



**Islamic Republic Of Afghanistan
Kabul Municipality**



ANTI-DISCRIMINATION POLICY STANDARD OPERATING PROCEDURE

H.E Mohammad Yonus Nawandesh

Signature: _____



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Policy Statement: Kabul Municipality through its anti-discrimination policy has a zero tolerance policy towards any discrimination in the workplace. Kabul Municipality is committed to provide all its employees an environment that is free from all types of discrimination based upon an individual's race, ethnicity, national origin, age, religion, gender, physical or mental disability, or veteran status. Discrimination in any form will not be tolerated at the Kabul Municipality.

Definition:

Discrimination

Discrimination occurs when someone is treated unfavorably because of one of his or her personal characteristics including, but not confined to, the following areas:

- Gender (being a man or a woman)
- Age
- Disability
- Religion
- Social status
- Marital status
- Race
- Tribe
- Language

Types of Discrimination

- Discrimination in appointments
- Unequal pay for equal work
- Unequal opportunity for equal performance
- Unequal benefits for equal work achievements

Procedures:

Kabul Municipality in order to assess and follow up cases of discrimination that occur in the workplace establishes and strengthens the Conflict Resolution Committee comprising both male and female members (Conflict Resolution Committee) that provides the following mechanisms to deal with the situation:

A. Conflict Resolution Committee is responsible to:



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- The committee will be formed by His Excellency the Mayor, This committee will consist of 6 members
- The Committee should include the HR Director, Staff Relations department head, Head of the Women's Council. The rest of the council members, Head of Policy department, Legal Advisory member and KM employee who is a female.
- The committee is obliged upon receiving the formal complaint, investigate the incident confidentially and report the results to H.E the Mayor.
- Completion of correspondence and documents related to the complaint
- Ensure the handling of the case in a confidential manner
- If the committee finds out during the investigation that the complainant is contrived against the accusation, this automatically proves to be an act of discrimination and violation of this policy, therefore the complainant is subject to penalties as deemed accurate for the Committee.
- The Conflict Resolution Committee is obliged to increase the awareness level of KM staff on the types and penalties of discrimination in order to avoid the discriminations happen.

PROCEDURES:

Complaints Procedures

1. Informal

- Prompt, appropriate, direct action must be taken to stop incidents of discrimination. In some situations, a person may not realize that his or her behavior is unwelcome and/or offensive. Therefore, an offended employee is encouraged to clearly tell the offending individual that the behavior is unwelcome, offensive or inappropriate and requests that the conduct stops.
- If the offended employee is reluctant to make such a statement to the offending individual and/or the offending conduct continues, the offended employee shall inform a non-involved supervisor, manager, or the Human Resources Department of the incident or incidents.
- Supervisors shall immediately advise and consult with the conflict resolution committee when an informal complaint has been received. If the offended individual or alleged offending individual is not satisfied with the resolution of the matter, then a formal written complaint must be filed by one of them.

2. Formal

- If the matter is not resolved informally, the victim should record what took place, who was involved, where the incident(s) occurred, witnesses, and other observations on an Incident Report Form and give it to the Head of Conflict Resolution Committee as soon as possible.



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- The conflict resolution committee will follow the case accordingly.
- The complaint must be addressed in a written form to the CRC including supporting documents as i.e. the accused complete name, place and date of the incident, detailed case of discrimination, witnesses if any.

PENALTIES:

Kabul Municipality strongly condemns the act of discrimination by any of its employee and based on the seriousness of the action.

Disciplinary action will be taken against anyone who discriminates against another person in the workplace or work related environment in accordance with the set rules and regulations of the Policy on Anti-Discrimination and the measures identified by the Conflict Resolution Committee. Same applies to the ones who discriminate or victimize a person making a complaint face disciplinary action.

1. Disciplinary Action may involve a warning (verbal or written), transfer, or termination of employment depending on the seriousness of the case.
2. Serious bypass of this policy may result in employment being terminated immediately. This means that no warnings will be given.

PREPARED BY:

APPROVED BY:

DG Policy and Coordination

Mohammad Yonus Nawandesh
Kabul City Mayor



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ANNEX A

COMPLAINT REGISTRATION FORM

COMPLAINANT INFORMATION:

Name: _____

Department: _____

Job Title: _____

Grade: _____

ACCUSED INDIVIDUAL/S INFORMATION:

Name of the Employee/s committed the action: _____

Department: _____

Job Title: _____

Grade: _____

DESCRIPTION OF THE TYPE OF DISCRIMINATION: (Include date and Time)

Requested Disciplinary Action?

ACKNOWLEDGEMENT



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In order to investigate your complaint, it will be necessary to meet you, the alleged individuals, and the witnesses with the knowledge of the allegations. The Conflict Resolution Committee will notify all persons involved in the investigation that it is confidential and any disclosure would result disciplinary action.

Therefore by signing below you state that you would cooperate throughout the investigation period and that all the information stated above is true and correct.

Name of the Victim: _____

Signature: _____

Name of the Witness/s: _____

Signature: _____

Date : _____

For Employees use:

Your Receipt of the Complaint Submission

Received Date: _____

Received By: _____

Signature: _____