

Week 1 The fundamentals

Focus: what is the policy about

Reviewing key concepts and principles that should inform and justify a workplace policy on V&H, getting on the same page on what constitutes unacceptable behaviors.

Policy chapters covered:

- · Guiding principles
- · Justification
- Definitions
- Scope

Week 2 - Preventing

Focus: how to prevent V&H from happening

Understanding V&H as an issue of Occupational Safety and Health and placing the policy within the broader framework of OSH risk management at the workplace level.

Policy chapters covered:

- Preventive measures
- Recommendations towards revision of OSH policies and mechanisms

Week 3 -Responding

11 April - 6 May 2022

Focus: how to deal with it when it happens

Reviewing options for reporting of incidents, handling of cases and investigations, drawing the flowchart of the complaint journey from reporting to resolution.

Policy chapters covered:

- Roles and responsibilities
- Formal and informal reporting procedures
- · Sanctions

Week 4 - Following up

Focus: action-planning towards policy roll-out

Identifying key steps and milestones towards turning the policy into practice: setting goals and timelines, assigning roles and tasks, sketching out the elements towards an M&E strategy for the policy.

Policy chapters covered:

 Follow-up, monitoring and evaluation