassment policy in an attempt to create a safe working environment. The sexual harassment policy will be complemented entail inter alia by strengthening the legal and institutional frameworks for prevention and response to sexual harassment, including putting in place supportive systems to employees and stakeholders who may experience sexual harassment during the course of their employment or interaction with the Public Service employees respectively.

The Sexual Harassment Policy has definitions of important terms, assigns responsibilities to Public Service Commission (PSC), Permanent Secretaries, Heads of Department (HOD), Heads of Office (HOO) or supervisors, workplace focal persons and members when it comes to issues of Sexual Harassment issues. The policy also has a complaint resolution procedure and also provides for remedial action to be taken in support of the survivor and against the perpetrators. The policy encourages members facing SH which is a criminal in nature to report to the Police without fear of reprisal.

Finally the policy provides for the introduction of training of members on how to identify and handle cases of sexual harassment by utilizing the Public Service Academy. The Academy is developing a module on Gender Diversity and Sexual Harassment which will be used to train

members so that they are conversant with Gender and Sexual Harassment issues at the workplace. Posts for members with the specific mandate to deal with Gender mainstreaming, Inclusivity and Wellness have since created.

The adoption of the Sexual Harassment is one bold step to fight the scourge of sexual harassment at the workplace. Finally it has to borne in mind that the successful implementation of the Sexual Harassment is dependent upon the cooperation and support provided by members of the Public Service and the public in general. Accordingly every stakeholder is being requested to play his or her part in efforts to eradicate sexual harassment and gender based violence at all workplaces.



Dr. V. Hungwe - (Chairman)
Public Service Commission

FOREWORD BY THE SECRETARY

The Public Service Commission initiated the process of developing a Public Service Sexual Harassment policy in 2020. The policy seeks to strengthen the existing measures and to set out new strategies for combating sexual harassment, exploitation and abuse within the Public Service. The initiative was driven by the desire to create safe and harmonious working environments in which public service employees feel secure, respected, empowered and supported, thereby motivating them to deliver public services in line with the demands of a 21st century public service provision, while at the same time promoting diversity and inclusion. That aspiration is in line with the country's developmental objectives as set out in the National Development Strategy 1 and in other national policy frameworks, including the Public Service Commission's Strategic Plan.



The Commission's initiative culminated in the development of a well-canvassed Policy, on which a well-subscribed stakeholder consultative workshop was held. The consultative workshop was jointly supported by the UNDP and the ILO through the Spotlight Initiative on Gender Based Violence. Following the conclusion of the consultative workshop and motivated by the desire to develop evidence based policies, the Public Service Commission, with support from the UNDP, conducted a desk review research on the analysis of regional and international best practices on Public Sector Reform accountability and efficiency for Sexual and Reproductive Health and Rights /Sexual and Gender Based Violence and Harmful Practices as well as a baseline survey on Sexual harassment within the Public Service.

The contribution of the Public Service Commission's Development Partners towards the crafting of the Sexual Harassment Policy is gratefully acknowledged. In this regard, special mention goes to the technical and financial support extended by the United Nations Development Programme (UNDP) and International Labour Organisation (ILO), without which progress would have stalled, and results delayed.

A handwritten signature in black ink, appearing to be 'J. Wutawunashe', written in a cursive style.

Ambassador Jonathan Wutawunashe

Secretary, Public Service Commission

PUBLIC SERVICE COMMISSION

STRATEGIC DIRECTION

..... **Vision**

An empowered Public Service leading and propelling sustainable and inclusive socio-economic growth and prosperity for all citizens of Zimbabwe.



..... **Mission**

To facilitate the delivery of responsive services and promote economic growth and development through enhanced policy, institutional and operational capacity of the Public Service and its relevant partners.



..... **Values**

High Performance, Servant leadership, Professionalism, Accountability, Innovation, Inclusiveness, Entrepreneurship and High Ethics.

1. DEFINITION OF TERMS

- 1.1 "Complainant" means any member or person who register a complaint about sexual harassment under this Policy
- 1.2 "Head of Department" means the Chief Director, Director or any member in charge of a province
- 1.3 "Head of Office" means a member in charge of a work station or any member designated as such in line with the Public Service Regulations
- 1.4 "Supervisor" means an individual responsible for day to day performance of a small group or unit
- 1.5 "Member" means a person employed in the Public Service including a person employed under a fixed term contract;
- 1.6 "Focal Person" means a member appointed as such by PSC, HOM, HOD, HOO or Supervisor
- 1.7 "Sexual harassment" in relation to an employer or any member means any act where an employer or member –
 - (a) Demands from any employee or prospective employee any sexual favor as a condition of –
 - (i) recruitment for employment or
 - (ii) the creation, classification or abolition of jobs or posts; or
 - (iii) the improvement of the remuneration or other conditions of employment of the employee; or
 - (iv) the choice of persons for jobs or posts, training, advancement, apprenticeships, transfer, promotion or retrenchment; or
 - (v) the provision of facilities related to or connected with employment; or
 - (vi) any other matter related to employment; or
 - (b) engages in unwelcome sexually-determined behaviour towards any employee or client, whether verbal or otherwise, such as making physical contact or advances, sexually colored remarks or displaying pornographic materials in the work place.
- 1.8 "Unwelcome sexual conduct" means unsolicited sexual behaviour raised by a complainant in violation of this policy
- 1.9 "Sexual Exploitation" means any actual or attempted abuse of position of vulnerability, differential power or trust for sexual purposes, including, but not limited to, profiting monetarily, socially or politically
- 1.10 "Complaint" means a verbal or written report of sexual harassment made in person by mail, telephone or through any responsible form
- 1.11 "Respondent" means an individual reported to be perpetrator of conduct that constitutes sexual harassment
- 1.12 "Retaliation" means the act of punishing or behaviour targeted at someone as a way of revenging for action done by the target of such behaviour.

- 1.13 "Malicious "means intentional wrongful act done against another to cause harm and done without any legal excuse.

2. BACKGROUND

The Public Service Commission notes that sexual harassment is prevalent at work stations. Most survivors are reluctant to report such cases as they fear, among other reasons; - retaliation, not being believed, being accused of having loose morals and that nothing will be done to the perpetrator.

Notwithstanding various theories on the genesis of sexual harassment, such as power imbalance resulting from socio-economic conditions, patriarchy, religious beliefs, gender and cultural expectations including misinterpretation of actions, the PSC is committed to end the vice within the Public Service. The PSC does not accept any cause or reason as justification for engaging in sexual harassment, though it will contribute, supporting respective mandated agencies, in developing and instituting interventions that address some of the identified causes.

Currently the Public Service Act and regulations do not explicitly provide for sexual harassment and specific penalties for it. The other shortcoming with the regulations is that generally a complaint of sexual harassment, like any other grievance, must be made to a member in a position of authority (HOO or HOD), who may be the actual perpetrator. Another gap exists in that there is no built-in procedure for disputes to be settled initially by means of conciliation.

The PSC has been grappling with, and working towards coming up with a clear and pointed intervention in terms of regulations, procedures and strategies to eliminate the sexual harassment vice in the Zimbabwe Public Service.

This policy, therefore, seeks to address the shortcomings that exist in the Public Service when dealing with sexual harassment matters.

3. SCOPE OF THE POLICY

The Policy applies to: -

- 3.1 all members of the Public Service, whether employed on permanent or contract basis
- 3.2 all clients or members of the public encountered during the course of duty and any other with whom employees interact personally or by telephone, or by electronic communication

- 3.3 all applicants for employment in the Public Service
- 3.4 members of staff associations while discharging their responsibilities
- 3.5 individuals on secondment in the Public Service
- 3.6 students on internship in the Public Service
- 3.7 Individuals participating in government sponsored work in the Public Service
- 3.8 Students and Lecturers at Institutions of higher learning.

4. POLICY STATEMENT

The Sexual Harassment Policy sets out the legal responsibilities and obligations of members in the Public Service in compliance with the Constitution of Zimbabwe, No. 20, 2013, Public Service Act, Chapter 16:04, Sexual Offences Act, Chapter 9:21, Public Service Regulations, 2000, Circulars and Procedures.

Any physical, verbal or non-verbal sexual conduct causing disruptive, intimidating, offensive and hostile interference in the work environment will not be tolerated and may result in consequences like dismissal. It is the responsibility of every member to maintain a workplace environment free from sexual harassment.

Confidentiality of sexual harassment procedures and reports is fundamental in the drive to decisively deal with the vice. However, where reports may be subject to discovery in a law suit or proceedings before a court of law, the Public Service Commission, under such circumstances, may not guarantee the confidentiality of such reports.

Violations of this policy will be considered as serious disciplinary breaches that will be thoroughly investigated and concluded within a reasonable time. No member shall be subjected to retaliation for any sexual harassment report made in good faith or participating in such investigations.

Where a member takes a sexual harassment case to a court of law, the PSC reserves the right to deal with the case administratively. The PSC is committed to provision of safe, inclusive and respectful workplaces which are free from sexual harassment. Sexual exploitation and abuse will not be tolerated.

5. PRINCIPLES

The guiding principles of this Policy are to:

- * Combat sexual harassment in the Public Service
- * Provide a safe working environment that is free from sexual harassment

- * Support diversity and inclusive work practices
- * Promote respect amongst all people in the workplace
- * Encourage fair and equitable treatment of all people in the workplace
- * Put in place mechanisms for redress in cases of sexual harassment in the Public Service
- * Inform all members that if allegations of sexual harassment are levelled and substantiated against them, they are liable for such actions.

6. WHAT IS SEXUAL HARASSMENT

Sexual harassment means unwelcome and unwanted sexual advances, requests for sexual favours, and other verbal, written or physical contact of a sexual nature that creates a hostile or offensive environment.

It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, transfer or regrading and promotion, as well as situation which create a hostile, intimidating or humiliating environment.

A single incident is enough to be considered as sexual harassment, it does not have to be a repeated behaviour. The person who engages in unwelcome behaviour does not have to intend to be sexually harassing the other person for the behaviour to be considered sexual harassment. Regardless of the intentions, sexual harassment is defined by the nature and the impact of the behaviour, not the intention behind it.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

6.1 PHYSICAL CONDUCT

- * Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- * Physical violence, including sexual assault, indecent assault or rape
- * The use of job-related threats or rewards to solicit sexual favours
- * Stalking

6.2 VERBAL CONDUCT

- * Comments on a worker's physical appearance, age and sex life.
- * Sexual comments, stories and jokes
- * Unwelcome sexual advances
- * Repeated and unwanted social invitations for dates or physical intimacy

- * Insults based on the sex/gender of the worker
- * Condescending or paternalistic remarks
- * The use of job-related threats or rewards to solicit sexual favors
- * Swearing or using inappropriate language.

6.3 NON-VERBAL CONDUCT

Sharing or displaying of sexually explicit or suggestive material e.g. photographs, reading matter or objects.

- * Offensive screen savers
- * Sexually-suggestive gestures
- * Whistling
- * Leering
- * Indecent exposure
- * Sending sexually explicit messages using electronic gadgets

7. COMMUNICATION OF THE POLICY

The PSC through the Academy will organize periodic training for members in management positions to cover the following:-

- * their legal duties and specific responsibility to ensure prompt and adequate corrective action to complaints of sexual harassment
- * to recognize and handle allegations of SH brought to their attention either informally or as part of the formal grievance procedure which they will be required to attend.

All new and existing members will be made aware of this policy by means of:

- * Awareness campaigns
- * Mandatory training on SH for all employees
- * Employee's handbook
- * Employment contract
- * By distributing the policy to employees
- * Posting the policy on the website
- * Regular SH reminders in staff/unit meetings
- * Including the issue of SH in employee's orientation programs
- * Translation of the Policy into sixteen (16) official languages, including for the visually impaired.

All employees are encouraged to ask questions and to seek clarification on any aspect of the policy that they may find unclear.

8. RESPONSIBILITIES

8.1 RESPONSIBILITIES OF THE PUBLIC SERVICE COMMISSION (PSC)

The PSC recognizes its obligations under the Constitution of Zimbabwe Amendment (No. 20) of 2013 and the Public Service Act Chapter 16:04 to investigate and remedy grievances of members of the Civil Service concerning official acts or omissions. The PSC also observes the need to treat citizens with respect and dignity as expounded in Section 51 of the Constitution of Zimbabwe Amendment (No. 20) 2013. The PSC has a responsibility to: -

- 1) Capacitate all Heads of Ministries so that they understand and fulfill their responsibilities with regard to prevention and handling of allegations of SH.
- 2) Avail appropriate learning resources to all PSC personnel to ensure awareness of key provisions of this policy, standards of conduct, values and forms.
- 3) Establish clear grievance handling procedure (part of the annexure).
- 4) Demand for timely and appropriate action — including action to protect the safety and well-being of the complainant is taken when prohibited conduct is reported.
- 5) Take timely and appropriate measures to protect members from retaliation for reporting prohibited conduct, when such protection is sought. Such measures may include the temporary or permanent suspension of the action alleged to be retaliatory, the temporary or permanent transfer of the accused or the complainant. Disciplinary action, when warranted, will be taken against PSC employee found to have engaged in retaliation.
- 6) Monitor and evaluate the implementation of this policy by all Heads of Ministries.
- 7) Review the policy regularly and communicating any changes or updates to the policy to all members.
- 8) Incorporate SH issues in all induction and training programs.
- 9) Develop and spearhead implementation of communication strategies to increase SH awareness in the Public Service.
- 10) Create and maintain a database of all SH cases.

8.2 RESPONSIBILITIES OF THE HEAD OF MINISTRY

The Head of Ministry is responsible for ensuring the safety, respect and welfare of all members within the Ministries, clientele and stakeholders. The Head of Ministry is responsible for:-

- 1) Leading by example at all times.
- 2) Capacitating management to understand and fulfill their responsibilities with regard to prevention and handling allegations of SH.

- 3) Acquisition of funds and facilities to meet the requirements of this policy.
- 4) Identifying potential risk factors and taking prompt, reasonable action to minimize the risks including: -
 - a. managing organizational change in an inclusive and participatory way, for example consulting with affected members as early as possible and develop and maintain effective communication throughout the process,
 - b. implementing work processes to prevent the risk of sexual harassment, ensuring the systems maintain privacy and confidentiality of any data collected, and review and evaluate those systems, and
 - c. promoting a culture of tolerance and respect for others at work place within the Ministry.
- 5) avail all information on SH issues to all the members.
- 6) provide training on SH issues to all the members of staff.

8.3 RESPONSIBILITIES OF HEAD OF DEPARTMENT

Each Manager/Department Head in the Public Service has special obligations to prevent and deter prohibited conduct and is responsible for the safety and respect for the dignity of all personnel under his or her authority. The Heads of Department must: -

- 1) Leading by example at all times.
- 2) Capacitate staff under their authority understand and fulfill their responsibilities with regard to prevention and handling of allegations of SH.
- 3) Monitor the working environment to ensure that there is a safe and harmonious working environment, free of intimidation, hostility, offence and any form of prohibited conduct, at all times.
- 4) Put in place measures to protect persons from victimization for making, or being involved in, a complaint of sexual harassment.
- 5) Provide contact details of Focal Persons to complainants or respondents within line Ministries.
- 6) Maintain a Sexual Harassment database containing gender disaggregated data including persons with disabilities.

8.4 RESPONSIBILITIES OF HUMAN RESOURCES DIRECTOR AND HR STAFF

It is the responsibility of the Human Resources Directors to promote a workplace free of sexual harassment. This entails a responsibility to:

- 1) Facilitate the capacitation of supervisors and employees on the policy and procedures to prevent and respond to sexual harassment.

- 2) Track training to ensure that all are reminded from time to time.
- 3) Ensuring that both the individual filing the complaint (complainant) and the accused individual (respondent) are aware of the seriousness of a sexual harassment complaint.
- 4) Notifying the police if criminal activities are alleged.
- 5) Notifying the complainant and the respondent of the corrective actions to be taken, if any, and administering those actions.
- 6) Act as a point of contact for a person considering making a complaint or seeking information about sexual harassment.
- 7) Set a personal example of an appropriate behavior.

8.5 RESPONSIBILITIES OF HEAD OF OFFICE/SUPERVISOR

It is the responsibility of the Head of Office/Supervisor to: -

- 1) Leading by example at all times.
- 2) Train members on policy and procedures to prevent and respond to sexual harassment.
- 3) Implement an effective complains handling system on sexual harassment issues with emphasis on protection of the complainant.
- 4) Report any sexual harassment that they observe both within and outside of their immediate units to the designated officer in the Human Resources Department.
- 5) Set a personal example of an appropriate behaviour.

8.6 RESPONSIBILITIES OF THE DIRECTOR, GENDER MAINSTREAMING, INCLUSIVITY AND WELLNESS \ WORKPLACE FOCAL PERSON

The Workplace Focal Persons network is a group of employees who have volunteered or appointed by the Head of Ministry and have been trained as a point of contact for colleagues experiencing harassment, discrimination, bullying, victimization or family violence. They need to work closely with the Gender Focal Person and the Human Resources Director. The responsibilities of the Director, Gender Mainstreaming, Inclusivity and Wellness/Focal Persons are to:-

- 1) Implementation of the Sexual harassment policy at the workplace.
- 2) Act as a point of contact for a person considering making a complaint or seeking information about sexual harassment.
- 3) Provide persons with information about the various options on procedures to follow when presenting complaints.
- 4) Participate in any training related to carrying out this responsibility provided by the PSC and relevant organizations.

- 5) Document receipt of any complaints.
- 6) Implement an effective complains handling system on sexual harassment issues with emphasis on protection of the complainant.
- 7) Lead institutionalization and sensitization on sexual harassment, remediation and follow up on affected members.
- 8) Submitting a written report summarizing the results of the investigation and making recommendations to the Head of Ministry.
- 9) Maintain a Sexual Harassment database containing gender disaggregated including persons with disabilities.
- 10) Submit returns of all cases they have handled to the Head of Ministry on a monthly basis.
- 11) Leading by example at all times.

8.7 RIGHTS AND RESPONSIBILITIES OF ALL MEMBERS

- 1) Comply with this policy, the Constitution of Zimbabwe, any other relevant Acts, Circulars, procedures and the Public Service Regulations.
- 2) Acquaint with the various options and internal channels available to them for reporting and/or otherwise addressing such behaviours.
- 3) Maintain and advocate for a professional work ethic and culture for a sexual harassment free workplace.
- 4) Report directly and immediately any incident of sexual harassment, exploitation and abuse that they have experienced or witnessed in good faith to the relevant person or office timeously.
- 5) Report any incident of sexual harassment, exploitation and abuse that they have experienced or witnessed.
- 6) Participate in any training related to sexual harassment provided by the PSC Training Academy and any other professional providers of such trainings.
- 7) Treat any allegations or complaints of sexual harassment with appropriate confidentiality and non-judgementalism.
- 8) Respect confidentiality and fully cooperate with those responsible for investigating reports of prohibited conduct under this policy.
- 9) Guard against victimization or stigmatisation for making or being involved in a complaint of sexual harassment.
- 10) Whistle blowing to the relevant authorities.
- 11) Enquire on investigations and remedial action taken or recourse on the reported sexual harassment case.
- 12) Raise objections in the manner the investigations have been conducted, if necessary.
- 13) Highlight or report conflict of interest.

- 14) Seek clarity on matters of sexual harassment.

8.8 RESPONSIBILITIES OF THE COMPLAINANT

Report any case of sexual harassment, exploitation or abuse to the relevant authority.

A complaint must be made in good faith. A complainant should have reasonable belief that inappropriate conduct occurred.

9 COMPLAINT RESOLUTION PROCEDURES

A complainant who either observes or believes that she or he has been or is being sexually harassed is encouraged to take the following steps: -

- i. Inform the offending person that his/her conduct is unwelcome and should cease immediately;
- ii. Record each incident (s) – noting what was said or done, date(s) times, location/places, and the names of any witnesses, complainant's response.
Please be aware that having a record of events is not a condition for filing a complaint.
- iii. Where the relative power or status of the person involved makes direct discussions difficult, the person is encouraged to raise his/her concern formally or informally to the designated officials following the procedures set in this policy.

Complainant may make an anonymous report under this policy. However, complainants should be aware that anonymous reporting may make it more difficult to investigate the allegations given the serious implications of sexual harassment charges and the difficulties associated with their investigations. Employees are therefore encouraged to raise a complaint in a non-anonymous way.

9.1 INFORMAL RESOLUTION OF ALLEGATIONS PRIOR TO OR IN LIEU OF FILING A COMPLAINT

Where an employee does not contemplate the prospect of a formal enquiry and is merely seeking assurance that the offensive conduct will not be repeated, she/he can discuss the matter with any of the following complaint-receiving officials: -

- * PSC
- * Head of Ministry
- * Head of Department
- * Supervisor or Head of Office
- * Director, Gender Mainstreaming, Inclusivity and Wellness

- * Focal Person
- * Designated member in Human Resources Department
- * Staff Association

The complaint-receiving officials will have meetings with both the complainant and the alleged perpetrator separately. The complaint-receiving official may take whatever steps short of formal sanctions that he or she deems appropriate to effect an informal resolution acceptable to both parties.

The member receiving the complaint will keep records of the complaint and its resolution. If the informal procedure does not resolve the behaviour, or there is no acceptable resolution, the complainant may use the formal sexual harassment grievance procedure to obtain a resolution.

9.2 FORMAL RESOLUTION OF AN ALLEGATION

In order to initiate a formal grievance procedure, the individual needs to file a complaint in writing with any of the complaint-receiving officials.

The complainant is encouraged to file a complaint within reasonable time of the occurrence of the behaviour that gave rise to the grievance.

If a complaint is made through any staff association, a meeting will be held with the member and the representative of the staff association before and after the investigation.

Within 3 working days after completion of the investigation the concerned parties should be notified.

Within two weeks from agreeing to corrective action, the designated member of the Human Resources Department will notify the parties about the outcome of the investigation.

Complainant has a right to appeal against the decision taken after the investigation.

10. THIRD PARTY INVOLVEMENT

Anyone who witnesses or is aware of sexual harassment, can play an important role in preventing sexual harassment in the workplace.

If colleagues witness sexual harassment they are encouraged to:-

- * provide support to their counterpart who is being subjected to sexual harassment
- * report the sexual harassment

Witnesses may wish to remain anonymous. Members should know, however, that it may not be possible in some circumstances to keep the anonymity of a person providing information as the case may require full details of the allegations for appropriate investigation to take place.

11. REMEDIAL ACTION TOWARDS THE PERPETRATOR

Disciplinary action shall be taken by the appropriate disciplinary authority in accordance with the Public Service Regulations, S.1. 1 of 2000. Where a member is found guilty on allegations of sexual harassment penalties should be imposed relative to the severity of the offence.

12. RETALIATION AND INTIMIDATION

Retaliation against any individual who reports an incident of sexual harassment or who participates in an investigation of a claim of sexual harassment is prohibited and represents a serious violation of this policy. It constitutes separate grounds for disciplinary action.

A claim of retaliation by a complainant, respondent or witness may be pursued using the steps set out in the disciplinary procedures. If evidence exists to support that retaliation occurred, appropriate action will be taken, regardless of the outcome of the underlying sexual harassment complaint.

Committee handling SH cases should investigate possible retaliation cases in the event of a survivor dragging the process.

Retaliation shall be clearly treated as a different offence.

13. COUNSELLING AND PSYCHOSOCIAL SUPPORT

Management shall seek appropriate professional help and counselling services for the complainant and alleged perpetrator, during and after the finalization of the matter.

Counsellors should be professional and capacitated regularly.

E- Counseling services have to be considered to help protect the victims` identity.

Any live material used in the counseling session should be kept under high level of confidentiality.

14. CRIMINAL OFFENCES

A member may report to the Zimbabwe Republic Police if anyone displays behaviour like stalking, indecent/aggravated sexual assault, rape and obscene language or any form of harassment through electronic or social media platforms which is of a criminal nature.

15. MONITORING AND EVALUATION

The PSC recognizes the importance of monitoring the implementation of the Sexual Harassment policy by all line Ministries.

All Heads of Ministries are expected to submit monthly returns to the Public Service Commission on all reported sexual harassment cases and how they have been dealt with. Heads of Ministries are also expected to put in place suggestion boxes or emails where members can submit their complaints if they do not intend to make formal reports.

On regular basis, the Commission may conduct staff satisfaction survey on how issues of sexual harassment are being handled.

The Policy will be regularly reviewed for synchronization with relevant policies/ instruments and conventions, as necessary.

16. CONFIDENTIALITY

In order to protect an employee's privacy, disclosures of sexual harassment will be treated in confidence.

Where a situation affecting strict confidentiality arises, the complainant has to be notified.

All ethical requirements are to be adhered to when handling all cases.

17. FALSE OR MALICIOUS COMPLAINT

Employees, who knowingly provide false information or make false or malicious allegations of sexual harassment, shall be subject to separate disciplinary action.



PUBLIC SERVICE COMMISSION

6th Floor, Social Security Centre (SSC Building)
Julius Nyerere Way/Sam Nujoma Street.
PO Box CY 440 Causeway, Harare, **Zimbabwe**
Telephone: +263 242 700881-3, 793936.
Email: feedback@psc.gov

 zimbabwe Public Service Commission

 Public Service Commission-Zimbabwe

 PUBLIC SERVICE COMMISSION ZIMBABWE

 Public Service Commission-Zimbabwe

 +263 242-793936/700882/700884

 +263-788584848

 recruitment@psc.gov.zw /feedback@psc.gov.zw

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