



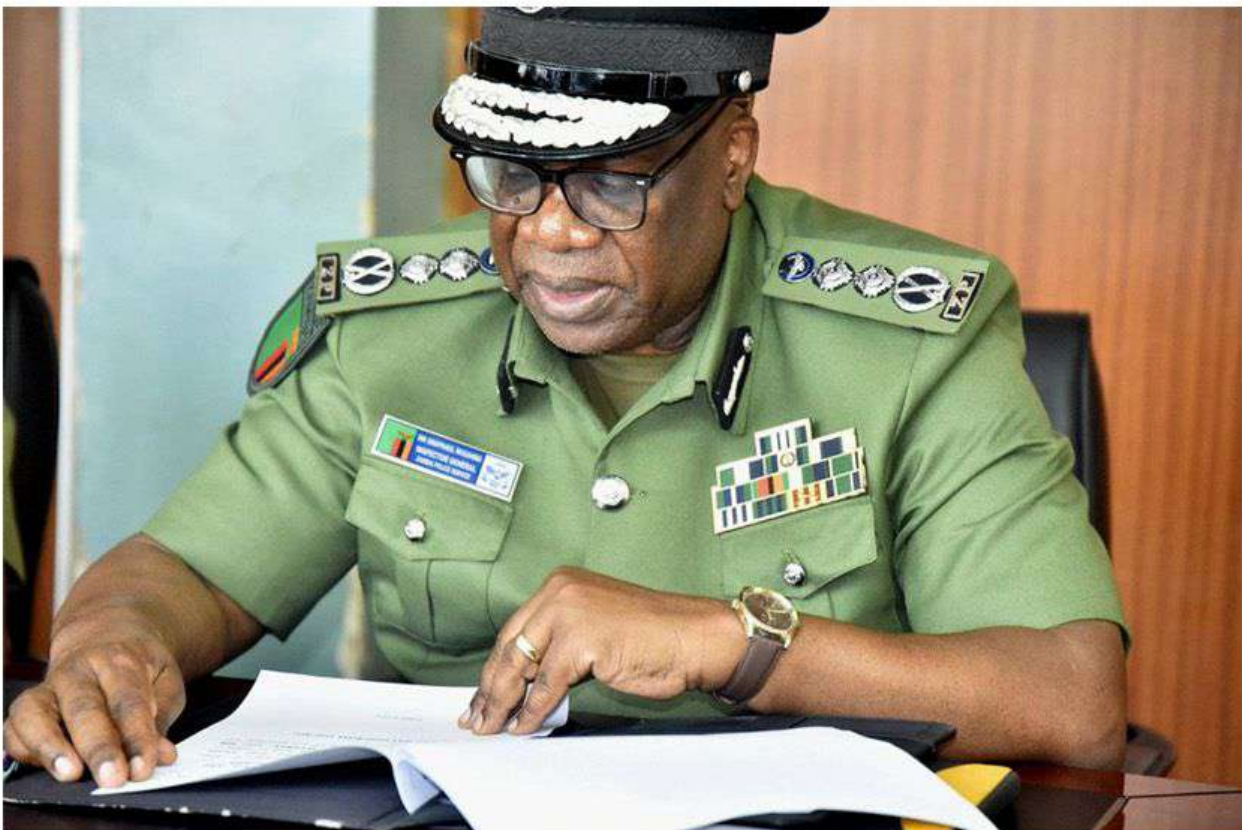
Anti-SHEA

Pocket Handbook

A Quick Guide to a Safe, Respectful & Professional Workplace

Our Commitment

The Zambia Police Service has **zero tolerance** for Sexual Harassment, Exploitation, and Abuse (SHEA). Every officer and staff member is responsible for upholding a culture of respect, dignity, and professionalism.



What is SHEA?

- **Sexual Harassment:** Unwelcome sexual advances, comments, gestures, or physical contact that creates a hostile environment.
- **Sexual Exploitation:** Abusing power or trust for sexual gain (e.g., offering promotions for sexual favors).
- **Sexual Abuse:** Any non-consensual sexual act, including assault, rape, or coercion.



Key Principles

👉 Zero Tolerance

👉 Survivor-Centered Approach

👉 Confidentiality

👉 No Retaliation

👉 Fair & Timely Process



How to Report

You can report SHEA through:

Internal Channels

- Immediate Supervisor (if not involved)
- Gender Focal Point
- Human Resources Officer
- Victim Support Unit
- SHEA Safeguarding Committee
- Inspector General's Office

External Channels

- Human Rights Commission
- Civil Society Organizations
- Police Public Complaints Commission

Anonymous Options

- Toll-free line
- Anonymous complaint boxes

What Happens After Reporting?

- 1. Acknowledgement** within 24 hours.
- 2. Risk assessment & support** for survivor.
- 3. Investigation** by Independent Committee (within 30 days).
- 4. Tribunal hearing** if evidence supports.
- 5. Decision & outcome** communicated to both parties.



Disciplinary Actions

First breach = Dismissal for:

Sexual exploitation, abuse, bribery, intimidation, rape, abuse of office.

Other breaches may lead to:

Final warnings, demotion, suspension, or criminal prosecution.



Your Responsibilities

- ✔ Treat everyone with respect.
- ✔ Report any SHEA concerns.
- ✔ Do not retaliate against reporters.
- ✔ Complete mandatory SHEA training.
- ✔ Uphold the ZPS Code of Conduct.



