



Action Resort for Change

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ARC Non-Harassment Policy

1. Purpose

The purpose of this policy is to ensure a safe, respectful, and dignified working environment for all Action Resort for Change (ARC) employees, volunteers, and stakeholders, regardless of location. The policy seeks to prevent workplace harassment and to provide clear, accessible mechanisms for reporting and addressing any incidents should they occur.

2. Definition of Harassment

Harassment is defined as any unwelcome, unreasonable, or offensive conduct that undermines the dignity of an individual in the workplace. Harassment may be experienced by both women and men and includes conduct based on sex, sexual orientation, gender identity or transgender status, race, religion, disability, or HIV/AIDS status. Determination of harassment shall be based on the perspective and experience of the affected individual.

3. Responsibility for Implementation

All ARC employees and associates share responsibility for upholding this policy and ensuring its consistent application. However, management and supervisory staff bear a heightened responsibility to respond promptly, sensitively, and appropriately to complaints and to foster a workplace culture that discourages harassment in all forms.

4. Examples of Harassment

Harassment may take physical, verbal, or non-verbal forms, including but not limited to:

- Insults, ridicule, or derogatory remarks related to an individual's gender, sexual orientation, gender identity, race, religion, disability, or HIV/AIDS status.
- Unwelcome physical contact or invasion of personal space.
- Lewd, suggestive, over-familiar, or inappropriate behaviour.
- Displaying, sharing, or circulating materials that may be offensive or demeaning.

5. Preventing Sexual Harassment and Abuse

All ARC members, leaders, and staff are required to adhere to the following standards:

- a) Treat all individuals with dignity and respect, and refrain from conduct that may be perceived as offensive or discriminatory.
- b) Avoid physical contact that may be perceived as unwelcome.
- c) Refrain from verbal communication or behaviour that may be interpreted as sexually suggestive or inappropriate.
- d) Avoid jokes, remarks, or opinions that negatively reference gender or sexual orientation.
- e) Promote gender balance within support and leadership structures.

- f) Avoid private interactions with athletes or beneficiaries unless in the presence of others or with the informed consent of parents, guardians, or relevant management.
- g) Respect the privacy and personal boundaries of all individuals.
- h) Avoid dual or conflicting relationships (e.g., romantic relationships between supervisors and beneficiaries). Any such relationship must be disclosed and addressed transparently.
- i) Never offer rewards, favors, or opportunities in exchange for sexual services or expectations.
- j) Promptly report and take action when a breach of this policy is observed or experienced.

6. Procedures for Addressing Harassment

The ARC Executive Council shall appoint a suitably qualified, experienced, and impartial individual to serve as the **ARC Guardian/Counsellor**, with authority too:

- a) Receive complaints and conduct confidential investigations into alleged violations of this policy.
- b) Submit confidential findings and recommendations to the ARC Chief Executive Officer or the Chairperson of the Board of Trustees for appropriate action.
- c) Provide counselling and support to individuals affected by harassment or improper conduct.
- d) Establish and maintain linkages with relevant professional bodies and experts.
- e) Organise regular sensitisation sessions, discussion forums, and training workshops to strengthen awareness, understanding, and compliance with this policy.
- f) Perform any additional duties related to safeguarding and ethical conduct as assigned by the ARC Chief Executive Officer or the Chairperson of the Board of Trustees.