LAGOS STATE GUIDELINES FOR

PREVENTING AND ADDRESSING SEXUAL HARASSMENT IN THE WORKPLACE



LAGOS STATE DOMESTIC AND SEXUAL VIOLENCE AGENCY

TABLE OF CONTENTS

1. PREFACE
2. ACKNOWLEDGEMENTS
3. DATA ON PREVALENCE OF SEXUAL HARASSMENT
4. INTRODUCTION
5. SCOPE OF GUIDELINES
6. DEFINITION OF TERMS
    a. Sexual harassment
    b. Forms of sexual harassment
    c. Examples of sexual harassment
7. LEGAL FRAMEWORK
    a. Legal provisions
    b. Who may be liable?
8. PREVENTION & POLICY DEVELOPMENT
9. RESPONSE & INVESTIGATION PROCEDURES
10. DISCIPLINARY ACTIONS
11. SUPPORT FOR VICTIMS
12. ORGANIZATIONAL RESPONSIBILITIES
13. MONITORING & REVIEW
14. CONCLUSION

APPENDIX

- SAMPLE FORM FOR SEXUAL HARASSMENT POLICY DEVELOPMENT
- SAMPLE FORM FOR REPORTING
- ACKNOWLEGEMENT FORM
- SERVICE DIRECTORY

PREFACE

Sexual harassment in the workplace represents one of the most pervasive challenges to employee well-being, organizational integrity, and productivity. According to the **Experiences of violence and harassment at work: A global first survey, published by the International Labour Organization (ILO) in 2022,**[1] violence and harassment at work is a widespread phenomenon around the world, with more than one in five (22.8 per cent or 743 million) persons in employment having experienced at least one form of violence and harassment at work during their working life.

This reality underscores the urgent need for structured, enforceable policies that not only prohibit such misconduct but actively foster environments of dignity, respect, and inclusivity.

These guidelines, developed by the Lagos State Domestic and Sexual Violence Agency (DSVA), provide a comprehensive framework for both public and private sector organizations to prevent, address, and eradicate workplace sexual harassment.

They are designed to be practical, enforceable, and adaptable across various industries, while aligning with the provisions of the **Criminal Law of Lagos State (2015)** and other national legal provisions.

By adopting these guidelines, Human Resource professionals and organizational leaders affirm their commitment to safeguarding the dignity of every employee, enhancing organizational culture, and mitigating reputational, financial, and legal risks.

Titilola Vivour-Adeniyi
Executive Secretary
Lagos State Domestic and Sexual Violence Agency
August, 2025.

[1] https://www.ilo.org/sites/default/files/wcmsp5/groups/public/@dgreports/@dcomm/documents/publication/wcms_863095.pdf

ACKNOWLEDGEMENTS

The development of this **Sexual Harassment Prevention and Response Guidelines** is the outcome of the dedication, expertise, and collaboration of numerous individuals and institutions united in the vision of fostering safe, respectful, and inclusive workplaces across Lagos State.

This policy reflects a collective resolve to advance a just society, one free from all forms of Sexual and Gender-Based Violence (SGBV). It embodies the combined effort of government, organized labor, civil society, and other critical stakeholders who continue to demonstrate unwavering commitment to protecting human dignity.

We extend profound gratitude to **Mr. Governor, Mr. Babajide Olusola Sanwo-Olu, Governor of Lagos State**, for his exemplary political will and leadership in addressing SGBV. His administration's continued prioritization of the safety and welfare of residents has created the enabling environment for this policy framework.

Special appreciation is also conveyed to the **Women's Wing of the Trade Union Congress (TUC), Lagos State Branch**, ably led by Comrade **Adeyosola Onasanya** for their active partnership and steadfast support in ensuring that this initiative became a reality.

We acknowledge and commend the tireless work of **Civil Society Organizations** across the State, particularly HEIR Women Hub, who have consistently championed gender equality, protection of rights, and survivor-centred advocacy. Their contributions remain invaluable to this collective cause.

To any individual currently experiencing abuse—whether in the home, workplace, or public sphere—we reaffirm that **help is available and accessible** through the Lagos State toll-free line: **08000 333 333**.

To every survivor: *you are seen, you are heard, and you are not alone.* Your courage continues to inspire sustained efforts toward building a harassment-free Lagos.

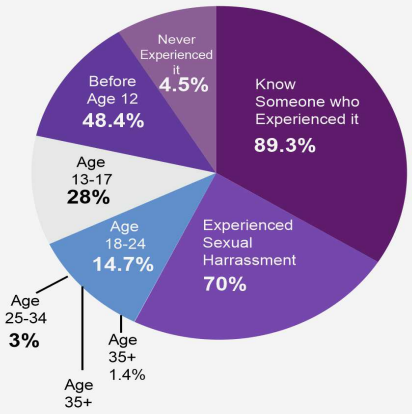
This document was designed to serve as a preventive tool against Sexual Harassment in the workplace. Indeed, everyone has the right to a workplace free from violence and harassment.

Lagos State Domestic and Sexual Violence Agency (DSVA)

August 2025

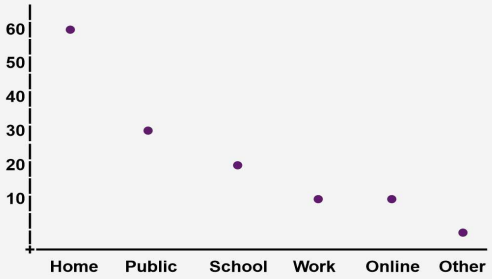
DATA ON THE PREVALENCE OF SEXUAL HARASSMENT

A recent survey was conducted in Lagos State among **549** individuals drawn from both the public and private sector to assess experiences of sexual harassment.



Sexual Harrassment:
Prevalence and Age of First Experience

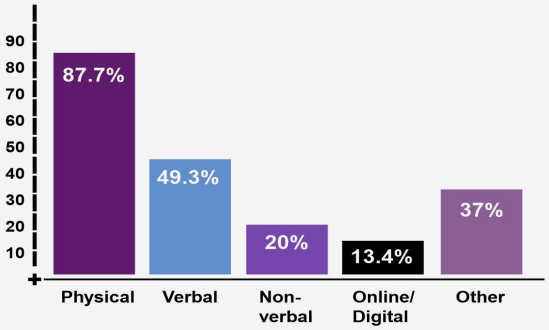
In terms of location

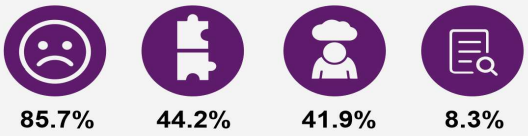


Interpretation

Home/Neighborhood is the most reported location by far **Public Places** and **Schools** follow, though with significantly lower percentages **Workplace**, **Online**, and Other are much less frequent but still notable.

Regarding the forms of harassment





85.7% **44.2%** **41.9%** **8.3%**

The personal impact was signicant

85.7% reported emotional or psychological distress,
44.2% faced relationship or social diculties,
41.9% experienced loss of condence or self-esteem, and
8.3% reported a decline in academic performance.

- Physical harassment is overwhelmingly the most reported form.
- Verbal harassment is also significant, affecting nearly half of respondents.
- Non-verbal ■ Online/Digital, and ■ Other forms are less common but still notable.

Impact Category	Percentage (%)
Reduced Productivity & Morale	57.3
Damage to Reputation & Public Trust	30.5
Employee Turnover/Absenteeism	10.8
Legal/Financial Risks	1.4

When asked about how their organization's handles response to **sexual harassment, 43.3% were neutral**, **19.5% dissatised**, **16.9% very dissatised**, **12.2% satised**, and **11.7% very satised**.

Overall, the analysis confirms that sexual harassment cuts across all ages and is more prevalent among women than men. It emphasizes the urgent need for organizations to establish and enforce strong workplace policies and guidelines to effectively address and **prevent sexual harassment.**

INTRODUCTION

Sexual harassment in the workplace refers to any unwelcome sexual advances, requests for sexual favors, verbal or physical conduct, or behavior of a sexual nature that directly or indirectly affects an individual's employment, creates a hostile, intimidating, or offensive work environment, or interferes with work performance.

It can be *overt* (explicit demands, touching) or *covert* (suggestive jokes, repeated unwanted attention). Sexual harassment can occur between individuals of any gender, across all levels of an organization, and can be perpetrated by supervisors, peers, subordinates, clients, or third parties.

This guideline, therefore aims to foster a safe, respected and inclusive workplace by preventing, recognizing and addressing all forms of sexual harassment. It seeks to ensure that every employee understands their rights, responsibilities and affirms the organization's unwavering commitment to zero-tolerance for sexual harassment.

SCOPE OF GUIDELINES

This guideline applies to:

- All employees such as permanent, temporary, contract and interns
- Volunteers, consultants and contractors
- Any work-related interactions, including those working off-site or on-site.

MODULE ONE
WHAT IS SEXUAL HARASSMENT?

Sexual harassment is any unwelcome sexual advances, request for sexual favours, and or other visual, verbal or physical conduct of a sexual nature, which when submitted to or rejected:

- Implicitly or explicitly affects a person's employment or educational opportunity or unreasonably interferes with the person's work or educational performance;
- Implicitly or explicitly suggests that submission to or rejection of the conduct will be a factor in academic or employment decisions; or
- Creates an intimidating, hostile or offensive learning or working environment.

1.2 FORMS OF SEXUAL HARASSMENT

Generally, workplace sexual harassment refers to two common forms of *inappropriate behaviour:*

a. Quid Pro Quo (literally 'this for that')

- Implied or explicit promise of preferential/detrimental treatment in employment
- Implied or express threat about her present or future employment status

a. Hostile Work Environment

- Creating a hostile, intimidating or an offensive work environment
- Humiliating treatment likely to affect one's health or safety.

1.3 Examples of Sexual Harassment

A. Verbal Harassment

- Sexual comments, jokes, or innuendos.
- Unwanted flirtation, propositions, or pressure for dates.
- Sexually explicit remarks about appearance, clothing, or body.
- Whistling, catcalling, or offensive nicknames.

B. Non-Verbal Harassment

- Staring or leering in a suggestive manner.
- Displaying sexually explicit images, posters, or screensavers.

- Sending inappropriate emojis, memes, or GIFs.
- Unwanted love letters, notes, or messages.

C. Physical Harassment

- Unwanted touching, hugging, kissing, or groping.
- Blocking movement or standing too close intentionally.
- Sexual assault or coercion.

D. Digital/Online Harassment

- Sending unsolicited explicit messages (WhatsApp, email, social media).
- Sharing intimate photos or videos without consent (revenge porn).
- Cyber stalking or persistent unwanted online attention.

1.4. Effects on Individuals & Organizations

On Individuals:

- Emotional distress, anxiety, depression, and trauma.
- Decline in work performance and job satisfaction.
- Career stagnation due to avoidance of certain projects or people.

On Organizations:

- Loss of productivity and increased absenteeism.
- Higher turnover and recruitment costs.
- Damage to reputation and employer brand.
- Legal liability, fines, and compliance risks.

1.5. Causes & Risk Factors

- *Power Imbalances:* Senior staff exploiting authority over subordinates.
- *Workplace Culture:* Tolerance of "jokes," sexist attitudes, or a lack of consequences.
- *Inadequate Policies:* Weak or unclear rules for behavior and reporting.
- *Lack of Awareness:* Employees and leaders not trained on acceptable conduct.
- *Fear of Retaliation:* Victims staying silent due to possible backlash.

MODULE TWO
LEGAL FRAMEWORK IN NIGERIA & LAGOS STATE

Most jurisdictions have laws prohibiting sexual harassment in the workplace, grounded in human rights, gender equality, and labor protections.

Organizations are legally obligated to:

- Prevent harassment through policies and training.
- Provide accessible complaint procedures.
- Investigate complaints promptly and fairly.
- Protect complainants from retaliation.

2.1 Relevant Laws

- Nigeria's Labour Act (Cap L1, LFN 2004), Prohibits workplace discrimination.
- Violence Against Persons Prohibition Act (VAPP) 2015, Criminalizes sexual harassment (Section 19).
- Criminal Code Act (Sections 351-360), Addresses assault and indecent acts.
- The Criminal law of Lagos State provides that any person who is involved in any of these acts and if found guilty would be sentenced to prison for 3 years imprisonment.

2.2 Who may be liable for workplace sexual harassment?

- An employer who directly participated in the harassment may be liable if he or she is an owner, manager, partner or corporate officer or supervisor.
- An employer may be liable if he or she knew or should have known about the harassment and did not take prompt and effective action to stop the problem.
- Under State Law, individual supervisors or managers may be liable if their own actions are directly discriminatory (like promoting only men, even though there are qualified women).
- Under some circumstances, a union or its representatives may be liable.
- An employment agency may be liable.

MODULE THREE
PREVENTION & POLICY DEVELOPMENT

3.1 Sexual Harassment Policy

Every organization must have a written policy that includes:

- Clear definition of what sexual harassment entails.
- Zero-tolerance statement.
- Reporting procedures (formal or informal options) properly documented and widely disseminated.
- Disciplinary consequences (warning, suspension, termination, legal action).

3.2 Training/ awareness

- Mandatory induction training for all new hires
- Annual refresher sessions on sexual harassment prevention
- Visible posters, emails and intranet resources with key messages like;
  - ❖"No means No"
  - ❖"Respect is part of your job description".
- Specialized training for HR and managers on handling complaints.
- Awareness and Sensitization (posters, emails, workshops).

3.3 Workplace Culture & Accountability

Employees must:

Treat all colleagues with respect

Refrain from any behavior that could be interpreted as harassment

Report incidents promptly

Managers must:

Take all complaints seriously

Ensure a safe environment free from harassment

Escalate reports immediately to the Human Resources (HR) department

HR must:

Maintain confidential records

Ensure fair, unbiased investigations.

Provide training and preventive measures.

Executive Leadership:

Allocate resources
Monitor policy effectiveness.

3.4 protection and retaliation

No employee should face demolition, dismissal, intimidation, or gossip for reporting harassment.

3.5 Bystander Intervention Training

Organisations should include bystander intervention strategies in sexual harassment prevention training. Employed who witness harassment must be equipped with practical skills to respond safely and effectively.

Training should emphasize:

Direct: Address inappropriate behaviour when safe
Distract: Defuse the situation to protect the victim
Document: Discreetly record details to support investigations (with consent). Delay: Provide emotional support and follow-up after incidents
Delegate: Report the incident to the appropriate authority when direct action is unsafe

Training should be reinforced through:

- Role plays and workplace-specific scenarios
- Posters, infographics, and desk reminders
- Integration into induction sessions and annual refresher courses

MODULE FOUR
ORGANIZATIONAL RESPONSIBILITIES

Institutions are responsible for prominently displaying the anti-sexual harassment policy, taking action against false complaints, and ensuring the safety and well-being of all members of the staff community. To achieve this, the organization should:

4.1 Policy Visibility & Awareness

- Display the Anti-Sexual Harassment Policy prominently in physical and digital spaces accessible to all members of the community.
- Ensure that all employees, contractors, and students are informed of the policy upon joining and receive periodic reminders through orientations, training sessions, and internal communications.

4.2 Consider Safety & Well-Being

- Take proactive measures to ensure the safety and emotional well-being of complainants, witnesses, and others involved in the complaint process.
- Implement measures such as temporary work or study adjustments, no-contact directives, and access to counseling services when required.
- Ensure that no person is subjected to retaliation for reporting harassment or participating in an investigation.

4.3 Take Fair & Prompt Action

- Investigate all complaints of sexual harassment promptly, thoroughly, and impartially.
- Apply appropriate disciplinary measures when misconduct is substantiated, in accordance with due process and relevant laws.

4.4 Addressing False Complaints

- Take disciplinary action against individuals who are found, after due investigation, to have filed complaints with malicious intent or knowingly provided false information.
- Ensure that any action taken against false complaints is not used to discourage good-faith reporting.

4.5 Culture of Respect

- Promote a culture where respect, equality, and inclusion are valued.

▪ Provide regular training and awareness programs for all members of the community to recognize, prevent, and address sexual harassment.

4.6 Bystander Intervention Responsibilities

Provide structured training on safe intervention strategies, including:

- **Direct:** Addressing inappropriate behavior calmly when safe to do so.
- **Distract:** Redirecting attention to defuse tension.
- **Document:** Discreetly recording incidents (with consent) to support investigations.
- **Delay:** Offering support to the affected individual after an incident.
- **Delegate:** Reporting behavior through formal channels if direct action is unsafe.
  - ❖ Incorporate these skills into annual refresher training, onboarding, and leadership workshops.
  - ❖ Display clear messaging through posters, infographics, and desk reminders to reinforce awareness.
  - ❖ Encourage a workplace culture where every employee recognises their role in preventing and responding to harassment.

MODULE FIVE
RESPONSE & INVESTIGATION PROCEDURES

Report can take either *formal* and *informal* approaches, or both depending on the severity of the offence.

5.1 The Informal approach is intended to resolve a complaint of sexual harassment through mediation between the parties involved and by providing advice and counsel on a strictly confidential basis.

Aggrieved staff members may seek advice and help from a Human Resources personnel or from a senior staff member who can advise them and who may be able to discuss the matter discreetly with them and the offender with a view to achieving an informal resolution of the problem.

4.2 The Formal approach

a. Where informal means fail to curb harassment, cases may be pursued through more formal channels. A complaint could be lodged on a confidential basis to the human resource management department of the organization, especially one with a policy on gender respect. Create a dedicated HR email (e.g reportharassment@zigzag.com)) or anonymous reporting form on the intranet, or both.

b. The survivor should describe the specific offensive act or acts, the time, location and circumstances under which they took place and any other information relevant to the case.

c. The survivor should also specify whether and in which circumstances the staff member made it clear to the alleged offender that his or her behaviour was unwelcome.

d. The survivor should identify the alleged offender as well as any witness to the act or anyone else to whom the incident might have been mentioned.

e. The complaint should be signed and dated by the staff member.

f. For HR, on the basis of the information received, the chief officer should review the matter. An investigation panel, of non-gender discrimination can be appointed by the director concerned after consultation with staff representatives. The Panel will conduct the investigation and fact-finding, which normally should include interviews with the complainant, the alleged offender, any witnesses and others who could be able to provide relevant information. It will assess the reliability of the source or sources of information and the evidence submitted.

g. Following the establishment of guilt, disciplinary proceedings should be initiated in accordance with the organization's policy provision and recommendations on dealing with sexual harassment.

h. However, where an organization lacks the structure of gender policy, an aggrieved staff can explore options of justice outside the office through the Lagos State Domestic and Sexual Violence Agency (DSVA), which has a collection of professional service providers who can help victims/survivors get justice.

i. In the event of an emergency, the Agency can be reached via a toll-free line 08000-333-333 or 0906-288-7843. Complaints can equally be addressed to info@lagosdsva.org and physically located at Novel House, Plot 3, Block J, Otunba Jobi-Fele Way, Alausa-Ikeja, Lagos.

j. ***Following the report, please cooperate with the State's investigation of the complaint with every real evidence that you have.***

4.3 Confidentiality & Protection/Support - The guidelines emphasize the importance of maintaining confidentiality throughout the process and providing support services to victims, such as counseling and legal aid.

- Strict confidentiality to prevent retaliation.
- Temporary reassignment (if necessary for safety).
- Legal support for victims if needed.

MODULE SIX
DISCIPLINARY ACTIONS

In addressing sexual harassment, sanctions must reflect the nature, severity, and frequency of the misconduct, as well as the impact on the victim and workplace environment. Disciplinary actions are intended not only to punish wrongdoing but to deter future misconduct, maintain a safe work environment, and affirm the organization's zero-tolerance policy.

Depending on the severity and recurrence of the offense, the following sanctions may be applied:

5.1. Verbal or Written Warning
Applicable for: Minor, first-time offenses or inappropriate conduct of a sexual nature that is deemed non-threatening but nonetheless unacceptable.

- *Examples:* Inappropriate jokes or comments, uninvited compliments of a sexual nature, or borderline language.

- *Purpose:* To correct behavior through formal notice while providing an opportunity for education and behavior modification.

- *Process:* The incident is documented and the individual is cautioned in writing that further misconduct will attract more severe penalties.

- *Follow-up:* May include compulsory attendance at a sexual harassment awareness or sensitivity training session.

5.2. Suspension Without Pay
Applicable for: Moderate cases or repeated minor offenses despite prior warnings.

- *Examples:* Persistent inappropriate behavior, unwanted touching that does not constitute assault, or repeated sexually suggestive comments.
- *Purpose:* To serve as a serious disciplinary consequence short of termination, indicating the gravity of the behavior.
- *Process:* The employee may be suspended for a defined period (e.g., 1–2 weeks) without remuneration, following a thorough investigation and disciplinary hearing.

- *Follow-up:* The individual may be placed on a behavioral improvement plan and monitored upon resumption.

5.3. Termination of Employment

- *Applicable for:* Severe, egregious, or repeated acts of sexual harassment that undermine the safety, integrity, or reputation of the workplace.
- *Examples:* Coerced sexual favors, retaliation against a victim for reporting harassment, or harassment involving abuse of authority.
- *Purpose:* To permanently remove the perpetrator from the organization to protect other employees and uphold institutional values.
- *Process:* Following a formal investigation and disciplinary process in line with employment laws and HR policies, employment is terminated with immediate effect.
- *Implications:* The terminated employee may also be reported to relevant professional bodies or barred from future employment within similar institutions.

5.4. Legal Prosecution

Applicable for: Offenses that constitute criminal acts under Nigerian law or the **Criminal Law of Lagos State (2015)**.

- *Examples:* Sexual assault, attempted rape, physical coercion, stalking, or any form of physical violence of a sexual nature.
- *Purpose:* To ensure justice beyond administrative action, by holding offenders accountable under the law.
- *Process:* The matter is referred to law enforcement authorities or the Domestic and Sexual Violence Agency (DSVA) for further investigation and possible prosecution.
- *Outcome:* May result in criminal charges, court proceedings, imprisonment, or other legal penalties as prescribed by law.

5.4. Digital & Anonymous Reporting Mechanisms

- *Applicable for:* Severe, egregious, or repeated acts of sexual harassment that undermine the safety, integrity, or reputation of the workplace.

MODULE SEVEN
SUPPORT FOR SURVIVORS

In alignment with our commitment to a zero-tolerance policy on sexual harassment, this organization recognizes that victims require more than disciplinary action against the perpetrator. We are committed to offering holistic, survivor-centered support systems that enable emotional recovery, legal empowerment, and professional reintegration.

The following support measures are available to all employees who experience or report sexual harassment:

6.1 Counseling Services

Objective: To provide emotional and psychological support in a confidential and professional setting.

- *Employee Assistance Program (EAP):* Victims will be referred to our in-house or partner EAP provider, which offers access to licensed counsellors trained in trauma, harassment, and workplace stress.

- *Confidentiality:* All counseling sessions are private and will not be disclosed to management or third parties without the employee's express consent.

- *No Impact on Career Progression:* Participation in counseling will not affect an employee's performance reviews, promotion prospects, or professional standing.

- *Flexible Access***:** Sessions may be virtual or in-person, during or outside of work hours, depending on employee preference and counselor availability.

6.2 Legal Aid and External Referral

Objective: To ensure victims understand their legal rights and have access to appropriate legal and advocacy support.

- *Referral to Recognized Institutions and Legal Support Providers:* Employees will be offered referral support to reputable organizations, including:

  - **Lagos State Domestic and Sexual Violence Agency (DSVA)**
  - **Bureau of Public Defender**
  - **The Mirabel Centre**
  - **WARIF (Women at Risk International Foundation)**
  - **The International Federation of Women Lawyers (FIDA)**

- *Scope of Support:* Services may include legal counseling, help in filing reports with law enforcement, documentation of incidents, and court accompaniment where applicable.

- *Support for Internal or External Action:* Whether an employee seeks to resolve the issue internally or pursue legal action, our HR and Legal departments will provide guidance while fully respecting the individual's autonomy and confidentiality.

6.3 Reintegration and Workplace Safety
Objective: To facilitate a safe, stigma-free return to work and prevent any form of retaliation or victimization.

- *Workplace Risk Assessment:* A tailored review of the employee's work environment will be conducted to ensure it remains free of intimidation, discrimination, or tension.

- *Reassignment Options (upon request):* If necessary, the employee may be temporarily or permanently reassigned to a different team, role, or supervisor to preserve their sense of safety.

- *Restorative Conversations or Mediation (optional):* With the consent of the victim, and only when appropriate, mediated dialogue may be facilitated to address interpersonal dynamics or misunderstandings.

- *Anti-Retaliation Policy Enforcement***:** Any form of retaliation, including exclusion, gossip, undue scrutiny, or career sabotage, will be treated as a serious breach of company policy and investigated accordingly.

- *Ongoing HR Check-ins:* Discreet follow-ups will be scheduled to monitor the employee's well-being and workplace experience after the resolution of the case.

MODULE EIGHT
MONITORING & REVIEW

To ensure the ongoing effectiveness of this Workplace Harassment Prevention Policy, the following monitoring and review measures should be implemented:

8.1 Annual Policy Review

- The policy will be reviewed at least once every 12 months to ensure alignment with current workplace laws, industry best practices, and organizational values.
- Updates will be made promptly to reflect legislative changes or emerging risks.

8.2 Employee Feedback & Culture Assessment

- Anonymous employee surveys should be conducted annually to gather feedback on workplace culture, perceptions of safety, and awareness of harassment prevention measures.
- Survey results should be analyzed to identify trends, areas for improvement, and potential gaps in training or policy enforcement.

8.3 Audit of Complaint Handling

Regular audits (at least annually) of all harassment-related complaint records will be conducted to verify:

- Timeliness and fairness of investigations.
- Consistency in applying disciplinary measures.
- Adequacy of follow-up actions to prevent recurrence.
- Findings will be documented and addressed through targeted improvements.

8.4 Reporting to Leadership

A summary of review outcomes, survey findings, and audit results will be presented to senior leadership, along with recommendations for corrective action or policy enhancement.

8.5 *Continuous Improvement*

- Feedback from employees, investigators, and managers will be incorporated into the review process.
- The organization will maintain a commitment to fostering a respectful, safe, and inclusive workplace environment.

CONCLUSION

Preventing workplace sexual harassment is not just a legal requirement, it is a shared responsibility and a reflection of our organizational values. By understanding what constitutes harassment, knowing how to report concerns, and committing to respectful behavior, we create an environment where everyone can work free from fear, intimidation, or discrimination.

This manual is intended as a practical guide to help employers recognize, prevent, and address inappropriate conduct.

However, policies alone cannot create a safe workplace; it requires active participation, mutual respect, and accountability at all levels.

Together, we can build a culture where dignity is upheld, voices are heard, and inappropriate behavior is addressed swiftly and fairly.

[Organization's logo]

SAMPLE SEXUAL HARASSMENT POLICY FOR PRIVATE ORGANIZATIONS

(Tailor this sample to your organization)

Policy Title: PROTECTION AGAINST WORKPLACE SEXUAL HARASSMENT

1. (*organization's name*) stand with the Lagos State Government for a zero-tolerance stance against sexual harassment in the workplace. We understand that sexual harassment negatively impacts individuals and the society at large, and we are committed to providing a safe, respectful, and inclusive environment free from discrimination, intimidation, or harassment of any kind.

1.2. What constitute sexual harassment?

Sexual harassment includes *unwelcome* sexual advances, sexual jokes, comments, displaying of sexually explicit images or materials, touching, hugging, repeated invitations for dates, emails or social media interactions, requests for sexual favors, and other *verbal, non-verbal, or physical conduct* of a sexual nature that creates an *intimidating, hostile, or offensive* work environment.

1.2 Purpose of policy:

To ensure that all employees understand their rights, responsibilities and affirms the organization's unwavering commitment to zero-tolerance for sexual harassment.

1.3 Who does this apply to?

This policy applies to all employees whether permanent or temporary, contract or interns, volunteers, consultants, or any work-related interactions, including those working off-site or on-site as well as our customers, are all expected to adhere to this policy.

1.4. Commitment (please thick all)

[organization's name] will ensure your safety throughout your time with us.

- ☐ We will maintain a workplace free from all forms of sexual harassment and misconduct.
- ☐ We will provide you with clear, accessible channels to report any concerns without fear.
- ☐ We will treat all reports seriously, confidentially, and with respect for all parties involved.
- ☐ We will take prompt and fair action against any form of sexual harassment.
- ☐ We will protect you from retaliation if you speak up in good faith.
- ☐ We will provide access to counseling, legal support, and workplace adjustments if needed.
- ☐ We will train all staff and leaders to prevent, recognize, and address sexual harassment.
- ☐ We will lead by example, fostering a culture of respect and accountability.

1.5 This policy is hereby effective from this day .....

1.6 To report, please email us: eg reportharassment@zigzag.com

Signed:

…….

For the Management

(Organization's logo)

Policy Acknowledgment Form

I, _____ acknowledge that I have received,
[*Surname first*]

read, and understood the *Workplace Sexual Harassment Prevention Policy.*

I understand that this organization maintains a strict zero-tolerance stance on all forms of sexual harassment, in line with Lagos State guidelines and I agree to fully comply with the provisions outlined in the policy.

I recognize my responsibility to maintain a workplace environment that is safe, respectful and free from sexual harassment.

I understand that violation of this policy may result in disciplinary action, as may deem fit and/in line with the provisions of this policy.

Employee's Name: _____

Employee signature: _____

Date: _____/ _____/ _____

Designation: _____

Department: _____

(This form can be used in digital or print formats)

Section 1: Complainant Details

Name (Optional): _____

Employee ID (If Applicable): _____

Department/Unit: _____

Job Title: _____

Contact Information: ☐ Phone: _____ ☐ Email: _____

Preferred Contact Method: ☐ Phone ☐ Email ☐ In-Person

Alleged offender _____

Job title: _____

Relationship to the Accused: ☐ Supervisor ☐ Colleague ☐ Subordinate ☐ Vendor ☐Client

Other: _____

Section 2: Incident Details

Date(s) of Incident(s):

☐ Single Occurrence

☐ Ongoing Issue:

From _____ to _____

Time of Incident (If known): _____

Location of Incident: ☐ Office Premises (Specify exact point: _____)

☐ Company Event/Offsite (Specify exact point: _____)

☐ Virtual (Email/Chat/Video Call Platform: _____)

☐ Other: _____

Section 3: incident details

Type of Harassment Experienced (Check All That Apply)

☐ Verbal (Jokes, Comments, Threats)
☐ Non-Verbal (Staring, Gestures, Images)
☐ Physical (Touching, Groping, Assault)
☐ Digital (Messages, Emails, Social Media)
☐ Quid Pro Quo (Employment Conditional on Favors)
☐ Other: _____

Detailed Description of Incident(s):
(*Please provide as much detail as possible – who, what, when, where, witnesses, etc.)*

_____
_____
_____
_____
_____
_____

Names of Witnesses (If Any):
1. _____ 2. _____ 3. _____
Evidence Available (Attach If Possible):

☐ Emails ☐ Messages ☐ Photos/Videos ☐ CCTV ☐ Other: _____

Section 4: Previous Reports (If Applicable)

Have you reported this incident before? ☐ Yes ☐ No

If yes, to whom? _____ Date: _____

Outcome (If known): _____

Section 5: Desired Resolution

What outcome are you seeking? (Check All That Apply)

☐ Formal Investigation
☐ Mediation/Conflict Resolution
☐ Disciplinary Action Against the Accused
☐ Transfer/Reassignment (Specify: _____)
☐ Other: _____

Section 6: Declaration

I confirm that the information provided is accurate to the best of my knowledge.
I understand that false accusations will result in disciplinary action.

Signature: _____ *Date:* _____
(For Electronic Submissions: Typing your name constitutes a signature.)

……

FOR OFFICIAL USE ONLY (HR department)

Date Received: _____

Name of HR officer: _____

Assigned Investigator: _____

Case Number: _____

Initial Action Taken: ☐ *Investigation* ☐ *Mediation* ☐ *Other:* _____

DIRECTORY

S/N	ORGANIZATION	ADDRESS	PHONE	SERVICES	EMAIL
1.	Lagos State Domestic and Sexual violence Agency	Novel House, Plot 3, Block J, Otunba Jobi Fele way, Alausa-Ikeja	08000-333-333 0813-796-0048	Sexual and Gender-Based Violence prevention and holistic response	Info@lagosdsva.org
2	Bureau of Public Defender-	2/8 Iyun Street, Stadium/Barracks Bus Stop, Surulere	-	Legal representation	info@opdlagosstate.org
3	Ministry of Women Affairs and Poverty Alleviation	Block 18, The Secretariat, Alausa	0802-300-1646	Poverty alleviation programs, women's rights empowerment	wapa@lagosstate.gov.ng
4	Ministry of Youth and Social Development	Block 18, The Secretariat, Alausa	0906-735-3002	Social welfare services, Youth empowerment	
5	Directorate of Citizens' Rights	1st Floor, Ministry of Justice Block 2, The Secretariat, Alausa	0802-929-3003	Legal Aid	info@lagosministryofjustice.org
6	African Women Lawyers Association (AWLA), Nigeria Chapter	13, Town Planning Way, Ilupeju- Oshodi, Lagos State	0803-535-3306 0903-7404272, 0815-088-7710, 0803-307-8329	Pro Bono services Advocacy/awareness/sensitization	awlanigeria2015@gmail.com www.awlanigeria.org
7	Bimbo Odukoya Foundation	*12, Industrial Estate Road, Ilupeju by PZ Industries, Off Town Planning way, Oshodi- Lagos State*	0803-580-0201, 0809-393-3439	Advocacy (family and schools) Psycho-social support Counselling/therapy	admin@pbofoundation.org www.pbofoundation.org
8	Cece Yara Foundation Advocacy Centre	2A, Akin-Ogunmade davies Close, Gbagada Phase 2, Shomolu, Lagos State	0908-569-2623, 0908-569-2612, 0700-700-7001	Child protection Forensic interview Legal advocacy	info@ceceyara.org www.ceceyara.org help@ceceyara.org
9	Centre For Children's Health Education and Protection (CEE-Hope)	*6, Boledeoku Street, Dideolu Estate (opposite Dideolu Court), Ogba, Lagos State*	0703-230-8897	Rape crises response Counselling/psychosocial support	www.cee-hope.org ceehopeng@gmail.com
10	Centre For	34, McNeil	0907-418-7490	Advocacy/awarenes	info@cewhinn.com

	Women's Health and Information (CEWHIN)	Road, off Montgomery Road, Sabo-Yaba, Lagos State		s Counselling Training/capacity building for psychosocial first aiders (PFAs)	, cewhin@yahoo.com
11	Day Springs Helps Ministry (Shelter Provider)	56, Seriki Aro Avenue, Ikeja, Lagos State	0807-860-4883, 0908-077-7714	Shelter Counselling Sensitization/Advocacy	info@dayspringhelps.org www.dayspringhelps.org debolaoni@dayspringhelps.org
12	International Federation of Female Lawyers (FIDA), Lagos Chapter	FIDA Secretariat, 16, Makoko Road, Yaba, Lagos State	0805-702-7545, 0803-309-20056	Litigation Mediation Awareness/sensitization	fida-lagos@yahoo.com, ogbolung@yahoo.com
13	Legal Defense and Assistance Project (LEDAP)	11B, Christ Avenue, off Admiralty Road, Lekki Phase 1, Lagos State	0803-691-3264	Advocacy, sensitization and awareness on domestic violence Pro bono services	info@ledapnigeria.org obiagwu@ledapnigeria.org
14	Media Concern Centre	13, Anthony Oti Street, off Bolthine Schools Street, Aboru, Lagos State	0809-952-2487, 0805-820-7164	Victim's advocacy Forensic interviewing Counselling Manager of Iprotect App	info@mediaconcern.net www.mediaconcern.net
15	Mirabel Centre	Lagos State University Teaching Hospital (LASUTH), Ikeja – Lagos State	0701-349-1769, 0815-577-0000, 0818-724-3468	Free medical and counselling services to survivors of sexual violence	sarc@pjnigeria.org https://mirabelcentre.org
16	Project Alert on Domestic Violence Against Women	21, Akinsanya Street, off Isheri Road, Ojodu-Berger	0818-009-1072	Advocacy, Legal aid Counselling/mediation, Shelter	projectalert@projectalertnig.org, josephine@projectalertnig.org
17	Real Woman Foundation	58, CMD Road, Magodo, Lagos	0803-717-8963, 0808-832-3967	Shelter Rehabilitation of ex-	info@therealwoman.org

		State		commercial sex workers	www.therealwoman.org info@therealwoman.org
18	Women Advocates Research and Documentary Centre (WARDC)	22, Aforiogun Street, off Obafemi Awolowo Way, Ikeja, Lagos State	0818-005-6401, 0818-009-3277, 0805-595-1858	Pro bono legal aid services, Paralegal services, Advocacy	womenadvocate@yahoo.com www.wardcnigeria.org
19	Women At Risk International Foundation (WARIF)	6, Turton Street, off Thorburn Avenue, Yaba, Lagos State	0809-210-0008, 0809-846-2006	Health care services, Counselling, Referrals, Legal aid Shelters, Skill acquisition, Psychosocial counseling	info@warifng.org bridget.taremotimi@warifng.org https://warifng.org
20	Women's Rights and Health Project (WRAHP)	The Pent House, 196, Egbe-Ikotun Road, Ejigbo, Lagos State	0803-718-3072, 0913-520-5119	Counselling and mediation, Referral service, Human rights protection	whr.project@yahoo.com info@wrahp.com wrahp.nig@gmail.com www.wrahp.com

LAGOS STATE DOMESTIC AND SEXUAL VIOLENCE AGENCY

LAGOS STATE GUIDELINES FOR PREVENTING AND ADDRESSING SEXUAL HARASSMENT IN THE WORKPLACE

Printed with the support of