



## **KENYA PLANT HEALTH INSPECTORATE SERVICE**

### **WORKPLACE POLICY ON PREVENTION AND RESPONSE TO GENDER BASED VIOLENCE**

**REVISED MARCH 2022**

## **FOREWORD**

Gender based violence is a fundamental violation of human rights that cuts across boundaries of class, ethnicity, age, disability, sexual orientation, religion and belief. Its impact on the health and well-being of survivors is a serious, recognizable and preventable global problem like many other safety and health issues that afflict people the world over. Gender based violence is recognized as a form of discrimination and a sensitive indicator of gender inequality that affect equal opportunity and job retention.

The Kenya Plant Health Inspectorate Service (KEPHIS) is committed to ensuring that all staff are treated fairly, consistently and provided with an improved and safe working environment free from any form of violence. The corporation is further committed to providing and maintaining a workplace free of any type of harassment.

This policy is guided by four thematic areas namely; leadership and decision-making, mental well-being, infrastructure and institutional mechanisms. The policy has therefore been created to contribute towards creation of a safe working environment for all employees and other stakeholders within the Corporation. It is meant to guide the Corporation in dealing with gender based violence issues at the workplace. It is envisioned that the guidelines provided in this policy will facilitate the corporation in promoting best practices in line with Government legislative requirements on gender and equality.

Each staff member therefore occupies a special position and ought to ensure that individual conduct both in public and in private life does not bring the Corporation into disrepute. It is anticipated that the Policy will be of much value to all members of KEPHIS fraternity as well as all stakeholders. It is therefore important for every employee to safeguard against contravening this Policy.

**Hon. Peter Weru Kinyua**  
**Board Chairman**

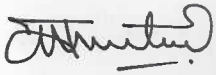
## ACRONYMS AND ABBREVIATIONS

|               |   |                                                                            |
|---------------|---|----------------------------------------------------------------------------|
| <b>AGPO</b>   | - | Access to Government Procurement Opportunities                             |
| <b>CCTV</b>   | - | Closed Circuit Television                                                  |
| <b>CEDAW</b>  | - | Convention on the Elimination of All forms of Discrimination against Women |
| <b>FGM</b>    | - | Female Genital Mutilation                                                  |
| <b>GBV</b>    | - | Gender Based Violence                                                      |
| <b>GM</b>     | - | Gender Mainstreaming                                                       |
| <b>HRAC</b>   | - | Human Resource Advisory Committee                                          |
| <b>HR</b>     | - | Human Resource                                                             |
| <b>ICT</b>    | - | Information and Communication Technology                                   |
| <b>IEC</b>    | - | Information, Education and Communication                                   |
| <b>ILO</b>    | - | International Labor Organization                                           |
| <b>KEPHIS</b> | - | Kenya Plant Health Inspectorate Service                                    |
| <b>MD</b>     | - | Managing Director                                                          |
| <b>PADV</b>   | - | Protection against Domestic Violence Act                                   |

## **ACKNOWLEDGEMENTS**

This Policy provides a framework for effective prevention and response to GBV in the Corporation. The principal objective of the Policy is to promote an enabling work environment that provides quality and comprehensive prevention, response, support and monitoring mechanisms against gender based violence. This Policy has been revised through an inclusive and consultative process.

I appreciate KEPHIS Board of Directors, top management, technical experts from the State Department for Gender, the Gender Mainstreaming Committee and the employees for their commitment and valuable contributions towards making this process a success. The successful implementation of this policy will immensely contribute to the elimination of all forms of gender based violence in the Corporation.



**Prof. Theophilus M. Mutui (Ph.D)**  
**Managing Director**

## **DEFINITION OF TERMS**

**Abuser:** A person who perpetrates Gender-based violence.

**Cyber bullying:** The use of electronic communication to bully a person, typically by sending electronic content of an intimidating or threatening nature.

**Emotional/Psychological Violence:** Verbal abuse, insults/humiliation, isolation, sexual harassment, confinement, and intimate partner violence.

**Equal opportunity:** Equal access to opportunities for all persons in employment, training and occupations without discrimination.

**Gender:** A description of characteristics of women and men which are socially constructed.

**Gender-Based Violence (GBV):** This is defined as any act of gender-based violence that results in physical, sexual or psychological harm or suffering, including threats of such acts, coercion or arbitrary deprivations of liberty, whether occurring in public or private life.

**Harassment:** Any form of bullying, intimidation, or hostile treatment, which is brought about because of the person's gender, disability, ethnicity, religion, race, or social status.

**Harmful Traditional Practices:** These include Female Genital Mutilation (FGM), Early Marriage, Forced Marriage, Infanticide and/or Neglect, widow inheritance, and dis-inheritance.

**Mental Well-being:** the state of thriving in various areas of life, such as in relationships, at work, play and more despite ups and downs.

**Physical Violence:** This includes physical assault, human trafficking, and slavery.

**Protection orders:** An order of protection, restraining order or other court order in response to gender-based violence, which serves as a mechanism through which a survivor/witness can petition a national or other appropriate court or tribunal for protection from an abuser.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature in the workplace.

**Sexual Violence:** Rape, attempted rape, defilement, incest, sexual abuse, sexual exploitation, forced prostitution, sexual violence as a weapon of war, and torture and trafficking for sexual exploitation.

**Socio-Economic Violence:** The discrimination and/or denial of opportunities and services, social exclusion/ostracism based on gender, obstructive legislative practice, wife/spouse inheritance and bigamy.

**Survivor:** Any person who has been subjected to gender-based violence.

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## **CHAPTER ONE**

### **1.1 Introduction**

Kenya Plant Health Inspectorate Service (KEPHIS) is a regulatory body that was established under the State Corporations Act (CAP 446) pursuant to Legal Notice No. 305 of 18th October 1996. Currently, KEPHIS operates under the KEPHIS Act No.54 of 2012. Under the first schedule of the KEPHIS Act, KEPHIS is mandated to implement the Agriculture Produce (Export) Act (CAP 319), Plant Protection Act (CAP 324) and the Seeds and Plant Varieties Act (CAP 326). The role of the Service is to undertake regulatory function in the agricultural sector relating to plant protection and seeds and plant varieties that assures the quality of agricultural inputs and produce, thereby promoting sustainable agriculture and economic growth.

**Vision:** Healthy plants, safe trade and sustainable agro-environment for a prosperous Kenya.

**Mission:** To provide a science based regulatory service by assuring plant health, quality of agricultural inputs and produce for food security, globally competitive agriculture and sustainable development.

**Core values:** Customer Focus; Professionalism and Integrity; Teamwork; Results Oriented; Innovation and Creativity and Corporate Social Sustainability.



## **1.2 Background Information**

Gender Based Violence (GBV) is a serious global health, human rights, and development issue. It is an indicator of fundamental gender inequalities and power imbalances that goes beyond geography, race, culture, class, and religion and touches virtually every community in every corner of the globe. Gender based violence is often condoned by customs and reinforced by institutions which are thriving on impunity. GBV affects women, girls, men and boys. However, women have been found to be disproportionately affected by GBV. This has a direct correlation between women's subordinate status in society and their greater susceptibility to violence. GBV has serious and far-reaching negative effects including physical injuries resulting in death or disfigurement, psychological trauma, infection with HIV/AIDS, unwanted pregnancies, social stigmatization and exclusion and economic deprivation among others. The forms of GBV are sexual violence, physical violence, emotional and psychological violence, harmful traditional practices, and socio-economic violence. Each of the GBV forms has manifestations in several types including:

- a) Employee's ability to attend or function effectively at work e.g. they may have Mood swings, be constantly tired or preoccupied, have difficulty concentrating, be withdrawn and have a strained relationship with colleagues;
- b) Absenteeism due to long term physical injuries and/or psychological symptoms such as anxiety/depression and using drugs/alcohol as a coping strategy – these may be linked to former abuse in childhood or adulthood;
- c) Time off from work as a result of having to seek help from solicitors, doctors and support agencies;

- d) Lateness as a result of the harasser attempting to prevent an employee from going to work;
- e) Harassment or abuse at the workplace: such behavior can include numerous telephone calls, social media, emails or the harasser turning up at the place of work.
- f) Employees may be stalked, or subjected to verbal or physical abuse at the workplace or while they are traveling to and from work.

### **Work Colleagues**

GBV impacts on work colleagues in various ways including:

- a) Filling in for absent or less productive colleagues;
- b) Protecting a colleague experiencing abuse from unwanted phone calls or visits;
- c) Feeling helpless and unsure about how to intervene;
- d) Being distracted from their own work;
- e) Experiencing a negative impact on their own mental and emotional health, especially if they too are/have been affected by abuse;
- f) Fearing for own safety

Kenya Plant Health Inspectorate Service (KEPHIS) recognizes that Gender based violence is a fundamental violation of human rights that affects employee performance, productivity and breaches Corporate and professional code of conduct. The institution therefore proposes to provide all staff with a safe working environment free from any form of gender based violence.

## **1.4 Policy Goal**

This policy seeks to promote an enabling work environment that provides quality and comprehensive prevention, response, support and monitoring mechanisms against gender based violence.

## **1.5 Policy Objectives**

1. To promote women's participation and equal opportunities for leadership at all levels of decision-making within the organization.
2. To safeguard the mental well-being of all staff and their dependants by putting in place measures within the organization to address GBV issues.
3. To strengthen the existing infrastructural facilities and frameworks to enhance prevention, response, support and monitoring measures against GBV.
4. To put in place holistic institutional mechanisms to prevent and respond to GBV concerns.

## **1.6 Normative Legal and Policy Frameworks**

Article 2(5) of the Constitution of Kenya provides that the "general rules of international law shall form part of the laws of Kenya" and further that "Any Treaty or Convention ratified by Kenya shall form part of the law of Kenya under this Constitution." By ratifying gender related treaties, Kenya has demonstrated its commitment to combat GBV. This calls for the development of a policy framework guiding the implementation of GBV instruments. Currently, there are many efforts by state and non-state actors working on prevention and response to GBV in Kenya. This workplace policy will be guided by the legal and policy frameworks as below:

### **1.3 Rationale**

The national data reveals high prevalence of GBV in Kenya and its negative impact on the society necessitates the implementation of a comprehensive policy framework to ensure effective prevention of and response to GBV at institutional level. GBV in its various manifestations negatively affects individuals, their families and the entire staff. At the individual level GBV results in pain and psychological trauma. At the social level GBV often results in breakdown of the family unit. Economically, GBV results in an economic burden on the Service in terms of increased spending on health care, social services, the civil and criminal justice system, absenteeism from work, and lost productivity and output.

The concept of "GBV" is often misunderstood and generally taken to mean "a women only issue". Men and boys are often left out of the dialogue and perceived as opponents rather than partners in GBV prevention. However, men and women, boys and girls are all affected by GBV and all have an important role to play in changing social attitudes and preventing GBV. This misunderstanding often leads to misinformation.

Stigma is among factors that complicates response to GBV to the affected and limits reporting of GBV cases. In addition, there is limited information to survivors who experience violence on where to seek support. Furthermore, there is a lack of standardized data management tools, systems and a monitoring and evaluation framework for GBV intervention.

KEPHIS has reviewed the 2016 GBV policy to be in line with the National Policy for Prevention and Response to Gender Based Violence of 2014. This will provide an enabling environment for improved productivity, staff welfare, demystify the misconceptions on GBV, and provide a platform for adequate resource allocation from management and aid in effective prevention and response. The policy will also facilitate the development of a comprehensive Monitoring and Evaluation framework.

| <b>International Commitments</b>                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Convention on Elimination of all forms of Discrimination against Women (CEDAW)</b> | Signed in 1981 and ratified in 1984, the Convention provides for equality and non-discrimination and defines discrimination to include gender-based violence, that is, violence that is directed against a woman because she is a woman or that affects women disproportionately. It includes acts that inflict physical, mental or sexual harm or suffering, threats of such acts, coercion and other deprivations of liberty. |
| <b>International Conference on Population and Development (ICPD)</b>                  | Ratified and signed in 1994, ICPD calls for advancing gender equality and equity and the empowerment of women, the elimination of all forms of violence against women, and ensuring women's ability to control their own fertility.                                                                                                                                                                                             |
| <b>ILO Convention No. 190/2021</b>                                                    | Recognizes the right of everyone to a world of work free from violence and harassment, including gender-based violence and harassment.                                                                                                                                                                                                                                                                                          |
| <b>Beijing Platform for Action (BPfA)</b>                                             | Adopted in 1995, the BPfA reinforces the provisions of CEDAW and identifies 12 critical areas of concern; women and poverty, education and training of women, women and health, violence against women, women and armed conflict, women and the economy, women in power and decision-making, institutional mechanisms for the advancement of Women, human rights of women, women and the media,                                 |

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|                                        | women and the environment, and the girl-child.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Generation Equality Forum (GEF)</b> | <p>Generation Equality is an international platform that seeks to accelerate the implementation of the gender equality commitments in the Beijing Declaration and Platform for Action of 1995, in order to achieve transformative change. Kenya seeks to leverage the Generation Equality platform as an opportunity to recommit to ending all forms of GBV and FGM by 2026, and accelerate action at the national and global levels by committing to; the full implementation of GBV laws and policies, ratify and implement the ILO Convention 190, financing GBV prevention and response, introducing a module on GBV in the 2022 Kenya Demographic Health Survey, develop a GBV management and information system, GBV research and innovation, integrating GBV services (medical, legal and psychological support services) into the essential minimum package of the Universal Health Coverage, establishing a GBV survivors fund, scaling up the national police service integrated response to GBV (Policare), and establishing Gender-Based Violence Recovery Centers and shelters in all 47 counties by 2026 and GBV prevention and response in crisis situations.</p> |

**Sustainable  
Development  
Goals**

This is a global agenda for sustainable development, with SGD-5 specifically focusing on gender equality and the empowerment of women and girls. Gender issues also cut across all other 16 goals.

**Regional Commitments**

|                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Protocol to the African Charter on Human and Peoples' Rights on the Rights of Women in Africa (Maputo Protocol)</b> | <p>The protocol is a human rights instrument that envisages the social, economic and political participation of women in Africa. The rights include: the elimination of discrimination against women; the right to dignity, life, integrity and security of the person; the elimination of harmful practices; marriage; separation, divorce and annulment of marriage; access to justice and equal protection before the law; the right to participation in political and decision-making processes; the right to peace; protection of women in armed conflict; the right to education and training; economic and social welfare rights; health reproductive rights, the right to food security; the right to adequate housing; the right to positive cultural context; the right to a healthy and sustainable environment; the right to sustainable development; widows' right to inheritance; special protection of elderly women; special protection of women with disabilities; and special protection of women in distress.</p> |
| <b>African Union Agenda 2063</b>                                                                                       | <p>The agenda recognizes gender inequality as a challenge in Africa that has resulted in women facing disproportionate incidences of poverty, illiteracy and disease. Aspiration 6 in particular, seeks to have an Africa where development is people-driven, unleashing the potential of its women and youth.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>The East African Community Treaty of 1999</b>                                                                       | <p>The Treaty envisions the mainstreaming of gender in all endeavors and enhancing the participation of women in cultural, social, political, economic and technological development. Kenya has strived to achieve the commitments spelt out in this treaty through affirmative action for women</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|                                         |                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                         | in employment and providing access to higher education to more girls.                                                                                                                                                                                                                                                                                                         |
| <b>National Commitments</b>             |                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Constitution of Kenya 2010</b>       | Provides that every person has the right to freedom and security of their person which includes the right not to be subject to any form of violence from either public or private sources, any form of torture whether physical or psychological or cruel, inhuman or degrading treatment. The right to security means that the Constitution safeguards the right against GBV |
| <b>The Sexual Offenses Act, 2006</b>    | Provides for prevention and the protection of all persons from harm from sexual acts and access to justice and psychosocial support                                                                                                                                                                                                                                           |
| <b>Employment (Amendment) Act, 2021</b> | The Act prohibits discrimination and harassment of employees on the basis of sex, guaranteeing equal remuneration for work of equal value.                                                                                                                                                                                                                                    |

|                                                                  |                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Children Act No. 8 of 2001 (Rev. 2012)</b>                    | The Act is the primary Kenyan law setting forth the legal obligations of all duty bearers – government, parents and civil society – to respect, protect and fulfill the rights of children.                                                                             |
| <b>The Protection Against Domestic Violence (PADV) Act, 2015</b> | Provides for the protection and relief of members of a family from domestic violence.                                                                                                                                                                                   |
| <b>National Policy on Gender and Development (2019)</b>          | The Policy aims to achieve gender equality by creating a just society where women, men, boys and girls have equal access to opportunities in the political, economic, cultural and social spheres of life.                                                              |
| <b>National Policy for Prevention and Response to GBV (2014)</b> | The Policy puts in place a framework to accelerate implementation of laws, policies and programmes for prevention and response to GBV by state and non-state actors for the realization of a society where men, women, boys and girls are free from all forms violence. |
| <b>Kenya Vision 2030 Third Medium Term Plan (2017-2022)</b>      | <p>The Vision, under the social pillar, envisages a just and cohesive society enjoying equitable social development.</p> <p>The 5-year plan prioritizes prevention and response to Gender Based Violence and eradication of Female Genital Mutilation (FGM)</p>         |

|                                                                                                                |                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>National Guidelines on Management of Sexual Violence in Kenya (2014)</b>                                    | The guidelines give general and easy to read information about management of sexual violence in Kenya, and focus on the necessity to avail services that address the needs of survivors and perpetrators whether medical, psycho-social, legal or referrals to additional support services.                               |
| <b>Ministry of Health Guidelines for securing a breastfeeding friendly environment at the workplace (2018)</b> | The guidelines give direction to public and private institutions on how to secure conducive environment for supporting female employees to combine work and breastfeeding through providing a workplace breastfeeding Policy, space, time and social support structures for breastfeeding.                                |
| <b>Computer Misuse and Cyber Crimes Act (2018)</b>                                                             | The Act provides for offenses relating to computer systems; to enable timely and effective detection, prohibition, prevention, response, investigation and prosecution of computer and cybercrimes; to facilitate international co-operation in dealing with computer and cybercrime matters; and for connected purposes. |

### 1.6.1 Guiding Principles

**Gender equity and equality:** Equal access to health, social, safety and justice information and services for all survivors and those at risk of all forms of GBV, including harmful practices.

**Accountability:** accountability at all levels for all those involved in programmes targeting GBV.

**Participation:** Equal participation of women and men in the planning, implementing, monitoring and evaluation of KEPHIS programmes.

**Partnerships and collaboration:** Multi-sector and multi-stakeholder partnerships that are cognisant of different sectors' and actors' capacities and strengths, levels of engagement and collaboration, gaps, and constraints.

**Cultural appropriateness and sensitivity:** understanding different cultural backgrounds and appropriate mechanisms of engagement.

**Perpetrator accountability:** keeping perpetrators accountable, connected and responsible for stopping their violence.

**Evidence-based actions:** Using factual and timely data to inform prevention and response to GBV.

### **1.6.2 Policy Approaches**

This Policy will be guided by the following survivor-centered approaches to prevention and response to GBV;

**Confidentiality:** Survivors have the right to choose whom they will tell their story. Persons to whom survivors tell their story have the obligation to maintain confidentiality, and protect witnesses and information sources.

**Safety:** The safety and security of survivors, their family, and those responding to provide protection and response services will be prioritized.

**Non-discrimination:** All survivors of GBV will be accorded fair treatment regardless of their gender, cadre, age, religion, ethnicity, nationality and other discriminatory characteristics.

**Respect:** When responding and providing protection services, all actions should be guided by respect for the wishes, choices and rights of survivors.

**Do no harm:** - When providing GBV services to survivors, actors should ensure all necessary measures are observed to avoid exposing survivors to further harm.

### **1.6.3 Scope**

The policy shall apply to all staff, casuals, interns and students on attachment in all stations and regional offices. The policy shall also apply to the external customers and stakeholders such as contractors, farmers, regulatory agencies, suppliers, research organizations within and outside KEPHIS. These policy provisions shall apply to all activities, services and programs at all levels.

## **CHAPTER TWO**

### **2.1 Situational Analysis**

This section provides an overview of the critical issues as relates to Gender based violence which impact on KEPHIS progress towards gender equality. The situational analysis focuses on thematic areas based on the needs, concerns and interests of internal workforce and external beneficiaries.

### **2.2 Thematic Areas and Key Issues**

#### **2.2.1 Leadership and Decision Making**

As per provisions in target No. 5.5 of the National Policy on Gender and Development, 2019; KEPHIS policy on Gender based violence seeks to ensure women's full and effective participation and equal opportunities for leadership at all levels of decision-making within the organization.

#### **Key Issues**

1. Inadequate participation and representation of women in top management
2. Equity in recruitment, promotion and training opportunities

### **2.2.2 Mental well-being**

All forms of GBV are major causes of mental health issues to the persons affected. Emotional and psychological violence has been mostly overlooked by actors because of its personal/private and socially inoffensive nature. It is widespread and includes practices such as: confinement; silent treatment, controlling of socialization; emotional abuse; and unfaithfulness. Further, psychological abuse involves the regular and deliberate use of a range of words and non-physical actions used with the purpose to manipulate, hurt, weaken or frighten a person mentally and emotionally; and/or distort, confuse or influence a person's thoughts and actions within their everyday lives. Such acts include Cyber bullying, cyber stalking, webcam sex tourism, online blackmail, posting of photo shopped images without the consent of victims, intimidation at work as well as spiritual violence occasioned on victims due to beliefs.

Stigma and discrimination are a major barrier to the improvement of mental health and wellbeing of the affected persons and contributes to human rights violations of people with mental and psychosocial disabilities,

#### **Key Issues**

1. Sexual harassment of staff and other stakeholders
2. Fear of the survivor and witness being victimized and confidentiality concerns
3. Non reporting of GBV issues by staff due to fear of stigmatization
4. Cyber bullying

### **2.2.3 Infrastructure**

KEPHIS has made major strides in developing infrastructural frameworks that ensure effective response, prevention and management of GBV within the organization. It is important to identify internal infrastructural factors that lead to gender inequality, unequal power relations and gender discrimination at the institution since these are

among key contributors of gender-based violence. Good access to quality and sustainable infrastructure is an essential determinant of people's wellbeing and a basic requirement for institutions to prosper. The ongoing technological revolution and the associated digital infrastructure also requires fostering equal access to digital services and ensuring opportunities to acquire technological skills. There is also a need to address risks that arise in a digital environment, such as girls' and women's exposure to cyber bullying, sexual harassment and other forms of violence against women and men facilitated by online services.

For effective short and long-term GBV prevention and response, this policy seeks to put in place infrastructural interventions across all KEPHIS offices, departments and sections. Gender responsive security services as relates to frisking and security checks require gender sensitivity.

To enhance workplace productivity among lactating mothers, KEPHIS has a designated, functional and well equipped lactation room at the Headquarters. This policy seeks to improve and extend this service to the regional offices.

### **Key Issues**

1. Gender responsive sanitation facilities
2. Gender sensitivity in security services
3. Functional and well equipped lactation rooms
4. Flexible virtual conferencing facilities and responsible use of social media platforms

### **2.2.4 Institutional Mechanisms**

Enhanced coordination will be achieved through a defined coordination structure for effective short and long-term GBV prevention and interventions across all the

departments, sections and regional offices. This will be achieved through structural reforms, systems reforms and operational response.

KEPHIS has outsourced counseling service providers accessible to both KEPHIS staff and their immediate families. This policy seeks to enhance provision of and access to counseling services among staff and their families.

### **Key Issues**

1. Low productivity from staff affected by gender based violence
2. Inadequate mechanisms for redressing GBV issues
3. Low levels of awareness and tolerance to GBV
4. Inadequate budget to address GBV in the organization
5. Provision of counseling services
6. GBV referral mechanism
7. Handling false accusations on GBV issues

## CHAPTER THREE

### 3.1 POLICY COMMITMENTS AND STRATEGIES

As a commitment towards implementing this policy, KEPHIS Management shall integrate budgetary processes towards prevention and response to GBV and allocate resources for the implementation of this Policy.

#### 3.1.1 Leadership and Decision-making

**Commitment:** Enhance fair representation and participation of women in leadership and decision making.

|    | Issue                                                                     | Policy Action(s)                                                                                                                                                                                                                                                                         |
|----|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Participation and representation of women in top management               | <ul style="list-style-type: none"><li>-Ensure equal opportunities for participation and representation of qualified women and men in leadership and decision-making positions.</li><li>-Apply affirmative action where necessary in recruitments, promotions and appointments.</li></ul> |
| 2. | Fairness in recruitment, promotion, succession and training opportunities | <ul style="list-style-type: none"><li>-Enhance transparency in recruitment, promotion, succession and awarding of training opportunities.</li></ul>                                                                                                                                      |

### 3.1.2 Mental Well-being

**Commitment:** Enhance and maintaining an environment free from all forms of GBV for mental well-being of its staff and stakeholders

|    | Issue                                                                          | Policy Action(s)                                                                                                                                                                                                                                                                                                                                                            |
|----|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Sexual harassment of staff and other stakeholders                              | <ul style="list-style-type: none"><li>-Continuous sensitization of staff and stakeholders on GBV</li><li>-Integrate GBV awareness into induction programs for new Board members, staff, interns and students on attachment.</li><li>-Taking administrative action against perpetrators.</li></ul>                                                                           |
| 2. | Fear of the survivor and witness being victimized and confidentiality concerns | <ul style="list-style-type: none"><li>-Guarantee confidentiality/anonymity to the survivor and witness.</li></ul>                                                                                                                                                                                                                                                           |
| 3. | Non reporting of GBV issues by staff due to fear of stigmatization             | <ul style="list-style-type: none"><li>-Strengthen enforcement of protection orders to the survivor and witness as provided for in the HR policy.</li><li>-Continuous sensitization of staff.</li><li>- Develop and disseminate IEC materials on mental health to break the associated stigma.</li><li>-Establish a communication channel exclusive to GBV issues.</li></ul> |

|    | Issue          | Policy Action(s)                                                                                                                                                                                                                                                                                       |
|----|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                | <ul style="list-style-type: none"> <li>-Creating awareness on existence of GBV toll-free helpline including the National helpline 1195 and the <i>Komesha Dhuluma</i> GBV mobile app.</li> <li>-Establish an organization welfare mechanism that supports GBV survivors and their families.</li> </ul> |
| 4. | Cyber bullying | <ul style="list-style-type: none"> <li>-Continuous sensitization of staff on legal provisions against cyber bullying.</li> <li>-Installation of firewalls to restrict offensive material.</li> </ul>                                                                                                   |

### 3.1.3 Infrastructure

**Commitment:** Provision and maintenance of essential infrastructure for the operationalization of GBV policy.

|    | Issue                                   | Policy Action(s)                                                                                                                                                                                |
|----|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Gender responsive sanitation facilities | Provision of adequate gender sensitive sanitary facilities in all KEPHIS offices.                                                                                                               |
| 2. | Gender sensitivity in security services | <ul style="list-style-type: none"> <li>-Provision of adequate security personnel to serve the needs of either gender.</li> <li>-Sensitization of security personnel and staff on GBV</li> </ul> |

|    | Issue                                                                                  | Policy Action(s)                                                                                                                      |
|----|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                                        | issues.<br>-CCTV Installation in strategic areas to deter, monitor and provide evidence for GBV cases.                                |
| 3. | Functional and well equipped lactation rooms                                           | -Provision of functional and well-equipped lactation rooms in KEPHIS offices.                                                         |
| 4. | Flexible virtual conferencing facilities and responsible use of social media platforms | -Enforce responsible use of institutional social media platforms and virtual conferencing facilities by strengthening the ICT policy. |

### 3.1.4 Institutional Mechanisms

**Commitment:** Strengthen institutional mechanisms by dedicating resources for effective implementation of provisions within the GBV policy.

|    | Issue                                                                                           | Policy Action(s)                                                                                                                                                                                                          |
|----|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Inadequate mechanisms for redressing GBV issues leading to low productivity from affected staff | - Protect survivors of GBV by Strengthening existing mechanisms such as flexi working hours, counseling, performance improvement plans, change of working environment and leave.<br>-Enhance counseling support services. |

|    | <b>Issue</b>                                            | <b>Policy Action(s)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. | Low levels of awareness and tolerance to GBV            | -Regular assessment/surveys on levels of GBV awareness within KEPHIS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3. | Inadequate budgetary allocation to implement GBV policy | -Training and Sensitizing Board of Directors and senior management on gender responsive budgeting.<br>-Entrench a GBV budget line in the KEPHIS annual budget.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 4. | GBV referral mechanism                                  | -Protect survivors of GBV by Strengthening existing mechanisms such as flexi working hours, counseling, performance improvement plans, change of working environment and leave.<br>-Enhance counseling support services.<br>-Regular assessment/surveys on levels of GBV awareness within KEPHIS.<br>-Provide a pathway guideline within the institution to facilitate adequate GBV response to guide survivors on available remedies and areas to seek assistance.<br>-Develop and disseminate IEC materials on GBV referral pathways.<br>-KEPHIS shall explore and exhaust all internal mechanisms on GBV incidences and refer to the criminal justice system where applicable. |
| 5. | Handling false accusations on GBV issues                | -Conduct investigation including interviewing the survivor, the alleged perpetrator and any witness(es).<br>-Sensitize staff on risks of false accusations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

|  | Issue | Policy Action(s)                                 |
|--|-------|--------------------------------------------------|
|  |       | -Take disciplinary action for false allegations. |

## CHAPTER FOUR

### 4.1 FORMS OF GBV AND REPORTING MECHANISMS

KEPHIS recognizes the five forms of GBV. These are:

- i) **Sexual Violence:** Rape, attempted rape, defilement, incest, sexual abuse, sexual exploitation, forced prostitution, sexual violence as a weapon of war and torture and trafficking for sexual exploitation.
- ii) **Physical Violence:** This includes physical assault, human trafficking and slavery.
- iii) **Emotional/ Psychological Violence:** Verbal abuse, insults/humiliation, isolation, sexual harassment, confinement and intimate partner violence all fall under emotional/ psychological violence.
- iv) **Socio-Economic Violence:** manifests itself through discrimination and/or denial of opportunities and services, social exclusion/ostracism based on gender, obstructive legislative practice, wife/spouse inheritance, widow disinheritance and bigamy.
- v) **Harmful Cultural Practices:** These include Female Genital Mutilation (FGM), Child marriage, forced marriage, infanticide and/or neglect, widow inheritance and disinheritance.

GBV violates the dignity of the individual and the integrity of the Corporation. As such, the Service is committed to providing and maintaining a workplace free of all forms of

GBV, exploitation or intimidation. The Service shall take appropriate action to prevent, stop, correct, or discipline behavior that violates this policy by ensuring the following:

- i) All members of staff shall be responsible for taking reasonable and necessary action to prevent and respond to GBV. Employees are encouraged to report promptly any conduct that could be in violation of this policy. There is no time limit for bringing a complaint. However, it may be difficult to substantiate allegations made after significant time has passed hence prompt reporting of complaints is strongly encouraged.
- ii) The Service shall take measures to sensitize and train employees periodically regarding conduct that could constitute a violation of this policy. Employees are expected to participate in such training and sensitization.
- iii) A complainant must state specific and credible allegations to warrant an investigation. The fact that someone did not intend to violate another, will generally not be considered as a defense.
- iv) Substantial weight shall be given to the wishes of the alleged survivor when determining whether to investigate a complaint. The Service shall however investigate a complaint even without the alleged survivor's consent if circumstances warrant, for instance when there are multiple complaints against the same perpetrator.
- v) In determining whether an alleged incident constitutes sexual GBV, the totality of the circumstances will be considered, for example, nature of the violation and the context in which the alleged incidents occurred.

- vi) The final decision regarding a suitable penalty will be made from the finding of facts on a case-by-case basis and from any record of previous violations by the respondent.

## **4.2 PROHIBITIONS**

**The following are strictly prohibited by this policy:**

- a) Violence/Harassment of any nature.
- b) False accusations of gender based violence knowingly or with reckless disregard for the truth.
- c) Any form of retaliation for:
  - i. Seeking information on gender based violence;
  - ii. Making a charge;
  - iii. Filing a gender based violence complaint;
  - iv. Testifying against someone on gender based violence;
  - v. Assisting a survivor of gender based violence;
  - vi. Participating in an investigation, proceeding or hearing involving a complaint of gender based violence.
- d) Disclosure of the name of a complainant, survivor or the circumstances related to the complaint to any person except where disclosure is necessary for the purpose of investigating the complaint or taking disciplinary measures in relation thereto.

## **4.3 Reporting Gender Based Violence**

When lodging complaints on gender based violence the following procedure shall be followed:

- a) Any complaint shall be reported in writing (GBV reporting Form) to any member of the Human Resource Advisory Committee (HRAC) or the gender mainstreaming committee through informal or formal channels by any member of the KEPHIS staff, including a third party, or by the service itself.

- b) After reporting, the complainant shall be required to sign a recorded complaint of what happened including the place, time and witnesses (if any). This information shall be recorded in the prescribed forms (Annex 1).
- c) The HRAC shall commence investigations gender based violence complaints brought to its attention within 24 hours. The investigation shall include, but is not limited to interviewing the complainant, the accused and any witness. This shall ensure that sufficient and factual information is obtained upon which a determination can be made.
- d) All involved parties shall cooperate with the investigations. Failure to do so shall result in disciplinary action.
- e) The service shall in accordance with the provisions of this policy protect all survivors and witnesses while treating all complaints and investigations with confidentiality. Written statements shall be sworn to, and interviews will be recorded in a confidential file.
- f) The Managing Director shall communicate the decision arrived at by the committee to the involved parties.

#### **4.4 Timelines**

- a) A Complainant shall have three (3) months following an incident within which they shall initiate a complaint under this policy. Requests for exceptions to the filing deadline must be made in writing to the Chairperson of the Human Resource Advisory Committee who shall render a decision in writing following his or her review of the request.
- b) In some instances, particularly when a pattern of behavior is the subject of the complaint, supporting evidence may include reports of behavior that occurred outside the three (3) months filing deadline. In such instances, a written request for an exception shall not be required. However, the Chairperson of the HRAC may be asked by the respondent to rule on the admissibility of such evidence.

- c) Though the decision of the chairperson is final, failure to meet any of the deadlines stipulated in this procedure shall not prevent the process from continuing.

#### **4.5 Protection of Alleged Survivors, Respondents, Complainants & Witnesses**

- a. Alleged survivors shall be informed of relevant procedural steps taken during the investigation and any interim protective measures taken.
- b. Throughout the investigation and resolution of a complaint, steps shall be taken to protect alleged survivors, complainants, witnesses, and others from harm caused by continuation of the alleged violence.
- c. Retaliation against alleged survivors, complainants, and/or witnesses who provide information during an investigation pursuant to this policy is prohibited. Any retaliation against alleged survivors, complainants, or witnesses shall be reported to HRAC for further investigation. Retaliation may result in disciplinary action against the person committing the retaliatory act(s).

#### **4.6 Penalties**

- a. If the investigations concludes that violation occurred, the Chairperson of HRAC shall take prompt remedial and corrective measures consistent with the severity of the offence to immediately end the offending misconduct.
- b. An employee who is confirmed to have engaged in gender based violence shall be subjected to disciplinary action as per the KEPHIS human resource policies and procedures manual.
- c. A record of such sanctions will become a part of the perpetrator's confidential records.
- d. Sanctions shall be imposed on any individual vested with the ability to act (under this policy and associated procedures) who fails to respond to a complaint of gender based violence in a manner consistent with the

provisions of this policy and the associated procedures. The complainant will be informed of the corrective measures taken.

- e. The penalties for those found to have violated this policy shall include, but will not be limited to, any one or combination of the following; verbal admonition, written warning placed in the personnel file, suspension without pay, demotion, removal from administrative duties, or dismissal.
- f. Any disciplinary measures imposed shall be consistent with provisions in the Employment (Amendment) Act 2021.
- g. No individual shall be victimized or discriminated against for participating in these procedures. Any act of victimization directed at a person(s) participating in these procedures shall be illegal.

## CHAPTER FIVE

### 5.1 IMPLEMENTATION FRAMEWORK

#### 5.2 Introduction

The Gender based violence policy implementation process will adopt an inclusive approach which involves all internal and external stakeholders/customers. The process shall be guided by the preventive, protective and responsive objectives and strategies of this policy that will be undertaken by all the players. This includes regular reporting on GBV mainstreaming efforts in internal and external progress reports, ensuring the establishment and coordination of referral pathways to support GBV survivors. It will be coordinated by the Human Resource and Administration department and gender mainstreaming committee.

#### 5.2 Roles & Responsibilities

| Actor                         | Roles and Responsibilities                                                                                                                                                                                                                                                                                          |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>The Board of Directors</b> | <ul style="list-style-type: none"><li>i. To approve this policy</li><li>ii. Ensure implementation of this policy</li><li>iii. Provide adequate resources for implementation of the policy</li><li>iv. Adhere to the policy</li></ul>                                                                                |
| <b>The Managing Director</b>  | <ul style="list-style-type: none"><li>i. Adhere to the policy</li><li>ii. Support the implementation of the GBV work-plan</li><li>iii. Provide adequate resources for GBV Implementation</li><li>iv. Appoint gender GBV advocates</li><li>v. Institute mechanisms to monitor implementation of the policy</li></ul> |

| Actor                                     | Roles and Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Management</b>                         | <ul style="list-style-type: none"> <li>i. Disseminate the policy to all members of staff within their respective departments/stations</li> <li>ii. Implement the policy within their respective departments/stations</li> <li>iii. Monitor implementation of the policy</li> <li>iv. Adhere to the policy through provision of equal opportunities on recruitment, training, promotion and distribution of work/responsibilities</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>The Gender Mainstreaming Committee</b> | <ul style="list-style-type: none"> <li>i. Prepare annual work plans and budgets to support GBV activities</li> <li>ii. Mobilize resources to support gender activities within the institutions</li> <li>iii. Establish linkages with gender stakeholders</li> <li>iv. Spearhead development and review of GBV and related policies at workplace</li> <li>v. Monitor, evaluate and facilitate effective interpretation and implementation of the policies</li> <li>vi. Conduct institutional gender analysis and provide information on the gender-based policy.</li> <li>vii. Mainstream best practices on gender-based violence and sexual harassment issues in the institution</li> <li>viii. Initiate policies and programs that promote gender equity and equality</li> <li>ix. Promote communication and rapid response to emerging GBV issues at the institution</li> <li>x. Participate in community outreach activities on GBV e.g. CSR</li> </ul> |

| Actor                                               | Roles and Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                     | <ul style="list-style-type: none"> <li>xi. Dissemination of GBV policy through sensitization programs at all levels of the institution and stakeholders</li> <li>xii. Sensitizing staff on GBV issues</li> <li>xiii. Collect, utilize and share disaggregated data accordingly</li> <li>xiv. Ensure submission of quarterly reports internally and externally</li> <li>xv. Undertake audits on gender-based issues</li> </ul> |
| <b>Gender Mainstreaming Committee sub committee</b> | <ul style="list-style-type: none"> <li>i. Sensitizing staff on GBV matters at the regional offices</li> <li>ii. Implementation of the policy at the regional offices</li> <li>iii. Undertake audits on GBV issues at the regional offices</li> </ul>                                                                                                                                                                          |
| <b>Staff</b>                                        | <ul style="list-style-type: none"> <li>i. Familiarize self with the provisions of this Policy</li> <li>ii. Comply with the provisions of the GBV and related policies</li> <li>iii. Participate in surveys, reporting cases on GBV violations</li> </ul>                                                                                                                                                                      |

## **CHAPTER SIX**

### **6.1 MONITORING AND EVALUATION**

#### **6.2 Introduction**

KEPHIS has developed a road map with a series of time-bound activities to be undertaken in implementing the Gender Based Violence Strategy. The Action Plan outlines the objectives, strategies and specific actions that the organization has to implement within the 3-year time frame of the Strategy. Annex 2 provides the detailed planned activities under each Strategic Goal.

The successful implementation of this policy shall depend on how effectively and regularly the planned activities are monitored, evaluated, and reported. The Service shall use clear mechanisms for monitoring, evaluating, and reporting on the Policy. GBV-responsive targets and indicators have been developed; hence GBV-responsive monitoring and evaluation will thus be embedded within the monitoring and evaluation system of the organization.

#### **6.3 Monitoring and Evaluation**

**Establish a monitoring and evaluation mechanism to ensure the policy objectives are monitored, tracked and evaluated**

##### **Policy Action**

- a) Develop and implement monitoring and evaluation GBV-responsive targets and performance indicators that are integrated in the annual plans and development planning processes at the organization; and,

- b) Develop and institutionalize GBV-responsive targets and indicators for effective monitoring and evaluation.

#### **6.4 GBV Data and Documentation**

**Enhance the collection, collation and analysis of GBV data to inform policies, planning and decision-making**

##### **Policy Actions**

##### **Monitoring and evaluation components aiming at:**

- a) Issues of Gender Based Violence and Women Empowerment;
- b) Establish a GBV management database to be updated regularly and include reporting and response data as a minimum standard
- c) Develop and implement organizational guidelines on collection, collation and analysis of GBV reporting and response data;
- d) Strengthen capacity to develop and use of the organizational guidelines on collection, collation and analysis of GBV reporting and response data;
- e) Assessing all programs to ascertain whether they meet the policy targets and aspirations of the National Policy on Prevention and response to GBV; and,
- f) Evaluate whether implemented programs have had positive impacts on target beneficiaries.

#### **6.5 Reporting**

Monitoring and evaluation will be a continuous process carried out by the gender mainstreaming committee. Reporting of achievements and challenges will be done quarterly and annually to the State Department for Gender with a copy to the National Gender Equality Commission.

**Policy Action**

- a) Produce quarterly and annual progress reports in a consultative manner;
- b) Facilitate timely reporting, decision making and direction on progress of implementation at the organization; and,
- c) Initiate, harmonization of reporting on GBV across the organization regional offices.

**6.6 Policy Review**

This Policy will be reviewed after every three years or any such other period when need arises.

## ANNEXES

### ANNEX 1: GENDER BASED VIOLENCE REPORTING FORM

1. Name of complainant.....
2. Date and time of incident.....
3. Nature of incident: .....
4. Details of incident  
.....  
.....  
.....
5. Reported to: .....
6. Name(s) of witness (es).....
7. Action taken .....Name of respondent:.....
8. Relationship with respondent.....
9. The information provided in this form is true to the best of my knowledge and false allegations will attract penalties as per the policy provisions.

**Name**.....**Signature**.....

## ANNEX 2: GENDER BASED VIOLENCE POLICY ACTION PLAN

| OBJECTIVES                                                                                                                                          | POLICY ACTIONS                                                                                                                                                                                                                                                                                                                                    | INDICATORS                                                                                                                       | RESPONSIBILITY                                          | BUDGET<br>Ksh. | TIMELINE   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|----------------|------------|
| 1. To safeguard the mental well-being of all staff and their dependants by putting in place measures within the organization to address GBV issues. | <p><b>2.1</b> Sensitization of staff and stakeholders on GBV</p> <p><b>2.2</b> Integrate GBV awareness into induction programs for new Board members, staff, interns and students on attachment</p> <p><b>2.3</b> Taking administrative action against perpetrators</p> <p><b>2.4</b> Guarantee confidentiality/anonymity to the survivor and</p> | <p>No. of staff and stakeholders sensitized</p> <p>No. inducted</p> <p>No. of cases</p> <p>Confidentiality measures in place</p> | HR, ICT, GM Committee, Communication, Legal and Finance | 2 Million      | Continuous |

| OBJECTIVES | POLICY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                          | INDICATORS                                                                                                                                                                   | RESPONSIBILITY | BUDGET Ksh. | TIMELINE |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|----------|
|            | <p>witness</p> <p><b>2.5</b> Strengthen enforcement of protection orders to the survivor and witness as provided for in the HR policy</p> <p><b>2.6</b> Develop and disseminate IEC materials on mental health to break the associated stigma</p> <p><b>2.8</b> Establish a communication channel exclusive to GBV issues</p> <p><b>2.9</b> Creating awareness on existence of GBV toll-free helpline including the</p> | <p>No. of orders enforced</p> <p>IEC materials in place, developed and disseminated</p> <p>Email address, toll-free line</p> <p>No. of staff and stakeholders sensitized</p> |                |             |          |

| OBJECTIVES                                               | POLICY ACTIONS                                                                                                                                                                                                                                                                                                                                                        | INDICATORS                                                                                                  | RESPONSIBILITY                                              | BUDGET Ksh. | TIMELINE                                            |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------|-----------------------------------------------------|
|                                                          | <p>National helpline 1195 and the <i>Komesha Dhuluma</i> GBV mobile app</p> <p><b>2.10</b> Establish an organization welfare mechanism that supports GBV survivors and their families</p> <p><b>2.11</b> Continuous sensitization of staff on legal provisions against cyber bullying</p> <p><b>2.12</b> Installation of firewalls to restrict offensive material</p> | <p>Contract with a counseling service provider</p> <p>No. of staff sensitized</p> <p>Firewalls in place</p> |                                                             |             |                                                     |
| 2. To strengthen the existing infrastructural facilities | <b>3.1.</b> Provision of adequate gender sensitive sanitary facilities in all KEPHIS offices.                                                                                                                                                                                                                                                                         | Approved budgets, Tender documents and No. of units                                                         | HR, ICT, Finance, Procurement, Administration, GM committee | 5 Million   | <b>By 2025 Please consider giving a little more</b> |

| OBJECTIVES                                                                                   | POLICY ACTIONS                                                                                                                                                                                                                                                                                                                                                                               | INDICATORS                                                                                                                                                                                                                                      | RESPONSIBILITY | BUDGET Ksh. | TIMELINE                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| and frameworks to enhance prevention, response, support and monitoring measures against GBV. | <p><b>3.2.</b> Provision of adequate security personnel to serve the needs of either gender.</p> <p><b>3.3.</b> Sensitization of security personnel and staff on GBV issues.</p> <p><b>3.4.</b> CCTV Installation in strategic areas to deter, monitor and provide evidence for GBV cases</p> <p><b>3.5</b> Provision of functional and well equipped lactation rooms in KEPHIS offices.</p> | <p>provided</p> <p>Request memos for additional personnel</p> <p>No. deployed (Disaggregated by Sex)</p> <p>No. sensitized</p> <p>Tendering documents.</p> <p>No. of units installed.</p> <p>Approved budget.</p> <p>No. of lactation rooms</p> |                |             | <p><b>specific timelines based on each activity e.g. under 3.3 it is more useful to indicate, say, June,2023 , etc.</b></p> <p><b>The same need to apply for individual activities. This will help in mobilizing resources for the immediate and long term</b></p> |

| OBJECTIVES                                                                                   | POLICY ACTIONS                                                                                                                                                                                                                        | INDICATORS                                                                             | RESPONSIBILITY                                                           | BUDGET Ksh. | TIMELINE                  |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------|---------------------------|
|                                                                                              | <b>3.6</b> -Enforce responsible use of institutional social media platforms and virtual conferencing facilities by strengthening the ICT policy.                                                                                      | available.<br><br>ICT policy in place.<br><br>No. of staff sensitized.                 |                                                                          |             | activities, respectively. |
| 3. To put in place holistic institutional mechanisms to prevent and respond to GBV concerns. | <b>4.1</b> Protect survivors of GBV by Strengthening existing mechanisms such as flexi working hours, counseling, performance improvement plans, change of working environment and leave<br><br><b>4.2</b> Enhance counseling support | Counseling reports and service contract<br><br><br><br><br><br><br><br><br><br>Reports | HR, Legal, GM Committee, Board of Directors, Finance, ICT, Communication | 3 Million   | By 2025                   |

| OBJECTIVES | POLICY ACTIONS                                                                                              | INDICATORS                                     | RESPONSIBILITY | BUDGET<br>Ksh. | TIMELINE |
|------------|-------------------------------------------------------------------------------------------------------------|------------------------------------------------|----------------|----------------|----------|
|            | services                                                                                                    |                                                |                |                |          |
|            | <b>4.3</b> Regular assessment/surveys on levels of GBV awareness within KEPHIS                              | Assessment/survey reports                      |                |                |          |
|            | <b>4.4</b> Training and Sensitizing Board of Directors and senior management on gender responsive budgeting | No. of Board members trained, approved budgets |                |                |          |
|            | <b>4.5</b> Entrench a GBV budget line in the KEPHIS annual budget                                           | Approved budgets                               |                |                |          |
|            | <b>4.9</b> Provide a pathway guideline within the institution to facilitate adequate                        | Pathway guidelines in place                    |                |                |          |

| OBJECTIVES | POLICY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                  | INDICATORS                                                                                       | RESPONSIBILITY | BUDGET<br>Ksh. | TIMELINE |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------|----------------|----------|
|            | <p>GBV response to guide survivors on available remedies and areas to seek assistance.</p> <p><b>4.10</b> Develop and disseminate IEC materials on GBV referral pathways.</p> <p><b>4.11</b> Explore and exhaust all internal mechanisms on GBV incidences and refer to the criminal justice system where applicable.</p> <p><b>4.12</b> Conduct investigation including interviewing the survivor, the alleged perpetrator and any witness</p> | <p>IEC materials on pathways</p> <p>Reports or case documents</p> <p>Reports or case reports</p> |                |                |          |

| OBJECTIVES | POLICY ACTIONS                                                                                                                                    | INDICATORS                                     | RESPONSIBILITY | BUDGET<br>Ksh. | TIMELINE |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|----------------|----------------|----------|
|            | <p>(es).</p> <p><b>4.13</b> Sensitize staff on risks of false accusations.</p> <p><b>4.14</b> Take disciplinary action for false allegations.</p> | <p>No. of staff sensitized.</p> <p>Reports</p> |                |                |          |

## REFERENCES

- The Constitution of Kenya, 2010
- Government of Kenya, National Policy on Prevention and Response to Gender Based Violence, 2014
- Government of Kenya National Policy on Gender and Development (2019)
- Employment, 2007 (Amendment) Act, 2021
- KEPHIS Strategic Plan 2017-2022
- KEPHIS Human Resource Policy and Procedures Manual 2021
- The Health Act, (Act No. 21 of 2017)
- Kenya Demographic and Health Survey 2014
- The Mental Health (amendment) Bill, 2018
- Computer Misuse and Cyber Crimes Act (2018)
- Kenya Vision 2030 Third Medium Term Plan (2017-2022)
- National Policy on Gender and Development (2019)
- The Protection Against Domestic Violence (PADV) Act, 2015
- Children Act No. 8 of 2001 (Rev. 2012)
- The Sexual Offenses Act, 2006
- Government of Kenya, Ministry of Health National Guidelines on Management of Sexual Violence in Kenya (2014)
- Convention on Elimination of all forms of Discrimination against Women (CEDAW), 1984
- International Conference on Population and Development (ICPD), 1994
- ILO Convention No. 190/2021
- Beijing Platform for Action (BPfA), 1995
- Sustainable Development Goals
- Generation Equality Forum
- Protocol to the African Charter on Human and Peoples' Rights on the Rights of Women in Africa (Maputo Protocol)
- African Union Agenda 2063