



KEMRI-WELLCOME TRUST RESEARCH PROGRAMME

(Centre for Geographic Medicine Research-Coast)

DOCUMENT CONTROL

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	Executive Management Committee	Executive Management Committee	

1.1 Purpose

The purpose of this policy is to provide guidelines to be followed in the management of the Programme human resources to ensure consistency and compliance with the labour laws in the application of all policies across the Programme.

1.2 Policy statement

- 1.2.1 KWTRP understands the benefits of having a diverse workforce. KWTRP values the contribution of all staff and aims to ensure staff and applicants for employment are treated fairly, equally and with respect and dignity. KWTRP is committed to ensuring that these values are enshrined through its policies, strategies, processes, and practices.
- 1.2.2 To address inequalities and identify unlawful discrimination in the workplace, KWTRP will not only comply with the statutory requirements but will also develop initiatives to promote equity of opportunity with the aim of having a workforce that combines international, regional, and nationally recruited staff at senior and junior levels ensuring Gender, diversity, Equity and Inclusion.
- 1.2.3 KWTRP ensures equal and fair treatment without unlawful discrimination in relation to age, gender, disability, nationality, pregnancy, and maternity, ethnic or national origin, sex, race, religious or cultural belief, ethnic minorities.
- 1.2.4 KWTRP is committed to working in partnership with external and internal parties to drive strategies that seek to achieve equal opportunity and eliminate unfair discrimination within its business.
- 1.2.5 KWTRP recognizes the importance of gender equity in leadership and decision-making roles. The Programme endeavors to have gender equity in leadership roles in scientific departments and operational departments, and in the management committees including Heads of Science Department and the Executive Management committee.
- 1.2.6. KWTRP ensures that there are resources for training on Gender, Diversity, Equity, and Inclusion, has a dedicated room to express breast milk, Maternity leave and health insurance ensuring adequate maternity costs.
- 1.2.7. KWTRP is committed to allocating dedicated resources for the implementation of gender equity initiatives. This commitment includes financial resources and human resources inclusion of gender perspectives into our research where relevant, including aspects of health systems research and social science where intersectional perspectives are essential to our understanding.
- 1.2.8 KWTRP to report on gender balance among students, scientists, and managers on an annual basis, with numbers reported to the Executive Management Committee, where the effectiveness of gender equity initiatives will be monitored. Data will be used to inform decision-making processes and to ensure the implementation of evidence-based gender equity practices.

1.3 Requirements

- 1.3.1 KWTRP aims to promote equity by recruiting, retaining, and developing its workforce based solely on their abilities to undertake their duties and responsibilities.
- 1.3.2 KWTRP will promote and communicate the policy to all staff, temporary staff, agents, contractors, consultants, and job applicants.
- 1.3.3 In order to ensure all managers and staff are aware of their responsibilities around equity, KWTRP will provide all staff with support and equity related training and development.
- 1.3.4 KWTRP will ensure that it meets its obligations to eliminate discrimination in the workplace, in service delivery and in promoting equity of opportunity between groups of people.
- 1.3.5 KWTRP will strive to ensure that a majority of its workforce is drawn from across the countries of operation in Africa and to achieve an appropriate gender and age balance. Progress in achieving targets will be monitored on a periodic basis and reviewed biannually.

1.4 Responsibilities of all staff:

- 1.4.1 To display and encourage in others behavior that contributes to an environment where everyone is treated fairly, with dignity and respect.
- 1.4.2 To refrain from any behavior or language that is considered discriminatory or harassing and report any instances of discrimination or harassment to management.
- 1.4.3 To comply with this policy. Any member of staff who fails to do so may be subject to KWTRP's discipline at work policy and procedure, which may result in summary dismissal.
- 1.4.4 To attend any KWTRP training Programme on Gender, Diversity equity and inclusion.
- 1.4.5. To advocate for gender equity, diversity and inclusion in the workplace and provide feedback and suggestions to management on ways to improve our policies and practices.
- 1.4.6 Additionally, all managers and staff with leadership or supervisory roles will:
 - a) Be aware of and avoid potential situations which may cause harassment or discrimination.
 - b) Promote equity in the workplace, act as role models.
 - c) Not tolerate unlawful discrimination in any form, from any staff or third party who can affect staff in their work.
 - d) Define KWTRP policies and practices that support gender equity, diversity, and inclusion and actively promote a culture of learning and development\.
 - e) Ensure that all staff are not victimized or treated less favorably at work and by any reason of any involvement in a complaint of discrimination or harassment. Respond promptly and appropriately to any reports of discrimination or harassment and take steps to address and prevent it.

f) Implement reasonable adjustments in cases where staff are unable to undertake the full range of activities in their current employment due to a disability.

g) Demonstrate as an integral element of their professional development that they have undertaken and will continue to undertake equity training.

h) Ensure that anyone within their area of responsibility is suitably trained.

i) Ensure that the requirements outlined in this document are acted on and adhered to in their areas of responsibility and that appropriate, fair and consistent action is speedily taken to deal with any failure to conform to them.

j) Attend any KWTRP training Programme on equity and inclusion and to encourage their team to attend.

1.4.7 KWTRP will develop policies to eliminate inequity and review and monitor the implementation and effectiveness of this document.

1.5 Data collection and monitoring

1.5.1 Annually the Programme will report Gender and DEI information among students, scientists and managers. For staff this will be from the HRMIS with numbers shared with the EMC where the effectiveness of the gender initiatives as well as the DEI initiatives will be monitored. Data will be used to inform decision-making processes and to ensure the implementation of evidence-based gender equity practices.

1.6 Support and advice

Any concern that a member of staff has should be discussed in the first instance with their manager or human resources.

1.7 Related documents

Staff are encouraged to look at this policy in conjunction with all other policies.