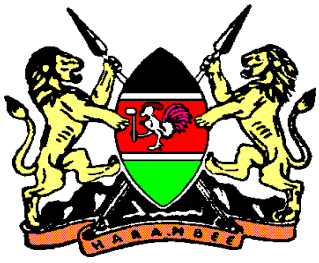

REPUBLIC OF KENYA

OFFICE OF THE DEPUTY PRESIDENT
STATE DEPARTMENT FOR DEVOLUTION

WORKPLACE ANTI- SEXUAL HARASSMENT POLICY

JULY 2025

List of Abbreviations

FP	Focal Person
HOD	Head of Department
HRPPM	Human Resources Policies & Procedures Manual
ILO	International Labour Organization
NGEC	National Gender and Equality Commission
PS	Public Service
PSC	Public Service Commission
SDD	State Department for Devolution
WSH	Workplace Sexual Harassment

Definition of Terms

"Complainant" means any member or person who register a complaint about sexual harassment under this Policy.

"Complaint" means a verbal or written report of sexual harassment made in person, by mail, telephone, or through any recognized channel

"Focal Person" means a member appointed by Authorized officer to deal with reported incidents of sexual harassment

"Head of Department" means the Director, Deputy Director or any member in charge of Department or Section.

"Member" means a person employed in the Public Service including a person employed under a fixed term contract;

"**Supervisor"** means an individual responsible for day to day performance of a unit

"Sexual harassment" as defined in various legal provision; Section 23(1) of the **Sexual Offences Act, No.3 of 2006**, defines sexual harassment as "continuous unwelcome sexual advances, request for sexual favors, lewd verbal or physical gestures by someone in authority." Section 6(1) of the **Kenyan Employment act** describes sexual harassment as any instance in which a superior or co-worker asks an employee for a sexual favor, such as having intercourse, signing a sexual contract, or engaging in any sexual activity in return for better growth opportunities or favoritism among other employees. **ILO Convention No. 190 on** Violence and Harassment in the Workplace.

"Sexual Exploitation" means any actual or attempted abuse of position of vulnerability, differential power or trust for sexual purposes, including, but not limited to, profiting monetarily, socially or politically

"Unwelcome sexual conduct" means unsolicited sexual behavior raised by a complainant that can be through the online interaction/ Stalking/ Issuing threats or negative profession in violation of this policy.

"Respondent" means an individual reported as the perpetrator of conduct that constitutes sexual harassment.

"Retaliation" means an act of revenge or an aggression.

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1. BACKGROUND

Sexual harassment is a significant issue in workplaces globally, and statistics vary across countries. For instance, in **Côte d'Ivoire** and **Senegal**, **23%** and **22%** of women reported unwanted sexual behaviors in the workplace, respectively, compared to **15%** and **16%** of men.

In Slovakia, a higher prevalence of working women experiencing sexual harassment in the past 12 months was revealed compared to the EU average, according to Eurostat data.

A global survey by the **International Labour Organization,** ILO-Lloyd's Register Foundation-Gallup, showed that **8.2% of women** reported sexual violence and harassment at work, compared to **5.0% of men.**

Globally, **17.9%** of employed men and women said they had experienced psychological violence and harassment in their working life, and **8.5%** had faced physical violence and harassment, with more men than women experiencing this. Of respondents, **6.3%** reported facing sexual violence and harassment, with women being particularly exposed.

Those employees most likely to indicate they have been intentionally physically assaulted—slapped, punched, kicked or shoved—in their workplace out of anger by a co-worker or manager are from **India (25%)** and **China (13%),** followed by **Italy (8%), Mexico (8%), Argentina (7%) the United States (7%), Canada (6%), South Africa (6%),** with **Australia, Brazil, Germany, Hungary, South Korea and Spain all clocking in at 5%.**

Those employees least likely to indicate that they have been intentionally assaulted in their workplace are from **Sweden (1%), Indonesia (3%),** and **France (3%)** followed by **Russia, Poland, Japan, Great Britain and Belgium all 4%.**

The **ILO's Violence and Harassment Convention, 2019 (No. 190) and Recommendation (No. 206)** are the first international labour standards to provide a common framework to prevent, remedy and eliminate violence and harassment in the world of work, including gender-based violence and harassment. The Convention includes the specific recognition, for the first time in international law, of the right of everyone to a world of work free from violence and harassment, and sets out the obligation to respect, promote and realize this.

The **Workplace Sexual Harassment-** encompass a range of behaviors and practices of sexual nature, including unwelcome sexual comments or advances, requests for sexual favours verbal or physical conduct or gestures of a sexual nature, or any other conduct of sexual nature that may reasonably be seen or perceived as a cause of offense or humiliation to another person when such conduct interferes with work,

become a condition for employment, or creates an intimidating, hostile or offensive work environment.

Technology has been a tremendous empowerment tool that has been a tremendous empowerment tool that has changed our way of life such as improved access to information, economic activities and communication. Sexual harassment has also been perpetrated by total or partial use of ICTs such as telephones, the internet, social networks, mobile applications and email, among others. It manifests itself through acts of harassment, threats, bullying, hate messages, disclosure of information, photos and videos without consent; as well as through the use of these means to recruit victims of human trafficking.

Sexual harassment can have detrimental effects on people and business. It can create an unsafe working environment, result in a loss of trained and talented workers, the breakdown of teams and individual relationships and reduced efficiency. People who are sexually harassed can become distressed, anxious, withdrawn, depressed and can lose self-esteem and confidence.

The State Department for Devolution has noted that incidents of sexual harassment are becoming prevalent. Most survivors are reluctant to report such cases as they fear, among other reasons; retaliation, not being believed, difficulties in proving the act took place, being accused of having loose morals and that nothing will be done to the perpetrators.

According to the Human Resource Policies and Procedure Manual for the Public Service dated May, 2016; **Sexual Harassment**, **Section J.23;**

"A public officer shall not sexually harass a member of the public or fellow public officer. ***"Sexually harass"*** *includes doing any of the following, if the person doing it knows or ought to know that it is unwelcome:*

(a) Making a request or exerting pressure for sexual activity or favours;
(b) Making intentional or careless physical contact that is sexual in nature; and
(c) Making gestures, noise, jokes or comments including innuendos, regarding another person's sexuality.

This Workplace Anti-Sexual Harassment Policy aims to safeguard employees of all genders. It aims in eradicating all unwanted sexual advances and favors by provision of a channel to handle complaints, take action against offenders, dealing with reported incidents and help survivors to recover.

2. SCOPE OF THE POLICY

The Anti-Sexual Harassment policy provides guidelines on prevention, response and mitigation from Sexual Harassment in the State Department for Devolution.

The Policy applies to: -

a) All officers in the State Department for Devolution, whether employed on permanent or contract basis; and
b) All interns or students on industrial attachment on duty deployed in the State Department

3. SITUATION ANALYSIS

Sexual harassment at workplace can be perpetrated by different people such as colleagues, supervisors, subordinates and third parties. Such Bullies and victims can be of any gender. Kenya Demographic Health Survey (KDHS, 2022) indicate 13% of women reported that they had experienced sexual violence at some point in their lives and 7% reported that they had experienced sexual violence in the last 12 months preceding the survey, While 7% of men reported experiencing sexual violence and 4% experienced sexual violence in the 12 months preceding the survey. This Sexual violence is based on the entire population whether employed on contract basis or not employed at all.

The **National Gender and Equality Commission (NGEC)** expressed concern over incidents like at **Brown's Cheese**, where female workers were subjected to period shaming and sexual harassment. The Public Service Commission has also developed a code of conduct for public service officers that includes sexual harassment and disciplinary measures related to offenses related to sexual harassment. Additionally, the Sexual Offences Act outlines penalties for sexual offenses relating to position of authority.

Social Media platforms were the most common spaces where GBV occurred; Twitter (18.4%), WhatsApp (17.0%) and Facebook (16.8%) were the top platforms identified followed by Telegram (14.2%), Instagram/threads (14.2%) and Tik- Tok (13.7%). For men the Twitter and Telegram stood out, while for women, Twitter and WhatsApp were commonly implicated. Twitter, in particular was noted of its vulnerability to false accounts and anonymous commenting, which exacerbated the risk of online harassment and abuse. The TFGBV (**Technology-facilitated gender-based violence**) report (UNFPA, 2024) findings pointed that the most common forms of the TFGBV reported online were; defamation (21.9%), Cyber-bulling (19.1%) and non-consensual pornography (17.8%). Meanwhile sextortion (3.3 %)

and doxing (1.6%) were less commonly experienced. Generated AI also amplifies gender-based violence, including cyber harassment, image- based abuse and the creation of synthetic histories of defamation.

Online defamation and non- consensual pornography were the most prevalent forms of TF GBV affecting 30.4% and 24.4% of women and men respectively. Sextortion was the least common form affecting just 1.3% of women. For men, the most common form were defamation (43.0%) and cyberbullying (39.4%) with stalking being the least common form.

4. LEGAL AND POLICY FRAMEWORK

The policy is guided by the provisions of the following Laws, Policies, and National and International instruments;

1. The Constitution of Kenya 2010
2. Sexual Offences Act 2006
3. National policy on Prevention and Responses to Gender Based Violence, 2014 (under review)
4. Sexual and Gender based Violence Strategy (SGBSV) 2023- 2030
5. Protection Against Domestic Violence Act, 2015
6. Sexual Harassment and Anti-Bullying Policy, 2019
7. The International Labour Organization's Discrimination (Employment and OCCUPATION) Convection, 1958
8. The Protocol to the Africa Charter on Human and Peoples' Rights on Rights of Women in Africa, 2003 (Maputo Protocol)
9. The UN Declaration against Elimination of Violence against Women, 1993
10. The UN convention on the Elimination of All forms of Discrimination A Against Women, 1979

Any physical, verbal or non-verbal sexual conduct causing disruptive, intimidating, offensive and hostile interference in the work environment will not be tolerated and may result in consequences like dismissal.

It is the responsibility of every member to maintain a workplace environment free from sexual harassment and report any incidents promptly and responsibly.

Confidentiality of sexual harassment procedures and reports is fundamental in the drive to decisively deal with the vice. However, where reports may be subject to discovery in a law suit or proceedings before a court of law, the State Department, under such circumstances, may not guarantee the confidentiality of such reports.

Violations of this policy will be considered as serious disciplinary offenses subject to thorough investigation and timely resolution. No member shall be subjected to retaliation for any sexual harassment report made in good faith or participating in such investigations.

The goal of the policy is to enhance efforts towards elimination of all forms of sexual harassment in the State Department for Devolution.

The Policy objective is to progressively eliminate sexual harassment and any other form of violence by providing a preventive, protective, supportive and transformative environment tht is conducive to respect rights of all officers.

5. GUIDING PRINCIPLES

The guiding principles of this Policy are to:

i. Combat sexual harassment from occurring and recurring in the State Department;
ii. Provide a working environment that is free from sexual harassment;
iii. Protection from sexual harassment by identifying nd providing services to survivors;
iv. Support diversity and inclusivity in all work practices;
v. Encourage fair and equitable treatment of all people in the workplace;
vi. Accountability to ensure that the perpetrators are reported and disciplined;
vii. Put in place mechanisms to adequately address cases of sexual harassment in the State Department; and
viii. Inform all members that if allegations of sexual harassment are proved they will be liable for the actions.

6. WHAT IS SEXUAL HARASSMENT

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be Physical, Verbal and Non-verbal;

6.1 Physical conduct

a) Unwelcome physical contact including caressing, kissing, hugging, massaging, or inappropriate touching.
b) Physical violence, including sexual assault.
c) The use of job-related threats or rewards to solicit sexual favours.

6.2 Verbal conduct

a) Sexual comments and stories directed to a specific staff.
b) Repeated and unwanted social invitations for dates or physical intimacy.
c) Insults based on the specific sex of the worker.
d) The use of job-related threats or rewards to solicit sexual favors.
e) Sending sexually explicit messages (by phone or by email)

6.3 Non-verbal conduct

a) Display of sexually explicit or suggestive material
b) Sexually-suggestive gestures

7. COMMUNICATION

The State Department for Devolution will sensitize all staff about the sexual harassment to ensure prompt and adequate corrective action to all complaints brought up on sexual harassment.

To recognize and handle allegations of Workplace Sexual Harassment (WSH) brought to their attention either informally or as part of the formal grievance procedure which they will be required to attend.

All new and existing members will be made aware of this policy by means of:

a) Mandatory training about WSH for all employees (Employee sensitization and Orientation)
b) Employee's handbook distributing the policy to employees
c) Posting the policy on the website
d) Regular WSH reminders in staff/unit meetings
e) Translation of the Policy into English and Kiswahili languages, and including for the visually impaired (Braille).

All employees are encouraged to ask questions and to seek clarification on any aspect of the policy that they may find unclear.

8. SDD ANTI-SEXUAL WORKPLACE HARASSMENT POLICY

Any live material used in the counseling session should be kept under high level of confidentiality and restricted access areas. All sexual harassment cases will be handled with strict confidentiality to protect the privacy of the individuals involved, prevent retaliation, and maintain trust.

9. RESPONSIBILITIES

9.1 Heads of Directorate/Departments / Sections

All Head of Departments/Sections have special obligations to prevent and deter prohibited conduct and is responsible for the safety and respect for the dignity of all personnel under his or her authority. The Heads of Department/Sections must: -

i. Lead by example.
ii. Capacitate staff under their authority understand and fulfill their responsibilities with regard to prevention and handling of allegations of WSH.
iii. Monitor the working environment to ensure that there is a safe and conducive
iv. Working environment, free of intimidation, hostility, offence and any form of prohibited conduct, at all times.

9.2 Director, Human Resource Management & Development

It is the responsibility of the Human Resources Directors to promote a workplace free of sexual harassment. This entails a responsibility to:

i. Facilitate the training of supervisors and employees on the policy and procedures to prevent and respond to sexual harassment cases.

ii. Track training to ensure that all are reminded regularly to ensure periodic reinforcement of the policy.

iii. Ensure that staff under their authority understand and fulfill their responsibilities regarding the prevention and handling of WSH allegations.

iv. Notifying the police if criminal activities are alleged.

v. Notifying the complainant and the respondent of the corrective actions to be taken, if any, and administering those actions.

vi. Submitting a written report summarizing the results of the investigation and making recommendations to the Authorized Officer.

vii. Maintain and advocate for a professional work ethic and culture for a sexual harassment free workplace
viii. Guard against victimization or stigmatization for making or being involved in a complaint of sexual harassment.

ix. Set a personal example of an appropriate behavior.

10. RIGHTS AND RESPONSIBILITIES OF ALL STAFF IN THE STATE DEPARTMENT

i. Comply with this policy, the Constitution of Kenya, any other relevant Acts, Circulars, procedures and the Public Service Regulations.
ii. Familiarize with the various options and internal channels available to them for reporting and/or otherwise addressing such behaviors.
iii. Report directly and immediately any incident of sexual harassment, exploitation and abuse that they have experienced or witnessed in good faith to the relevant person or office timely.
iv. Treat any allegations or complaints of sexual harassment with appropriate confidentiality and non-judge mentalism.
v. Fully cooperate with those responsible for investigating reports of prohibited conduct under this policy.
vi. Enquire on investigations and remedial action taken or recourse on the reported sexual harassment case.
vii. Raise objections in the manner the investigations have been conducted, if necessary.
viii. Highlight or report conflict of interest.

11. COMPLAINTS PROCEDURE

Anyone who is subject to workplace sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. The State Department for Devolution recognizes that sexual harassment may occur in unequal relationships (i.e. between a supervisor and his/her employee) and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, he/she can use the dedicated helpline, the provided toll-free line, dedicated email and responsible for receiving complaints of sexual harassment.

When a WSH has been raised through the dedicated call or toll-free number the receiver he/she will:

i. Immediately record the dates, times and facts of the incident(s)
ii. Ascertain the views of the victim as to what outcome he/she wants

iii. Ensure that the victim understands the company's procedures for dealing with the complaint
iv. Discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
v. Keep a confidential record of all discussions
vi. Respect the choice of the victim

11.1 Informal Procedure

If the victim wishes to deal with the matter informally, through dedicated call or toll free number the receiver he/she will:

i. Allow the alleged harasser to respond to the complaint.
ii. Ensure that the alleged harasser understands the complaints mechanism.
iii. Facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a Head of HRM&D to resolve the matter.
iv. Ensure that a confidential record is kept of what happens follow up after the outcome of the complaints mechanism to ensure that the behavior has stopped.
v. Ensure that the above is done speedily and within fourteen (14) working days of the complaint being made.

11.2 Formal Procedure

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.

The receiver who initially received the complaint will refer the matter to a Director HRM & D for a Committee in person to be instituted to investigate a formal investigation.

The Committee will comprise of three (3) members formally appointed by the Authorized Officer in accordance with this policy. The person carrying out the investigation will, Interview the victim and the alleged harasser separately, Interview other relevant third parties separately, decide whether or not the incident(s) of sexual harassment took place and produce a report detailing the investigations, findings and any recommendations.

If the harassment took place, decide what the appropriate remedy for the victim is, in consultation with the victim, follow up to ensure that the recommendations are implemented, that the behaviour has stopped and that the victim is satisfied with the outcome.

If the Committee cannot determine that the harassment took place, he/she may still make recommendations to ensure proper functioning of the workplace, Keep a record of all actions taken, Ensure that the all records concerning the matter are kept confidential, Ensure that the process is done as quickly as possible and in any event within fourteen [14] working days of the complaint being made.

12. THIRD PARTY INVOLVEMENT

Anyone who witnesses or is aware of sexual harassment, can play an important role in preventing sexual harassment in the workplace. If colleagues witness sexual harassment they are encouraged to:-

i. Provide support to their counterpart who is being subjected to sexual harassment by reporting the sexual harassment.
ii. Witnesses may wish to remain anonymous. Members should know, however, that it may not be possible in some circumstances to keep the anonymity of a person providing information as the case may require full details of the allegations for appropriate investigation to take place.

13. REMEDY

Disciplinary action shall be taken by the appropriate disciplinary authority in accordance with the Public Service Regulations. Where a member is found guilty on allegations of sexual harassment penalties should be imposed relative to the severity of the offence.

14. RETALIATION AND INTIMIDATION

Retaliation against any individual who reports an incident of sexual harassment or who participates in an investigation of a claim of sexual harassment is prohibited and represents a serious violation of this policy. It constitutes separate grounds for disciplinary action.

A claim of retaliation by a complainant, respondent or witness may be pursued using the steps set out in the disciplinary procedures. If evidence exists to support

that retaliation occurred, appropriate action will be taken, regardless of the outcome of the underlying sexual harassment complaint.

The Committee handling sexual harassment cases must also investigate any potential retaliation against the complainant or witnesses.
Retaliation shall be treated as a separate and serious offense.

15. COUNSELLING AND PSYCHOSOCIAL SUPPORT

The complaint and alleged perpetrator are strongly encouraged for counselling and psychological support and the Human Resource Management & Development Department will be tasked to organize through the designated counsellor of the Public Service of Kenya.

Counsellors should be professional and to be trained regularly.

16. CRIMINAL OFFENCES

The Sexual Harassment Committee upon exhausting the informal and formal complaint procedure may report to the Kenya Police if behavior like stalking, indecent/aggravated sexual assault, rape and obscene language including online harassment through social media or electronic platforms persists

17. MONITORING AND EVALUATION

The State Department recognizes the importance of monitoring the implementation of the Anti-Sexual Harassment policy. All Heads of Department/ Sections are expected to fast track all reported sexual harassment cases and how they have been dealt with promptly.

Focal Persons should provide accessible channels such as suggestion boxes or dedicated emails for individuals who wish to report complaints anonymously.

The Public Service Compliance with Values and Principle in Article 10 & 232 of the Constitution on annual basis requires the State Department to report cases/ incident of sexual harassment handled.

The Policy will be regularly reviewed for synchronization with relevant policies/ instruments and conventions, as necessary.

18. CONFIDENTIALITY

In order to protect an employee's privacy, disclosures of sexual harassment will be treated in confidence. Where a situation affecting strict confidentiality arises, the complainant has to be notified. All ethical requirements are to be adhered to when handling all cases.

19. FALSE OR MALICIOUS COMPLAINT

Employees, who knowingly provide false information or make false or malicious allegations of sexual harassment, shall be subject to separate disciplinary action as outline in the Public Service Disciplinary Policies.

Annex 1

REPUBLIC OF KENYA

OFFICE OF THE DEPUTY PRESIDENT
STATE DEPARTMENT FOR DEVOLUTION

Formal Form

1. Personal Information of the Complainant:

(Note: All personal information will be kept confidential.)

i. **Full Name:**
_____

ii. **Gender:** ☐ Male ☐ Female ☐ Other
_____

iii. **Date of Birth:**
_____

iv. **Designation:**
_____

v. **Phone Number:**
_____

vi. **Email Address:**
_____

vii. **Postal Address:**
_____

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2. Details of the Incident:

(Please provide specific details regarding the sexual harassment incident.)

i. **Date of Incident(s):**
_____

ii. **Time of Incident(s):**
_____

iii. **Location of Incident(s):**
_____
(Please specify whether it occurred in the workplace, public space, school, etc.)

iv. **Nature of Harassment:** (Tick as applicable)

- ☐ Verbal (e.g., inappropriate comments, jokes, threats)
- ☐ Physical (e.g., unwanted touching, groping, brushing against)
- ☐ Visual (e.g., offensive gestures, display of inappropriate images)
- ☐ Psychological (e.g., stalking, intimidation, humiliation)
- ☐ Other (please describe):

  _____

v. **Description of Incident(s):** *(Please provide a detailed description of what happened.)*

_____

_____

(If there were multiple incidents, provide as much detail as possible.)

3. Alleged Perpetrator(s) Details:

(Please provide any information regarding the person(s) involved in the harassment. If unknown, please indicate.)

i. **Full Name(s):**

_____

ii. **Gender:** ☐ Male ☐ Female

_____

iii. **Designation/Role:**

_____

iv. **Workplace/Institution/Location:**

_____

v. **Relationship to Complainant:**

- ☐ Employer/Supervisor
- ☐ Co-worker/Peer
- ☐ Student
- ☐ Client/Customer
- ☐ Other (please specify):

  _____

4. Witnesses (if any):

(Please list any individuals who may have witnessed the incident(s) or can support your claim.)

- **Name of Witness 1:** _____
  - **Contact Details:** _____
- **Name of Witness 2:** _____

- Contact Details: _____

(If there are more witnesses, please attach a separate sheet with their names and contact details.)

5. Prior Actions Taken:

(Please indicate if you have previously reported the incident to any authorities or individuals and what action was taken.)

- Reported to Supervisor/Manager: ☐ Yes ☐ No
  - If yes, Date of Report: _____
  - Action Taken: _____
- Reported to Human Resources (HR): ☐ Yes ☐ No
  - If yes, Date of Report: _____
  - Action Taken: _____
- Reported to Police: ☐ Yes ☐ No
  - If yes, Date of Report: _____
  - Action Taken: _____
- Any Other Actions Taken: _____
  - Details: _____

6. Desired Outcome/Resolution:

(Please describe what you hope to achieve through this report. This may include disciplinary action, counseling, workplace adjustments, etc.)

_____

_____

_____

7. Confidentiality and Consent:

(This section must be acknowledged to ensure that the complainant is informed about the confidentiality and processes involved.)

- ☐ I agree that the details I have provided in this report will be treated confidentially and used solely for investigation purposes.
- ☐ I understand that while my identity will be protected as much as possible, the investigation process may require disclosure of certain details to relevant parties.
- ☐ I consent to the use of the information provided to initiate investigations and actions as per the policies and laws on sexual harassment.

8. Signature of Complainant:

- Signature: _____
- Date: _____

For Official Use Only:

9. Acknowledgement of Receipt:

(This section is to be filled by the designated official receiving the complaint.)

- Received By: _____
- Designation: _____
- Date of Receipt: _____
- File/Case Number: _____

10. Action Taken/Investigation Status:

(This section is to document actions taken and investigation progress.)

- Date Investigation Started: _____
- Assigned Investigator(s): _____
- Status of Investigation:
  - ☐ Ongoing
  - ☐ Resolved
  - ☐ Pending
  - ☐ Other (please specify): _____
- Action Taken:
  - ☐ Formal Warning
  - ☐ Suspension
  - ☐ Termination
  - ☐ Legal Action
  - ☐ Other (please specify): _____

11. Final Outcome and Recommendations:

(This section should include the final resolution and any further actions taken or recommended.)

- Outcome: _____
- Further Action/Recommendations: _____
- Investigator's Signature: _____
- Date: _____