

TANZANIA RENEWABLE ENERGY ASSOCIATION (TAREA)

Sexual Harassment Prevention and Response Policy

1.0 Policy Statement

The Tanzania Renewable Energy Association (TAREA) is committed to providing a safe, respectful, inclusive, and professional environment for all members, employees, contractors, volunteers, partners, and members of public.

TAREA maintains a zero-tolerance policy toward sexual harassment and any form of sexual misconduct. Sexual harassment violates human dignity, undermines organizational integrity, and contradicts TAREA's values of professionalism, equality, and ethical leadership in the renewable energy sector.

Sexual harassment in any form will not be tolerated and may result in disciplinary action, including termination of employment or membership, removal from events, or referral to relevant authorities.

2.0 Scope of the Policy

This policy applies to:

- (a) All employees (permanent, temporary, interns)
- (b) Committee members and Task force members
- (c) Members of the Association
- (d) Consultants and contractors
- (e) Volunteers
- (f) Participants in TAREA events, conferences, trainings, and meetings
- (g) Conduct occurring:
 - (i) In the workplace
 - (ii) At TAREA events (physical or virtual)
 - (iii) During work-related travel
 - (iv) In digital communications connected to TAREA activities

3.0 Definition of Sexual Harassment

Sexual harassment is any unwelcome conduct of a sexual nature that:

- (a) Violates a person's dignity
- (b) Creates an intimidating, hostile, degrading, humiliating, or offensive environment
- (c) Interferes with an individual's work or participation
- (d) Is made a condition of employment, membership, or participation

Sexual harassment may be verbal, non-verbal, physical, written, or digital.

4.0 Examples of Prohibited Conduct

Examples include, but are not limited to:

- (a) Verbal Conduct
 - (i) Sexual comments, jokes, or innuendo
 - (ii) Remarks about a person's body or appearance
 - (iii) Repeated unwanted invitations or requests for dates
 - (iv) Suggestive or explicit remarks

- (b) Non-Verbal Conduct
 - (i) Staring, leering, or gestures of a sexual nature
 - (ii) Displaying sexually suggestive images or materials
 - (iii) Sending inappropriate messages, emails, or social media content
- (c) Physical Conduct
 - (i) Unwanted touching, hugging, or brushing against someone
 - (ii) Sexual assault or coercion
 - (iii) Blocking movement or invading personal space in a sexualized manner
- (d) Sexual Favor in Exchange for Benefits
Requesting sexual favours in exchange for employment, promotions, contracts, event speaking opportunities, or membership benefits

5. Consent

Consent must be:

- (a) Freely given
- (b) Informed
- (c) Specific
- (d) Reversible

Silence, lack of resistance, or previous interactions do not constitute consent.

6.0 Responsibilities

6.1 Leadership Responsibilities

Executive Committee Members and senior management must:

- (a) Model appropriate behaviour
- (b) Ensure this policy is implemented and enforced
- (c) Respond promptly and seriously to complaints
- (d) Maintain confidentiality

6.2 All Members and Staff

All individuals covered by this policy must:

- (a) Treat others with respect
- (b) Refrain from prohibited conduct
- (c) Report incidents they experience or witness
- (d) Cooperate with investigations

7.0 Reporting Procedure

TAREA encourages prompt reporting of any sexual harassment.

7.1 Point of Reporting

Reports may be made to:

- (a) The Executive Secretary
- (b) A designated Safeguarding/HR Officer
- (c) A Board-appointed Ethics Committee
- (d) An external reporting channel like gender desk of police force

7.2 Methods of Report

Reports may be:

- (a) Written or verbal
- (b) Made by the victim or a witness
- (c) Submitted anonymously (where feasible)

No time limit will prevent a complaint from being considered.

8.0 Confidentiality

All complaints will be handled as confidentially as possible. Information will only be shared on a need-to-know basis for investigation and resolution.

9.0 Investigation Process

Upon receiving a complaint:

- (a) Acknowledgment within 5 working days.
- (b) Preliminary assessment.
- (c) Formal investigation conducted by:
 - (i) An internal committee, or
 - (ii) An independent external investigator (where appropriate).
- (d) Interviews with relevant parties.
- (e) Written findings and recommendations.
- (f) Communication of outcome to relevant parties.

Investigations will be impartial, fair, and timely.

10.0 Protection Against Retaliation

Retaliation against anyone who:

- (a) Reports sexual harassment
 - (b) Participates in an investigation
 - (c) Supports a complainant
- is strictly prohibited.

Retaliation will result in disciplinary action.

11.0 Disciplinary Measures

If sexual harassment is substantiated, disciplinary actions may include:

- (a) Verbal or written warning
- (b) Mandatory training
- (c) Suspension
- (d) Termination of employment
- (e) Revocation of membership
- (f) Removal from events
- (g) Reporting to law enforcement (where required)

12.0 False or Malicious Complaints

Knowingly making false or malicious complaints may result in disciplinary action. However, inability to substantiate a complaint does not automatically mean it was made in bad faith.

13.0 Training and Awareness

TAREA will:

- (a) Provide periodic training on sexual harassment prevention
- (b) Include this policy in onboarding materials
- (c) Ensure event codes of conduct reflect this policy
- (d) Promote awareness across the renewable energy sector

14.0 Compliance with Tanzanian Law

This policy operates in alignment with the laws of the United Republic of Tanzania, including relevant labour and criminal laws addressing workplace harassment and gender-based violence.

Where legal obligations require reporting, TAREA will comply accordingly.

15.0 Review of Policy

This policy shall be reviewed every three (3) years or sooner if required by legal or organizational developments.

16.0 Approval and Effective Date

Approved by:



Dr.-Eng. Prosper Remmy Magali
Executive Committee, Tanzania Renewable Energy Association

Effective Date: October 1, 2024

Review Date: September 30, 2027

