

MALAWI INSTITUTE OF JOURNALISM RADIO- MIJ FM

GENDER WORKPLACE POLICY

OUR VISION

To build a media literate public

OUR MISSION

To work towards more gender balance in our organization

OUR PLEDGE

To increase and improve the quality of coverage on gender issues.

VALUES

When implementing this policy the station will uphold the values listed below;

- Give just and ethical conduct of all members of staff
- Promote creativity and initiative for more work around gender
- Appreciate openness and confidentiality on personal issues
- Respect the dignity of staff members regardless of their sex.
- Promote tolerance and sensitivity to the gender dimension
- Provide job security to all staff members
- Provide a secure and non-threatening work environment.

WORKPLACE GENDER POLICY

AIM

The Malawi Institute of Journalism (MIJ) is a training institution. Its radio is a popular radio station in the nation of Malawi. It enjoys a large listenership because of the diverse programmes aired. MIJ is also a training institute that is responsible for providing other media houses with well trained journalists. It is with this advantage in mind that MIJ has developed this Gender Policy in order that all journalists trained by the institute or working for the institute are aware of the gender dynamics and imbalances that have to be addressed in Malawi in order for the country to progress in all modes of development.

This policy aims to ensure gender balance and sensitivity in the newsroom, editorial content, programming and marketing strategies of Malawi Institute of Journalism are prioritized. Malawi Institute of Journalism recognizes its special responsibility not just to achieve these objectives in its own practices, but to serve as an agent for promoting gender equality in the rest of society. This policy also strives to assist in mainstreaming

gender issues in training production and content of any programs produced and broadcast by Malawi Institute of Journalism.

The Malawi Institute of Journalism Gender Policy will apply to all members of the organization. This policy aims to ensure a workplace that is free of discrimination from gender bias as well as ensuring the mainstreaming in both training and the quantity and quality in all coverage on any topic in the news and in deeper presentation of all articles.

The policy is in line with the national and international policies on gender to which Malawi is a signatory to.

To better facilitate the process of implementing this policy, an Action Plan has been developed to monitor implementation.

FUNDAMENTALS OF EMPLOYMENT AND TERMS OF APPOINTMENT

- Malawi Institute of Journalism's employment policy shall be in line with all other policies including the company's editorial policy and will be non discriminatory.
- Malawi Institute of Journalism will value the fundamental principle that all employees should be treated equally with equal opportunity for advancement.
- Malawi Institute of Journalism will not make it a requirement for an employee to undergo any discriminatory test for purposes of employment or further studies.
- Discrimination on the basis of one's gender shall be regarded as a disciplinary offence under the station's disciplinary code of conduct.
- Malawi Institute of Journalism will ensure that no person is discriminated or stigmatized or isolated because of their sex or gender.

BACKGROUND

Key gender issues in Malawi

An audit of women and men in Malawi media houses to probe the gendered dimensions of the institutional composition and practices of the media was conducted in 2009. The research was carried out as part of the *Glass Ceilings: Women and Men in Southern African Media* conducted by Gender Links (GL). The findings showed disparities in gender composition of media houses.

Some key findings from the Glass Ceiling research showed that;

- More than three-quarters of all media employees in media houses in Malawi are men
- Women constitute less than a third of the boards of directors
- There are few women in top management
- They represent about a quarter in senior management.
- Men get better working deals than women

- Men dominate in most departments in media houses in Malawi
- There are more women in the support departments
- The gender division of labour in beats is still pronounced
- There are no targets in place for achieving gender parity in media houses
- Career pathing for women or for men in Malawi media houses is not a priority

These imbalances reflect in MIJ departments, where women still comprise the majority of secretarial and lower paid staff, and only a small proportion of management. They also reflect in editorial content. Women are often portrayed in a narrow range of roles, most often as fashion models or as victims of violence. The Gender and Media Audience Study (GMAS) conducted by Gender Links in Malawi showed that both women and men would like to see women portrayed in a more diverse range of roles.

The study took place in the context of the August 2008 Southern African Development Community (SADC) Protocol on Gender and Development, which urges the media and all decision-making bodies in the region to achieve gender parity by 2015. The gender protocol also calls for the mainstreaming of gender in all media laws, policies and training.

The SADC Protocol on Gender and Development specifically calls on the media to give equal voice to women and men, to challenge gender stereotypes and ensure balance and sensitivity in all coverage – especially on gender violence. Women and men in Malawi remain unequal in all areas of life; political, economic and social.

This policy, adopted by the Board on is part of Gender Links efforts as part of the policy sector of MAP, that involved extensive consultations with management, a policy seminar, the establishment of a task team with departmental representatives, and the circulation of several drafts of the policy before its presentation to the Board. The policy is accompanied by an Action Plan that will be used to monitor implementation.

GENDER WORKPLACE POLICY FRAMEWORK

The guiding frameworks for this policy are the Convention for the Elimination of All Forms of Discrimination Against Women; the Beijing Platform for Action, the SADC Protocol on Gender and Development; the National Gender Workplace Policy; The Media Council Of Malawi (MCM) Gender Code of Ethics and the Republican Constitution of Malawi.

The key principles enunciated in these instruments are:

- Equality between women and men
- Recognition of differences and inequalities among women:
- Women's rights are human rights:

- Customary, cultural and religious practices are subject to the right to equality:
- Affirmative action is a legitimate way of redressing structural discrimination.
- Empowerment of women is key to gender equality.
- Gender equality also involves changing the attitudes of men and engaging men as partners.
- Women are entitled have the right to security and to make decisions over their own bodies, including their reproductive rights.
- Mainstreaming gender equality involves ensuring that gender is incorporated into all policies, programmes, laws and services delivered by municipalities.

Media provisions in the SADC Protocol on Gender and Development

Ensure gender is mainstreamed in all information, communication and media policies, programmes, laws and training in accordance with the Protocol on Culture, Information and Sport.

Encourage the media and media-related bodies to mainstream gender in their Codes of conduct, policies and procedures, and adopt and implement gender aware ethical principles, codes of practice and policies in accordance with the Protocol on Culture, Information and Sport.

Take measures to promote the equal representation women in the ownership of, and decision making structures of the media accordance with Article 12.1 that provides for equal representation of women in decision making positions by 2015.

Take measures to discourage the media from:

- Promoting pornography and violence against all persons, especially women and children;
- Depicting women as helpless victims of violence and abuse;
- Degrading or exploiting women, especially in the area of entertainment and advertising, and undermining their role and position in society; and
- Reinforcing gender oppression and stereotypes.

Encourage the media to give equal voice to women and men in all areas of coverage, including increasing the number of programmes for, by and about women on gender specific topics and that challenge gender stereotypes.

Take appropriate measures to encourage the media to play a constructive role in the eradication of gender based violence by adopting guidelines which ensure gender sensitive coverage.

Gender is intrinsic to all the core ethical principles of journalism that include:

Seek truth and report it as fully as possible

- Inform yourself continuously
- Be honest, fair and courageous
- Give voice to the voiceless
- Hold the powerful accountable
- Protect the vulnerable
- Protect news sources and ensure confidentiality

Act independently

- Guard the role of a free press in an open society
- Seek out and disseminate competing perspectives
- Refrain from associations and activities that may compromise your integrity/damage your credibility
- Individual responsibility/collaborative effort

Minimise harm

- Compassion for those affected by your actions
- Treat sources, subjects and colleagues as human beings deserving of respect
- Balance harm and discomfort with alternatives that maximize the goal of truth telling.

WORK PLACE ISSUES

Malawi Institute of Journalism Radio recognizes that women face discrimination and sexual harassment in society and workplace. Discrimination in employment increases the risk of women becoming marginalized or sidelined in their careers. To reduce such risks, Malawi Institute of Journalism Radio shall:

Ensure that men and women have equal opportunities for employment, training, promotion and opportunity to rise into decision-making positions at the Company. Sexual violence or harassment at the workplace shall be treated as a breach of 'Conditions of Employment'

Ensure that gender-sensitive grievances procedures are put in place to enable women who are sexually abused or harassed to lodge their complaints without hindrance or other impediments

Ensure that women's rights are protected in particular the right to: remuneration - equal to that of men for work of equal value;

Give equal access to responsibility or senior positions; and equalization of job status and occupational benefits of both men and women

Ensure that measures are in place to reduce conflict between professional and family responsibilities and that separation of spouses for long periods due to exigency of duties should be minimized.

Be an equal opportunity employer

The Station commits itself to fully investigate all cases of gender discrimination and take appropriate action to correct the situation in the shortest possible time.

Malawi Institute of Journalism Radio Station will promote gender balance and sensitivity in all its staff composition, institutional culture and practices. This will be done by specifically promoting gender balance and equity throughout the culture of the station.

Board and staff composition

Malawi Institute of Journalism sets the following targets for board and staff composition

- 50 % women in all areas and at all levels of decision-making positions by 2015
- 50 % women in all areas and at all levels of by 2015, in compliance with the position taken by SADC heads of state at their summit in August 2008.

Affirmative action and staff development

The above targets will be supported by a detailed plan that includes:

- Selection and recruitment procedures to encourage women to apply for posts in which they are under-represented and vice versa.
- Career pathing for all female staff.
- Fast tracking and staff development.

Conditions of service

- While there is no direct discrimination against women the predominance of women in contract and freelance work has the effect of denying them benefits, especially maternity leave and medical aid. Malawi Institute of Journalism will remove this indirect discrimination by ensuring gender balance among permanent employees.

Family friendly practices and environment

- Malawi Institute of Journalism Radio will also underscore the importance of shared responsibility in the home by introducing paternity leave.
- Malawi Institute of Journalism Radio will review its policy on flexi time in light of the new possibilities created by information technology with a view to being more sensitive towards the parental responsibilities of its employees, consistent with the needs of the organization and in a way that does not compromise quality and or productivity.

Sexual harassment and other forms of work place harassment

- The company adopts the code of good practice on sexual harassment attached at Annex B.

EDITORIAL PRACTICE

Gender equality, equity and sensitivity when reporting on issues that affect women is of importance to Malawi Institute of Journalism. In an effort to strike a balance in reporting on gender, the media house shall take affirmative action to mainstream gender into the editorial output of programmes aired and to its media training programmes. In order to achieve this aim Media Institute of Journalism Radio shall:

- Seek views of both women and men as sources on all topics
- In being proactive to advance the development of women's issues encourage both female and male journalists to seek articles for programmes that will continue to highlight the gender dimension on relevant issues.
- Report on issues that affect women in an appropriate manner using correct and acceptable language.
- Encourage editors and journalist to have a target on the gender stories aired on the station every week.
- Seek voices of women, children and the underprivileged as material sources for programmes by making special effort to reach rural areas of the country.
- Endeavor to highlight the plight of the vulnerable in society and treat all subjects with dignity and respect.
- Use language that is acceptable to the public. Avoid using language that will encourage stigma, discrimination, stereotyping and apportioning blame in articles.
- Management shall encourage and give opportunity to journalists, men and women alike to attend training workshops and meetings in order to advance their understanding and reporting on Gender issues.
- In line with the agenda to being proactive in enhancing women's issues, Malawi Institute of Journalism shall make an effort to level the playing field for all the journalists in the media house by recognizing abilities of women journalist and promoting them on merit.
- Malawi Institute of Journalism recognizing the responsibilities that women often have as mothers and carers, will seek to provide a conducive working

environment agreeable to both employer and employer in order to encourage women journalist to remain and excel in the profession.

Malawi Institute of Journalism will seek to achieve gender balance and sensitivity in the representation and portrayal of women and men in all news and feature programmes, through:

- Recognising gender as a beat, and providing sufficient staff and resources to develop this beat.
- Ensuring that the views and voices of women and men are equally consulted on all topics.
- According this beat the same respect and value as all other beats in the organization.
- Ensuring that all reporters, producers and editors receive gender sensitivity training and take gender into account in their work, and that this training is provided in a way that fosters team work.
- Developing a directory of women contacts.
- Making it known through the various channels available that Media Institute of Journalism Radio wishes to give equal space, time and weight to the views and voices of women and men.
- Working with civil society on covering specific gender-related events such as the Sixteen Days of Activism on Gender Violence.
- Building gender into long term and short term planning. Anticipating events of a gender-related nature in the calendar and planning effectively for these.
- Feature gender on the agenda of the weekly editorial review and planning meeting and in planning for the coverage of key events such as the budget, elections, etc.
- Gender will be one of the items that the head of news will report on in the monthly management reports.
- The news team will pass on gender aware story ideas to magazine and feature programmes where these can be explored in greater depth.
- Special capacity building sessions, for example on gender neutral language, will be held from time to time.
- These provisions, and any additions or amendments, will be integrated into the news strategy each year.
- Regular feedback sessions with civil society (see also monitoring and evaluation).
- Building gender standards into the ethical standards and editorial guidelines of the Malawi Institute of Journalism.

PROGRAMMES

Malawi Institute of Journalism will seek to ensure gender balance and sensitivity, and challenge gender stereotypes in its programming through:

- Regular review of the foreign programmes aired to ensure that these include entertainment programmes that challenge gender stereotypes and diminish the number of programmes that are demeaning of women.

- Commitment of sufficient resources (human and financial) to developing gender sensitive local programmes.
- Work with civil society on innovative ways to raise public discussion and debate on sensitive issues such as abortion, sex work, sex education in schools etc.
- Take gender factors into account in the scheduling of programmes.
- Give greater prominence to, and promote local productions that are gender balanced, challenge gender stereotypes, help to promote debate, dialogue and a better understanding of gender issues.

SALES AND MARKETING

Malawi Institute of Journalism will show greater sensitivity and responsiveness to its clients by:

- Developing gender aware criteria for assessing adverts in collaboration with the Association of Advertising Agencies.
- Ensuring that the approach to advertising and sales concurs with the editorial standards and guidelines above where gender is concerned.
- Conducting specific research on the wants and needs of the male and female clients of Malawi Institute of Journalism Radio.
- Building gender criteria into all future market related research.
- Disaggregating and disseminating the findings throughout the institution according to gender.
- Taking corrective action based on these findings.

MANAGEMENT SYSTEM

The board, Executive Director and heads of department of Malawi Institute of Journalism Radio will take ultimate responsibility for the implementation of this policy.

Day to day co-ordination and management is vested in a Gender Task Team that is:

- Chaired by the Station Manager, Executive Director and works with all departments.
- Consists of a Gender Focal Point or champions in each department.

These responsibilities will be written into the job descriptions and performance agreements of responsible officials and form part of their performance appraisal as these systems are put into place.

Process

- The Gender Task Team will be appointed immediately and develop a draft action plan.
- The draft policy and a one- year action plan will be put to the management and adopted within the year of adoption.
- The policy and action plan will be launched at an event involving all staff.
- The Gender Task Team will meet at least once a month.

Monitoring and evaluation

- Each department will keep gender disaggregated data that will be used for benchmarking the policy.
- There will be an annual review of the implementation of the policy to include the Gender Focal Point, heads of departments and external partners such as the Malawi Communications Regulatory Authority (MACRA) who will offer feedback on news and programmes aired by Malawi Institute of Journalism Radio.
- There will be an annual review of the policy at the end of each year that would recommend changes to the Gender Policy implementation and a way forward.

ANNEX B: CODE OF GOOD PRACTISE ON SEXUAL HARASSMENT

To encourage and promote the development and implementation of policies and procedures that will lead to the creation of workplaces that are free of sexual harassment where employers and employees respect one another's integrity, dignity, privacy and their right to equity in the workplace.

Application of the Code

Although this code applies to the working environment, as a guide to employers, employees and applicants for employment, the perpetrators and victims of sexual harassment may include:

- Owners
- Employers
- Managers
- Supervisors
- Employees
- Job applicants
- Clients
- Suppliers
- Contractors
- Others having business dealings

Nothing above confers the authority or obligation on employers to take disciplinary action in respect of non-employees. A non employee who is a victim of sexual harassment may lodge a grievance with the employer of the harasser, where the harassment has taken place (workplace) or in the course of the harasser's employment.

Defining Sexual Harassment

Sexual harassment in the working environment is a form of unfair discrimination and is prohibited on the grounds of sex or gender.

Test for sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature that violates the rights of an employee and constitutes a barrier to equity in the workplace.

Factors to be taken into account are as follows:

- Whether the harassment is a result of sex or gender;
- Whether the sexual conduct was unwelcome;
- The nature and extent of the sexual conduct'
- The impact of the sexual conduct on the employee (victim)

Factors to establish sexual harassment

- Harassment on a prohibited ground
- The grounds of discrimination to establish sexual harassment are sex, gender;
- Same sex harassment can amount to discrimination on the basis of sex, gender or deviant sexual orientation.

Unwelcome conduct

- There are different ways in which an employee may indicate that the sexual conduct is unwelcome, including non-verbal conduct such as walking away or not responding to the perpetrator,
- Previous consensual participation in sexual conduct does not necessarily mean that the conduct continues to be welcome
- Where a complainant has difficulty indicating to the perpetrator that the conduct is unwelcome, such complainant may seek the assistance and intervention of another person such as a co-worker, superior, HR official, family member friend, counsellor.

Nature and extent of the sexual conduct

The unwelcome conduct includes but not limited to the listed examples:

Physical conduct

- Touching
- Fondling
- Gropping/grabbing of private parts
- Brushing against someone's body
- Kissing
- Strip search by or in the presence of the opposite/same sex
- Sexual assault
- Rape

Verbal Conduct

- Innuendos
- Suggestions
- Hints

- Comments with sexual overtones
- Sex-related jokes or insults
- Graphic comments about a person's body made in their presence or to them
- Inappropriate enquiries about the person's sex life
- Whistling of a sexual nature
- Sending by electronic means or otherwise of sexually explicit text

Non-verbal conduct

- Unwelcome gestures
- Indecent exposure
- Display or sending by electronic means or otherwise of sexually explicit pictures or objects

Victimisation

- Victimisation occurs where an employee is victimized or intimidated for failing to submit to sexual advances

Quid pro quo/coercive harassment

Quid pro quo/coercive harassment occurs where a person, an employer, owner, management (all levels of management) or co-employee influences or attempts to influence an employee's employment circumstances such as engagement, promotion, training, discipline, dismissal, salary increments or other benefits by coercing or attempting to coerce an employee to surrender to sexual advances through the application of sexual favouritism.

Sexual favouritism

Sexual favouritism occurs where a person of authority rewards only those who respond to his or her sexual advances

A single incident of unwelcome sexual conduct may constitute sexual harassment

Impact of the conduct

The conduct should constitute an impairment of the employee's dignity if the following is taken into account:

- The circumstances of the employee and
- The respective positions of the employee and the perpetrator in the workplace

Guiding Principles

- Employers should create and maintain a working environment in which the dignity of employees is respected
- A safe working environment should be created and maintained in which complainants of sexual harassment will not feel that their grievances are ignored or trivialized, or fear reprisals.

The following guidelines can assist in achieving these ends:

- Employers/management and employees are required to refrain from committing acts of sexual harassment
- All employers/management and employees have a role to play in contributing towards creating and maintaining a working environment in which sexual harassment is unacceptable
- Employers/management and employees should attempt to ensure that the employer or its employees do not subject persons such as customers, suppliers, job applicants and other who have business dealings with the employer to sexual harassment
- Employers/management should take appropriate action in accordance with this code where instances of sexual harassment occur in the workplace.

Employer's responsibilities

- Employers/management must adopt a sexual harassment policy, which should take into cognisance the provisions of the sexual harassment code.
- Employers/management must effectively communicate the policy to all employees including all levels of management.
- Employers/management and employees are required to refrain from committing acts of sexual harassment.
- Employers/management must create and maintain a working environment in which the dignity of employees is respected.
- A climate in the workplace must be created and maintained in which complainants of sexual harassment will not feel that their grievances are ignored or trivialized or fear reprisal.
- Employers/management must take appropriate action in accordance with this code where instances of sexual harassment occur in the working environment.

Sexual Harassment Policies

Employers should, subject to any existing collective agreements and applicable statutory provisions in respect of sexual harassment, adopt a sexual policy, which should take Cognisance of and be guided by the provisions of this code. The contents of sexual harassment policies should be communicated effectively to all employees.

The sexual harassment policies should include at least the following statements, that:

- Sexual harassment is a form of unfair discrimination on the basis of sexual or gender orientation, which infringes the rights of the complainant and constitutes a barrier to equity in the workplace
- Sexual harassment in the workplace will not be permitted or condoned
- Complainants in sexual harassment matters have the right to follow the procedures in the policy and appropriate action must be taken by the employer
- It will be a disciplinary offence to victimize or retaliate against an employee who in good faith lodges a grievance of sexual harassment
- The procedures to be followed by a complainant of sexual harassment and by an employer when sexual harassment has occurred should be outlined in the policy.

Procedures

In terms of the Code, employers are expected to:

- Develop clear procedures to deal with sexual harassment
- These procedures should enable the resolution of problems in a sensitive, efficient and effective way.

Reporting Sexual Harassment

- The Incident of sexual harassment must be reported as soon as is reasonably possible, without undue delay taking into consideration the power dynamics between the harasser and the victim, and the trauma that is involved in sexual harassment cases.

Sexual harassment reporting:

- By the complainant
- By any other person aware of the sexual harassment: a friend, colleague, HR official acting on the request of the complainant – where the complainant has indicated that she/ he wishes the employer to be made aware of the conduct.
- Where the sexual harassment is of a particularly serious nature, the complainant should be encouraged to inform the employer.

Obligations of the Employer

Where the sexual harassment has been brought to the attention of the employer, the following steps must be taken:

- Consult all relevant parties
- Take the necessary steps to address the complainant in accordance with this Code and the employer's policy and
- Take the necessary steps to eliminate sexual harassment

Steps to be taken

- * Advise the complainant of the informal and formal procedures available to deal with sexual harassment
- Where reasonably practicable, offer the complainant with advice, assistance and counselling, including during any disciplinary enquiry that may be instituted

Advice and assistance

- A complainant of sexual harassment may require advice and assistance (processes) including counselling
- As far as practicable, employers should designate a person outside the management who complainants may approach for confidential advice and/or counselling such as:
 - An employee who performs such a function
 - A trade union representative
 - A co-employee
 - A professional engaged to perform such activity
- The designated employee should have appropriate skills and experience including counselling and labour relational skills

- The designated employee should properly be trained and given adequate resources.

Steps to be taken on sexual harassment cases:

- Advise the complainant that there are formal and informal procedures which could be followed to deal with the problem
- Explain the formal and informal procedures to the complainant
- Advise the complainant that she/he may choose which procedure should be followed by the employer, except that in certain limited circumstances, the employer may choose to follow either the formal or informal procedure
- Advise the complainant that the matter will be dealt with confidentially if the Complainant so chooses.

Informal Procedure

- The complainant or another appropriate person explain to the perpetrator that the conduct in question is not welcome
- That the conduct offends her/him
- That the conduct makes her/him feel uncomfortable
- That it interferes with her or his work

Or

- An appropriate person approaches the perpetrator, without revealing the identity of the complainant, explains to the perpetrator that certain forms of conduct constitutes sexual harassment
- That the behaviour is offensive and unwelcome
- -That the behaviour also makes other employees feel uncomfortable, and interferes with their work (indirect harassment)
- An employer should consider any further steps which can be taken to assist in dealing with the complainant

Formal Procedure

A complainant may choose to follow a formal procedure, either with or without first following an informal procedure

In the event that the complainant chooses not to follow a formal procedure, the employer should still assess the risk to other persons in the workplace (not only confined to employees) where formal steps have not been taken against the perpetrator

In assessing the risk, the employer must take into account all relevant factors including the severity of the sexual harassment and whether the perpetrator has a history of sexual harassment

If it appears to the employer after a proper investigation that there is a significant risk of harm to other persons in the workplace, the employer may follow a formal procedure, irrespective of the wishes of the complainant, and advise the complainant accordingly.

The employer's sexual harassment policy and/or collective agreement should outline the following in respect of a formal procedure:

- With whom the employee should lodge a grievance.
- The internal grievance procedures to be followed, including provision for the Complainant's desired outcome of the procedures.
- Time frames which will allow the grievance to be dealt with expeditiously
- That should the matter not be satisfactorily resolved by the internal procedures outlined above, a complainant of sexual harassment may refer the dispute to MACRA
- Similarly, an alleged perpetrator of sexual harassment may refer a dispute arising from disciplinary action taken by the employer to MACRA
- That it will be a disciplinary offence to victimize or retaliate against a
- Complainant who, in good faith lodges a grievance.

Disciplinary Sanctions

The sanctions must be appropriate to the seriousness of the SH in question.

The employer may consider the following disciplinary sanctions:

- Warning (and/or counselling) may be issued for minor instances of sexual harassment
- Dismissal may ensue for continued minor instances of sexual harassment after warnings, as well as serious instances of sexual harassment

Confidentiality

Cases of sexual harassment must be handled in a manner that ensures that identities of the persons involved in the case are kept confidential – how?

- By ensuring that only appropriate members of management, aggrieved person (victim), representatives, accused, witnesses and interpreter (if required) should be present in the disciplinary inquiry.
- Only appropriate members of management as well as the grievant, representatives, accused, witnesses and interpreter (if required) should be present in the disciplinary inquiry.
- Employers are required to disclose to the complainant, accused and/or their representatives, such information as may be reasonably necessary to enable the parties to prepare for the proceedings in terms of the Code.

Additional sick leave

- Where the victim's existing sick leave entitlement has been exhausted, the employer should give due consideration to the granting of additional paid sick leave in cases of serious sexual harassment if medical advice requires trauma counselling
- Where applicable, employers may give consideration to assisting with the cost of the medical advice and trauma counselling, where such amounts are not covered by any applicable medical aid scheme.

Information and Education

- Where feasible, the organisation should endeavour to ensure that copies of this code are accessible and available in the official languages
- Employers, and where applicable, employer organizations should include the issue of sexual harassment in their orientation, education and training programmes.

Review of Gender Policy

This policy shall be reviewed annually, or as required and requested by the taskforce team to ensure its implementation and relevance to the staff of Malawi Institute of Journalism. Once a year the management will be required to review the policy and amend it if necessary in accordance with organizational procedures to ensure the relevance of the policy to the Gender dynamics in Malawi.

The policy will operate in conjunction with all other relevant organizational policies such as the HIV and AIDS Policy as well as any national Gender policies in existence in Malawi.

This policy is hereby adopted by the Board, Management and staff of Malawi Institute of Journalism on

the day of in the year

Signed By
Position.....

Witnessed By Position
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