

• Grievance Procedure

Summary: Grievance Procedure
January 20, 2017

The grievance procedure is intended as the tool by members and workers may formally have a grievance heard by TIST management.

All grievances are first brought to the attention of the Leadership Council where the issues are compared to standard TIST policy, TIST values and/or the Greenhouse Gas agreement among the Small Group members and CAAC. TIST policies and values are the subject of training at seminar, cluster meetings, Small Group meetings and are published periodically in the Mazingira Bora. The Leadership Council shall give the aggrieved party an answer within 30 days of receipt of the formal complaint.

If the issue is not resolved within 30 days, the aggrieved party shall be informed that the case must be presented to TIST Management and shall inform TIST Management of the issue. Where precedence or policy exists, TIST Management shall use such documents in final decision making and respond to the aggrieved person within 30 days of their receipt of the formal complaint. Where new issues arise that are outside the existing precedence, or policy, the issue shall be brought to the next seminar or Leadership Council meeting, where decisions are made by representatives of the Small Groups, Kenya Staff and TIST Management.

If conflicts or grievances cannot be resolved internally, CAAC and the aggrieved party shall agree upon a mediator to whom they shall submit the issue. Any grievances not resolved through mediation shall be subject to arbitration in through the Chartered Institute of Arbitrators, Kenya Branch within 30 days of the close of mediation.

Sexual Harassment Policy

Summary:
Sexual Harassment Policy
January 20, 2017

TIST is committed to providing a working environment free from discrimination, and to prohibit harassment of its employees and applicants, including sexual harassment.

Sexual harassment is defined as any unwelcome or unwanted sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature from someone in TIST that creates discomfort and/or interferes with the job.

Conduct constitutes harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions and/or retaliation; or
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Harassment due to race, religion, sex, sexual harassment, national origin, disability or age status will not be tolerated in TIST. Such conduct is subject to discipline, up to and including termination. Any worker whom believes he or she is a victim of sexual harassment must immediately report any incident to the Leadership Council. TIST will not tolerate retaliation against any worker who complains of sexual harassment or provides information in connection with any such complaint. If you have any questions regarding this policy, please contact the Leadership Council.

According to the preamble of the GhG contract, Member shall abide by each and every law and regulation that applies to their activities. Sexual harassment is against the law and Members that have been found to sexually harass can be removed from TIST. TIST worker that sexually harass can be dismissed.

Non-Discrimination Policy

Summary: Non-Discrimination Policy
January 20, 2017

TIST does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, or sexual orientation, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

TIST is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

If a TIST member or worker feels that they have been discriminated against, you should contact the Leadership Council and request to begin the formal grievance procedure. According to the preamble of the GhG contract, Member shall abide by each and every law and regulation that applies to their activities. Discrimination is against the law and Members that discriminate can be removed from TIST. TIST worker that discriminate can be dismissed.