



**Gonet
Academy**
Adding Value to Your Career



Gonet Academy Gender and Anti-Harassment Policy

Promoting Safety, Respect, Inclusion, and Equality for All

1. Policy Statement

- a) Gonet Academy is committed to providing a safe, inclusive, gender-responsive, and harassment-free environment for all students, staff, trainers, volunteers, partners, and visitors.
- b) We uphold the principles of **equality, dignity, professional ethics, and zero tolerance for all forms of harassment**, including sexual harassment, gender-based violence, discrimination, intimidation, and abuse of authority.
- c) Everyone at Gonet Academy has the right to learn, work, and participate in an environment that is respectful and free from harm—physically, psychologically, and emotionally.

2. Purpose of the Policy

- a) This policy aims to:
 - I. Promote **gender equality** and ensure equitable access to learning and professional development opportunities
 - II. Prevent and address all forms of harassment, including **sexual harassment, bullying, exploitation, and discrimination**
 - III. Establish clear reporting channels and procedures for handling complaints
 - IV. Protect the rights and privacy of complainants, respondents, and witnesses
 - V. Strengthen a culture of **respect, professionalism, accountability, and safety** across Gonet Academy's programs and operations

3. Scope

- a) This policy applies to:
 - I. All students (certificate, diploma, comprehensive, online, and in-person)
 - II. All staff, trainers, interns, volunteers, consultants, and members of management
 - III. Alumni participating in events or using institutional platforms
 - IV. Visitors, partners, and anyone interacting with Gonet Academy programs, services, or facilities



- V. All spaces and platforms, including classrooms, online platforms (GA-VLE, Zoom, Google Meet, WhatsApp), field trips, events, and digital communications

4. Definitions

- a) **Gender Equality:** Equal rights, responsibilities, and opportunities for all genders.
- b) **Harassment:** Any unwelcome behavior (verbal, physical, written, or digital) that demeans, intimidates, threatens, or offends another person.
- c) **Sexual Harassment:** A form of gender-based violence and abuse of power, including but not limited to:
- I. Unwelcome sexual advances or requests
 - II. Suggestive comments or jokes
 - III. Inappropriate touching or gestures
 - IV. Sexual messages or images sent digitally
 - V. Abuse of authority for sexual favors
 - VI. Any behavior that creates a hostile or uncomfortable environment
- d) **Gender-Based Violence (GBV):** Harm directed at an individual based on their gender identity or perceived gender role.
- e) **Bullying:** Repeated behavior intended to intimidate, humiliate, or harm an individual.
- f) **Digital Harassment:** Any harassment conducted online (cyberbullying, non-consensual sharing of images, intrusive messages, etc.)

5. Core Principles

- a) Gonet Academy upholds the following principles:
- I. **Zero tolerance** for harassment and discrimination
 - II. **Confidentiality** in all reporting and investigation procedures
 - III. **Protection from retaliation**—no one will suffer reprisal for reporting harassment in good faith
 - IV. **Survivor-centered and rights-based approach** to handling complaints
 - V. **Fairness, neutrality, and professionalism** in all investigations
 - VI. **Gender sensitivity** is integrated into teaching, operations, and student engagement



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- VII. **Inclusivity**—respect for all regardless of gender, disability, ethnicity, age, religion, or social background

6. Prohibited Behaviors

The following are strictly prohibited within Gonet Academy:

a) **Sexual Harassment**

- I. Uninvited touching, hugging, or physical contact
- II. Sexual comments, jokes, or insinuations
- III. Requests or pressure for sexual favors
- IV. Display of sexually explicit images or messages
- V. Sexual gestures or unwanted flirting

b) **Gender-Based Discrimination**

- I. Biased treatment based on gender identity or expression
- II. Stereotyping, exclusion, or denying opportunities
- III. Mocking or belittling someone based on gender

c) **Bullying and Intimidation**

- I. Verbal abuse, insults, or threats
- II. Humiliating comments or public shaming
- III. Cyberbullying in any form

d) **Abuse of Authority**

When a trainer, staff, supervisor, or leader:

- I. Uses their position to solicit favors
- II. Punishes, threatens, or rewards students unfairly
- III. Manipulates grades, attendance, or opportunities

e) **Retaliation**

- I. Any punishment for reporting complaints is strictly prohibited.

7. Prevention Measures

- a) Gonet Academy fosters prevention through:



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- I. **Awareness sessions** during orientation and throughout the program
- II. **Student Handbook and Policy distribution**
- III. **Confidential reporting channels**
- IV. **Training for staff and facilitators** on gender, safeguarding, and ethical conduct
- V. **Creating safe classroom and digital environments**
- VI. **Promotion of respect and professionalism** across all programs

8. Reporting Harassment

- a) Students and staff may report concerns through any of the following channels:
 - I. **Human Resources Manager (Primary Contact): Email (official):**
hr@gonetacademy.com
 - II. **Program Quality & Delivery Office: Email:** programs@gonetacademy.com
 - III. **CEO's Office (if the case involves staff or facilitators)**
 - IV. **Anonymous Reporting Options:** Anonymous form (if provided) and Confidential note
- b) **Reports may be made in:**
 - I. Writing
 - II. Verbal communication
 - III. Digital messaging (email or official support line)
- c) All reports will be handled **promptly, confidentially, and sensitively**.

9. Investigation Procedures

- a) Upon receiving a complaint:
 - I. **Acknowledge receipt** within 24–72 hours
 - II. **Conduct a preliminary assessment** to determine the nature of the case
 - III. **Interview all parties**—complainant, respondent, witnesses
 - IV. **Document findings** confidentially
 - V. **Recommend actions** such as:
 - A. Warning or reprimand
 - B. Suspension from class
 - C. Removal from the program
 - D. Referral to legal authorities (if required)
 - VI. **Communicate outcomes** to the complainant (while protecting privacy).



10. Protection of Complainants and Witnesses

- a) Gonet Academy guarantees:
 - I. Confidentiality of identity
 - II. Protection from retaliation or discrimination
 - III. Psychological support referrals if needed
 - IV. Respect and dignity throughout the process

11. Sanctions for Violations

- a) Depending on severity, consequences may include:
 - I. Verbal or written warning
 - II. Mandatory counseling or training
 - III. Suspension or termination of enrollment/employment
 - IV. Ban from future programs or events
 - V. Reporting to legal authorities

12. Gender Equality Commitments

- a) Gonet Academy commits to:
 - I. Promoting leadership and participation opportunities for women
 - II. Ensuring equal access to programs, scholarships, training, and employment
 - III. Using gender-responsive teaching and communication strategies
 - IV. Eliminating stereotypes, discrimination, and bias

13. Support Services

- a) Gonet Academy provides:
 - I. Academic and psychosocial support
 - II. Referral pathways for survivors of GBV
 - III. Counseling referrals through partner organizations
 - IV. Safe learning environments physically and online

14. Monitoring and Review

- a) This policy will be:
 - I. Reviewed annually

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- II. Updated as laws, best practices, or organizational needs change
- III. Communicated in orientations, meetings, and via the website

15. Effective Date

- a) This policy becomes effective **January 2025** and applies to all current and future learners, staff, trainers, and stakeholders.