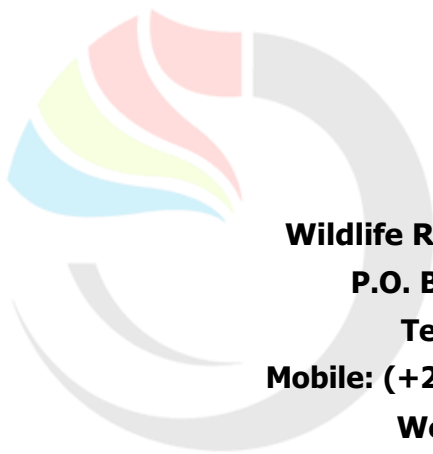




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GENDER BASED VIOLENCE PREVENTION POLICY



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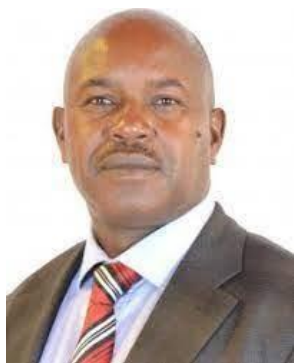
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FOREWORD



The Institute is delighted to develop this Gender-Based Violence (GBV) Prevention Draft Policy—a crucial step towards safeguarding the dignity, safety, and wellbeing of all individuals within our institution.

As an organization mandated with advancing knowledge, conserving biodiversity, and nurturing talent in the field of wildlife research and training, we recognize that our mission can only be realized in an environment where everyone feels respected, valued, and protected.

As required by the Kenyan Constitution, the National Gender and Equality Commission Act, the Sexual Offences Act, the Prohibition of Female Genital Mutilation Act, and any other pertinent government laws, the Institute is dedicated to making sure that it is free from all forms of gender-based violence.

As an Institute, we acknowledge that addressing GBV is not optional; it is a moral and professional imperative. This policy reaffirms our commitment to creating a safe and inclusive working environment for all staff, trainees, interns, and partners—regardless of gender, age, or background.

As a board, we unequivocally support the implementation of this policy and are committed to ensuring it is operationalized with urgency, integrity, and compassion. We believe that policy alone is not enough—it must be backed by leadership, education, and consistent action.

A handwritten signature in blue ink, appearing to read 'D. Nkedianye', written over a dotted line.

DR DAVID NKEDIANYE
CHAIR, BOARD OF THE INSTITUTE

DATE: 16th May, 2025

PREFACE



This policy represents more than just a document—it is a bold statement of our institutional values and a clear demonstration of our unwavering commitment to ensuring a safe, respectful, and inclusive environment for all. As an Institute, we believe that every individual, regardless of gender, rank, or role, has the right to work and learn in an atmosphere that is free from fear, intimidation, or harm. This policy is our collective response to the pressing need to address gender-based violence proactively, systematically, and compassionately.

The journey towards developing this policy has been guided by a consultative and participatory process. I extend my sincere gratitude to the technical team that spearheaded its drafting, drawing from national legislation, international best practices, and internal insights. Their dedication to capturing the complexities of GBV within the workplace and institutional context is commendable.

We must recognize that GBV is not only a violation of individual rights—it is also a threat to organizational effectiveness, professional integrity, and the overall mission of the Institute. An environment where individuals feel unsafe or silenced cannot foster innovation, collaboration, or excellence. By putting this policy in place, we take a decisive step toward dismantling the structural and cultural barriers that have allowed gender-based violence to persist unchallenged for too long.

I am particularly proud that this policy goes beyond punishment to embrace prevention, awareness, support, and institutional accountability. It sets a clear standard of behavior, outlines procedures for reporting and redress, and provides support mechanisms for those affected. It also mandates continuous training and sensitization efforts—because lasting change requires not just rules, but transformation in attitudes and behaviors.

A handwritten signature in blue ink, appearing to read 'Patrick Omondi', written over a dotted line.

DR PATRICK OMONDI, OGW
DIRECTOR/CEO

DATE: 16th May, 2025

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Abbreviations and Acronyms

FGM	Female Genital Mutilation
HIV	Human Immunodeficiency Virus
WRTI	Wildlife Research and Training Institute
GBV	Gender Based Violence
GBV&H	Gender Based Violence & Harassment
SGBV	Sexual and Gender based violence



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Definition of terms

Abuser	A person who perpetrates Gender-based Violence.
Gender based Violence	is violence visited upon a person based on their gender and includes child marriage; female genital mutilation; forced marriage; forced wife inheritance; interference from in-laws; sexual violence within marriage; virginity testing; widow cleansing; damage to property; defilement; harassment; incest; intimidation; physical abuse; sexual abuse; stalking; verbal abuse; or any other conduct against a person, where such conduct harms or may cause imminent harm to the safety, health, or well-being of the person, or any other act that results in, or is likely to result in, physical, sexual or psychological harm or suffering, including threats of such acts, coercion or arbitrary deprivations of liberty, whether occurring in public or in private life.
Sexual Based Violence	Actual, attempted or threatened (vaginal, anal or oral) rape, including marital rape; sexual abuse and exploitation; forced prostitution; transactional/survival sex; and sexual harassment, intimidation and humiliation.
Survivor	A person who has been subjected to gender-based violence.
Respondent	A person who is accused of perpetrating gender based violence
Victim	A person against whom an abuser directs Gender-based violence.

CHAPTER ONE : POLICY OVERVIEW

1.1 Introduction

Section 50 of the Wildlife Conservation and Management Act creates the Wildlife Research and Training Institute (WRTI). Its main responsibility is to plan and carry out extensive wildlife training and research initiatives across the nation. By concentrating on providing top-notch instruction, encouraging creative learning, and carrying out cutting-edge wildlife research, the Institute hopes to establish itself as a globally recognised organisation. In order to advance gender equity and equality for men and women, it also recognises the significance of incorporating gender perspectives into all aspects of its operations.

1.2 Vision

A globally competitive wildlife research and training centre.

1.3 Mission

To conduct and coordinate wildlife research and training through innovation, knowledge and technology transfer for sustainable wildlife conservation and management.

1.4 Core Values

The Institute is guided by the following core values in its operations:

1. Integrity

We uphold honesty and transparency in all our operations.

2. Professionalism

We uphold high standards of conduct, competence and accountability in all activities to foster trust and credibility.

3. Stewardship

We nurture and foster environmental sustainability and responsible management of public resources.

4. Innovation

We endeavor to explore and adopt new ideas, approaches and technologies.

5. Partnership

We create an environment that will deliver competitive scientific output through collaborative research, capacity building and service delivery initiatives.

6. Quality

We offer excellent research and training outputs and services.

7. Teamwork

We uphold the spirit of working together to create synergy and cohesiveness towards common goals.

8. Inclusivity

We embrace gender and social diversity, equity, fairness, respect and community engagement

1.5 Legal Policy framework

The injustices that exist between men, women, and young people are reflected in and reinforced by the vices of sexual and gender-based violence. These vices jeopardise the survivors' autonomy, security, dignity, and well-being. Sexual violence and other forms of sex discrimination, such as SGBV, restrict or prevent a person from using a society's resources, programs, or activities. No matter a person's age, disability, economic status, ethnicity, faith, gender, marital status, or sexual orientation, the Institute acknowledges that SGBV can happen in any kind of relationship or circumstance. As a result, the Institute recognises that irrespective of the aforementioned traits, anyone can become a victim of gender-based violence.

WRTI has consistently worked to establish a GBV-free workplace and educational environment. In order to achieve this, the Institute has a functioning Disability Mainstreaming Committee and Gender Mainstreaming Committee that collaborate to address issues of gender-based violence. The management of WRTI has demonstrated their dedication by regularly raising awareness among employees and trainees. The Institute is dedicated to upholding a safe and healthy work and learning environment where no member of the WRTI community faces discrimination in any program or activity because of their gender identity or sexual orientation, is denied access to it, or is excluded from participating in it.

National laws, International treaties and policies on Gender-Based violence prevention in Kenya

Kenya offers equal rights for both sexes in public and private spheres, as well as comprehensive laws, policies, and national action plans to combat gender-based violence. Article 27 of the 2010 Kenyan Constitution, which guarantees equality and freedom from discrimination, enshrines this. Article 53 (children), Article 54 (people with disabilities), Article 56 (minorities and marginalised groups), and Article 57 (older members of society) are among the other pertinent constitutional provisions that guarantee equitable treatment of special vulnerable groups.

Likewise, there are laws that control how gender-based violence causes are handled. The issue of sexual violence was addressed with the passage of the Sexual Offences Act. While all forms of violence are prohibited by the Penal Code, the Children's Act contains provisions to protect children's rights and welfare, including the prohibition of sexual exploitation. There are provisions pertaining to GBV in both the HIV Control and Prevention Act and the Prohibition of Female Genital Mutilation (FGM) Act. While some

aspects of gender-based violence may fall under the purview of criminal law, many others may call for administrative, educational, and civil remedies.

All regional and international legislative and policy frameworks that Kenya adopts and ratifies are incorporated into domestic law, according to the country's constitution. The Universal Declaration of Human Rights (UDHR, 1948), the International Covenant on Civil and Political Rights (ICCPR, 1976), the Convention on the Elimination of all Forms of Discrimination against Women (CEDAW, 1979), the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (1984), the United Nations Convention on the Rights of Child (CRC, 1989), the Beijing Platform for Action (1995), UN Resolution 1325 (2000), and the UN Protocol to Prevent, Suppress and Punish Trafficking in Persons Especially Women and Children (2000) are just a few of the international treaties and regional conventions on the eradication of GBV and gender inequality that Kenya has ratified and ratified.

The 2014 National Policy on Prevention and Response to Gender Based Violence aims to improve the sustainability of GBV prevention and response interventions, increase access to comprehensive and high-quality support services across sectors, strengthen enforcement of laws and policies pertaining to GBV prevention and response, and guarantee a coordinated approach to addressing GBV. It serves as the blueprint for the WRTI SGBV prevention policy.

1.6 Policy Objectives and Actions

This policy seeks to:

- (i) Communicate the Institute's position on preventing gender-based violence (GBV) in all its manifestations to its partners, stakeholders, and employees.
- (ii) Offer unbiased procedures for handling incidents involving GBV.
- (iii) Reaffirm WRTI's dedication to stopping and dealing with gender-based violence in a way that complies with relevant legal and statutory requirements as well as the Institute's Code of Conduct.

All workers and students are valued by WRTI, which also recognises their right to work and learn in a setting that is respectable, dignified, and encourages personal awareness of respect for everyone. Therefore, in all of its programs related to education, employment, and other areas, the Institute does not discriminate on the basis of sex, gender, pregnancy, marital status, disability, or HIV status.

Policy objective 1:

To increase access to quality response and support services to GBV survivors in the Institute.

To achieve this the Institute shall:

- (i) offer channels to promote the reporting of GBV&H incidents and facilitate speedy investigations;
- (ii) offer prompt services and interventions to assist individuals impacted by discrimination; and
- (iii) offer an efficient, considerate, and equitable framework to look into any infractions of this policy that might lead to the punishment of offenders.

Policy objective 2:

To enhance adherence to laws and policies towards GBV prevention and response

To achieve this the Institute shall:

- (i) conduct awareness campaigns and give the WRTI community pertinent resources about GBV and H;
- (ii) offer guiding principles to stop instances of GBV; and
- (iii) put preventative interventions into place and educate staff and students about GBV.

Policy Objective 3:

To improve sustainability of GBV prevention policy and response programs in WRTI

To achieve this the Institute shall:

- (i) Assure adequate funding for WRTI community capacity building and awareness raising;
- (ii) Monitor and assess the GBV prevention policy's implementation continuously, incorporating new knowledge to make it better; and
- (iii) Work with other state and non-state actors to advance this policy.

1.7 Scope and Jurisdiction

This policy covers retaliation, stalking, intimate partner violence, sexual assault, sexual exploitation, and gender-based violence. Whenever gender-based violence is perpetrated by trainees, instructors, employees, WRTI appointees, or other individuals, the following policy is applicable:

- (a) on WRTI property and mobility systems, such as cars that transport students to and from WRTI;

- (b) off WRTI property if the behaviour was related to a program or activity that is recognised by WRTI or the Institute, such as sports, research, internships, or leisure activities sponsored by the Institute;
- (c) utilising technology resources that are owned or supplied by the Institute; or
- (d) when the behaviour might make a member of the WRTI community feel that they are in a hostile environment.



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CHAPTER TWO: POLICY COMPONENTS/Framework

This chapter describes the numerous programs and actions put in place to combat gender-based violence (GBV).

2.0 Prohibited conducts as regards to GBV prevention

Conduct that is deemed undesirable or offensive by the Institute is defined as follows:

- (i) Did not request, consent, or invite it; and/or
- (ii) Causes annoyance.

This policy forbids any member of the WRTI community, regardless of gender, sexual orientation, gender identity, or gender expression, from engaging in gender-based violence or misconduct. The following are a few instances of forbidden behaviour, but they are by no means exhaustive:

2.1 Types of harassment

2.1.1 Gender-Based Harassment

Gender-based harassment can manifest as hostile behaviour, sex-stereotyping of men and women, verbal, nonverbal, graphic, or physical aggression, and/or negativity regarding sexual orientation or gender identity. It must be reported and dealt with when it prevents or restricts a staff member's or student's ability to take part in or profit from the Institute's employment or educational opportunities.

2.1.2 Sexual Harassment

Any sexual behaviour, including unwanted sexual advances, requests for sexual favours, and other verbal, nonverbal, graphic, or physical sexual behaviour, is considered sexual harassment when:

- (i) Such behaviour is either explicitly or implicitly specified as a prerequisite for employment or academic standing, or as a basis for decisions regarding employment, academic evaluation, grading, or advancement; ii) it is a direct or indirect expression of a promise of preferential treatment in the workplace, a threat of unfavourable treatment in the workplace, or a threat regarding the performance evaluation of staff or students that is currently or will soon take place.

- (ii) The conduct is so severe, persistent, or pervasive that it prevents or limits a person's ability to participate in or benefit from the Institute's work, educational initiatives, or activities (hostile environment).

2.1.3 Sexual Assault

This includes any physical sexual act against another individual, including forced sexual contact or intercourse, without that person's consent or when that other person is unable to give consent because of an intellectual or other disability, work-related issues, or incapacity.

2.1.4 Sexual Exploitation

The intentional taking of another person's sexual advantage without consent is known as sexual exploitation. This can include, but is not limited to, the following: prostituting another person; exposing one's genitalia to another person without consent; using drugs and other substances to induce incapacitation in order to make another person vulnerable to non-consensual sexual activity; electronically recording, photographing, publishing, or transmitting intimate or sexual utterances, sounds, or images via any medium, without the knowledge and consent of all parties involved; or disseminate information about another person without that person's consent.

2.1.5 Hostile Learning or Work Environment

The following behaviours will be considered to be in violation of this policy:

- (i) Intimidation: this describes situations in which a hostile atmosphere has been created through verbal, nonverbal, graphic, or physical acts;
- (ii) Requests for sexual favours in return for real or anticipated academic or professional advantages, such as positive evaluations, pay raises, promotions, better benefits, or ongoing employment;
- (iii) Making offensive or sexually suggestive remarks, jokes, innuendos, or gestures;
- (iv) Distributing audio or video footage of nudity or sexual activity;
- (v) Making sexual advances, including touching;
- (vi) Making comments about or inappropriately touching another person's body, or in situations where there is a legitimate expectation of privacy, by observing, photographing, filming, or producing other visual or audio documentation of sexual activity or nudity without everyone's knowledge or consent; or
- (vii) Stalking is when someone acts in a way that makes another person fear physical harm or go through a significant amount of emotional distress. This can involve unwanted behaviours such as following, monitoring, observing, surveying,

threatening, communicating to or about an individual, or interfering with their property, either directly, indirectly, or through third parties. Cyber-stalking, which involves using electronic media like blogs, social networks, the internet, cell phones, texts, or other comparable devices, is another definition of stalking

2.1.6 Psychological Harassment

Any unjustified behaviour, including persistent, hostile, or undesired conduct, verbal remarks, actions, or gestures, that compromises the dignity or psychological or physical integrity of a member of the WRTI Institute community and creates a detrimental work or study environment for that person is considered psychological harassment. The Institution's Gender Desk encourages all impacted parties to report such incidents.

2.1.7 Provision of Alcohol, Drugs and/or Other Brain Function Impairing Substances for Purposes of Prohibited Conduct

This includes giving someone drugs or alcohol with the goal of rendering them incapable of making decisions or acting physically so they can commit or assist in sexual offences.

2.1.8 Retaliation

This includes any negative action, intimidation, or threats directed at an individual or through a third party, such as legal counsel, for reporting illegal activity, assisting or taking part in an investigation in order to obstruct it, or causing physical or psychological harm to the person in question. Before, during, or after the investigation and resolution of a report of the prohibited conduct, it may involve intentionally and maliciously interfering with, intimidating, coercing, threatening, or harming the responsible person's academic and/or professional career. To protect the people involved, acts of purported retaliation should be reported right away to the appropriate offices for the purpose of conducting the necessary investigations.

2.2 SURVIVORS AND REPORTING

2.2.1 Support to Survivors

In order to combat harassment and notify the appropriate authorities, action must be taken. These could include people who are complaining about the alleged incident and details about what the parties did right after it happened, such as telling other people about it. The Institute offers professional and trained resources to help students, staff, and other stakeholders deal with all types of violence and discrimination. The Gender Mainstreaming Unit will have a dedicated desk staffed by trained personnel to receive reports and provide support to victims of gender-based violence as a first point of contact. The Institute's website offers a confidential online reporting tool that enables anonymous reporting for members who might feel uneasy about going for in-person reporting.

WRTI encourages survivors to file a complaint and report any instances of prohibited conduct. Although the Institute respects the complainant's right to choose how to handle sexual misconduct cases, it may be necessary to act quickly to address or report such behaviours if there is a perceived serious risk of harm to a person or others.

Those impacted by gender-based violence within the Institute's community are strongly encouraged to seek medical advice and treatment when needed. Furthermore, a medical examination after a sexual assault will focus on two things: first, diagnosing and treating the full extent of any physical effects or injuries (like pregnancy or STDs); and second, gathering and keeping important evidence. Since samples for evidence must be taken within a specific time frame (usually 72 to 96 hours) after a sexual assault incident in order to preserve physical and other types of evidence, sex-related assaults should be reported as soon as possible.

2.2.2. Reporting and Filing a Complaint

Reporting prohibited sexual conduct entails informing the responsible officer about the incident, either orally or in writing. A person has the option to report something to the Institute or to outside law enforcement, like the Children's Office or the police. Members are urged to visit the Gender Mainstreaming Unit and report any sexually suggestive incidents to the officer manning a special desk there or by completing the online reporting form.

Nevertheless, it should be mentioned that filing a complaint is not the same as reporting an incident. If someone wants to directly file a complaint, they should do so with the complaints office on their own initiative. However, the Gender Unit or any other appropriate office will be notified of the reported behaviour.

As much as possible, survivors should refrain from verbally reporting any instances of gender-based violence. When a minor is the victim of gender-based violence and the perpetrator was a member of the Institute community, either on or off campus, witnesses or guardians of the victim should report the incident right away to the Institute's Gender Mainstreaming Unit help desk or to law enforcement, including the police and children's office, for follow-up and appropriate action.

When the victim is impaired or incapacitated due to drug or alcohol intoxication, or for another reason, like sleep or unconsciousness, witnesses should assist in filing the report. However, this policy does not absolve a respondent of responsibility for gender-based violence because they were impaired by drugs or alcohol at the time of the incident.

2.3 Guiding Principles for Dealing with Cases of Gender-Based Violence in WRTI

Confidentiality

It may be necessary for impacted members of the Institute community to disclose some private and sensitive information to the Institute and other government offices that are in charge of preventing or stopping gender-based violence, even though WRTI will handle the information it receives with the proper respect. For example, regardless of whether a complaint is filed or not, Institute officers are required to promptly notify the appropriate sections, such as the Counselling Department, Health Unit, or Gender Mainstreaming Unit, about potential incidents of gender-based violence, unless they are prohibited from doing so due to confidentiality obligations or prohibitions against reporting.

Accountability

Every member of the community is expected by WRTI to take full responsibility for their actions. GBV perpetrators are supposed to accept responsibility for the consequences of their actions and make every effort to change their conduct. This does not imply that they will not face consequences. Helping the person take responsibility for their actions and comprehend the consequences of their actions is a key component of any intervention against those found to be responsible for gender-based violence.

Designated Authority

A standing committee headed by a designated chairperson will be appointed by the director or CEO to thoroughly look into any reported instances of gender-based violence. Owing to the fact that gender-based issues are all-encompassing, it is advised that the standing committee include representatives from the following Institute departments:

- (i) Gender Mainstreaming Committee,
- (ii) Security,
- (iii) Legal Services,
- (iv) Training Division,
- (v) Human Resources and Administration ,
- (vi) Catering and Accommodation Services,
- (vii) Office of the Dean of Students,
- (viii) Health Unit,
- (ix) Disability Mainstreaming Committee, and
- (x) HIV Prevention Committee

It is possible to co-opt members from other pertinent committees if necessary. To guarantee that all investigations are carried out with appropriate consideration for fundamental principles, the committee will establish procedures such as:

- (i) Confidentiality;
- (ii) Objectivity;
- (iii) Timelines;
- (iv) Accuracy;
- (v) Thoroughness; and
- (vi) Impartiality.

In the event that a case is established, an ad hoc committee will be formed to hear the case, decide on the best course of action, and advise the HRM Committee on it while taking into account the interests of all parties. Cases that may fall outside the Institute's purview and capabilities will be referred, under the direction of the Institute's Legal Services Department, to the appropriate outside law enforcement agencies.

Violations of Other Institute and State Rules

Any concerns about gender-based violence should be reported, according to the Institute. People are occasionally reluctant to report cases of gender-based violence out of concern that they might be accused of other policy infractions, like using drugs or alcohol on Institute property. Other policy infractions will be examined, if required, independently from claims made under this policy because WRTI has a primary interest in safeguarding the welfare of its community and addressing gender-based violence.

Investigation Procedures

In addition to providing a written report on the incident, anyone with information about it will, if feasible, be interviewed. To the extent permitted by law, all investigations will be carried out in a discreet and private manner. The investigating committee will take into account the events leading up to the incident, the incident itself, the parties' relationship, prior conduct, and the environment in which the alleged incident took place.

Invoking other Institute Policies to Deal with Gender Based Violence

Claims of gender-based violence made by students or staff will, if required, be handled in accordance with the policies outlined in the respective Codes of Conduct for Students and Staff. These codes specify the procedures that must be adhered to and the rights that are relevant to each group of people.

Sanctions

Depending on the situation, the relevant Institute statutes and statutory regulations may respond to sexual violence perpetrators with termination, dismissal, expulsion, reparations, or restrictions.

2.4 Resources for Dissemination of the Policy

The success of this policy in lowering instances of gender-based violence depends on how it is implemented. As a result, the Institute will give the Gender Mainstreaming Unit enough resources to properly implement procedures that will reach all stakeholders.



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CHAPTER THREE:

3.0 MONITORING, EVALUATION

The Gender Mainstreaming Unit is in charge of overseeing and assessing how this policy is being implemented. Every year, GMU will prepare a report for the Institute Management and the Director/CEO.

3.1 Policy Review

This policy will be reviewed after every three (3) years.



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APPENDICES

WRTI's Beliefs on gender-based violence

The following principles will guide the Institute's approach to gender-based violence.

- (i) Adopting the following values is the foundation for WRTI's efforts to eradicate gender-based violence: respect for all people, gender equality, tolerance of diversity and differences, goodwill, and accountability.
- (ii) Every member of the WRTI community is entitled to bodily integrity and personal dignity.
- (iii) Gender-based violence needs to be acknowledged and denounced as a severe and intolerable social issue.
- (iv) According to Kenya's legal system, sexual assault is a serious offence that is forbidden by the government and WRTI.
- (v) All members of the WRTI community are entitled to work and education in a setting free from gender-based violence.
- (vi) Acts of gender-based violence must be exposed, denounced, and dealt with because they are used to control and dominate people.
- (vii) Every WRTI campus and field centre must prioritise personal safety and protection.
- (viii) Senior management at WRTI is aware that a large number of sexual assaults on campus are perpetrated by a person or people the victim knows, and as a result, usually involve one or more WRTI community members.
- (ix) In order to alter perceptions of the myths and biases surrounding this matter, as well as the strong propensity to place the blame on the victim, WRTI management and the Gender Mainstreaming committee must increase awareness.
- (x) It is the duty of the entire WRTI community to believe in, support, and refrain from placing blame on survivors or victims of gender-based violence, as well as to adopt a strategy meant to give victims the tools they need to regain control of their lives.
- (xi) In order to better prevent and intervene in all forms of harassment and indignity, WRTI has taken conscious steps to adopt an approach that encourages collaboration, fosters community responsibility, and supports the prevention of gender-based violence.
- (xii) All responders should treat victims of gender-based violence with dignity and compassion and provide them with impartial services.

Framework for Formal Interventions for Complaint Filed Within WRTI

Formal complaints will be handled in line with the Institute's applicable regulations. A formal procedure is started when someone submits a written complaint. As far as the WRTI community is concerned, the complaints will be handled in a fair, equitable, and impartial manner.

Process

The procedure will be easy to use, equitable, and effective. Even in cases where it would be appropriate for survivors or victims of gender-based violence to file a formal complaint, a convoluted, time-consuming, and excessively drawn-out procedure will deter them from doing so. The following actions are advised by the policy:

- i. **Phase 1: Informative stage:** involves informing the parties who have filed a complaint report about the complaint handling procedure and the duration of the investigation. It's crucial to give the parties a form to privately explain the situation in addition to a copy of the relevant regulations.
- ii. **Phase 2: Report filing:** A written report is submitted using an incident report form that has been properly filled out, dated, and signed by the accused victim, their guardian, or a witness in the case of a minor or an unresponsive victim. The form needs to be short and contain only the information that is absolutely required to address the complaint. When needed, an officer at the Gender Reporting Desk will assist the victim in filling out the form. The reporting period must be both sufficiently short to allow for the examination of facts as part of an investigation and sufficiently long to reduce the likelihood of victim retaliation.
- iii. **Phase 3: Admissibility:** The standing committee will assess whether a complaint report alleging sexual violence is admissible based on the standards outlined in the Institute's regulations and in compliance with the WRTI policy on harassment. The case will go to full committee deliberations if the complaint is found to be admissible.
- iv. **Phase 4: Taking care of the complaint:** It is ideal for this policy to limit the handling of gender-based violence cases to the designated standing committee and not to other individuals, such as those in charge of informal interventions. As long as procedures are in progress, this is necessary to maintain the designated resource's neutrality and enable it to continue supporting both parties. Defendants and complainants must be updated on the status of the process and the related investigation timeline while the reported cases are being processed. A maximum of

two months should be allotted for the processing of complaints. The Institute will make sure that individuals tasked with managing formal complaints possess the requisite abilities and moral character, and they must also take conflict of interest risk into account.

- v. **Step 5: Case hearing and determination:** An ad hoc committee will be established to hear the case, decide whether a prima facie case exists, and advise management on the best course of action while taking into account the interests of all parties.
- vi. **Step 6: Therapy:** Being the victim of GBV is extremely traumatic. In order to maintain their dignity and foster their resilience and self-worth, the survivor will undergo counselling.
- vii. **Step 7: Additional actions:** These include following up with the victim and the defendant, coordinating the handling of appeals, arranging a mediation process if desired, working together to establish preventative and accommodation measures when needed, and receiving the investigation report and recommendation for final communication. Under the direction of the Institute's Legal Services Department, cases that may fall outside the Institute's purview and capabilities will be referred to the appropriate outside law enforcement agencies.