

Equal Opportunity Employer Policy for Save The Pastoralists Kenya (STP)



Foreword

At Save The Pastoralists Kenya (STP), our commitment to equal opportunity is grounded in our belief in the inherent dignity and value of every individual. We understand that the strength of our organization lies in the diversity of our people: their unique perspectives, backgrounds, experiences, and talents. As an organization dedicated to supporting and empowering pastoralist communities in Kenya, we must embody the principles of fairness, inclusivity, and equity in everything we do.

This Equal Opportunity Employer Policy represents our dedication to building a workplace where everyone has a fair chance to succeed. It outlines our values and commitments to non-discrimination, fair treatment, and inclusive practices across all areas of employment. The policy also guides how we address grievances, accommodate disabilities, and ensure continuous improvement through training and data monitoring.

We are proud to share this policy as a declaration of our values and as a promise to our employees, partners, and the communities we serve. Together, we will foster a culture of respect, opportunity, and excellence.

Christopher Eporon Ekuwom,

Executive Director,

Save The Pastoralists Kenya (STP).

SAVE THE PASTORALISTS
(STP) KENYA
19 APRIL 2025
P.O. BOX 438-30500
LODWAR

Policy Guiding Principles.

1. Fairness for All

We believe every person should be treated with dignity and fairness

Employment decisions at STP will be based on qualifications, experience, and ability on race, gender, tribe, religion, disability, age, or background. Discrimination in any form is not acceptable.

2. Inclusion and Diversity

We value the strength that comes from diverse experiences and backgrounds.

We are committed to building a team that represents the communities we serve. This includes women, youth, persons with disabilities, and people from marginalized pastoralist communities.

3. Equal Access to Opportunities

Everyone should have a fair chance to grow and succeed.

STP will provide equal access to job opportunities, training, promotion, and professional development, ensuring no one is held back because of bias or favoritism.

4. Respect and Dignity at Work

Our workplace must be safe, respectful, and welcoming for all.

No harassment, bullying, or degrading behavior will be tolerated. Every employee has the right to work in an environment where they feel safe, valued, and respected.

5. Reasonable Accommodation

We recognize and support different needs.

Where possible, STP will make reasonable adjustments to support staff with disabilities, medical conditions, or religious practices, so everyone can perform their duties fully.

6. Accountability and Leadership

Leaders must lead by example.

Managers and team leaders are responsible for upholding this policy, promoting fairness, and taking action when the principles are violated.

7. Community-Rooted Ethics

Our hiring practices reflect our calling to serve others in truth and love.

Guided by values of justice, compassion, and stewardship, STP is committed to offering opportunities that honor the humanity and potential of every individual.



1: Introduction and Non-Discrimination Clause

Introduction: STP's mission is centered on inclusion, equity, and support for marginalized groups, particularly pastoralist communities. We strive to reflect these values internally by maintaining a fair and inclusive work environment. This Equal Opportunity Employer Policy applies to all employees, job applicants, volunteers, interns, and third-party contractors.

Non-Discrimination Clause:

STP prohibits any form of discrimination in the workplace. Employment decisions are based on merit, qualifications, and business needs. We do not tolerate discrimination based on race, color, ethnic origin, nationality, age, sex, gender identity or expression, sexual orientation, marital or family status, religion, disability, socioeconomic background, pregnancy, HIV status, or any other characteristic protected under Kenyan law or international human rights standards.

All individuals will be treated with respect and given equal opportunity in hiring, promotion, training, and other employment practices. Harassment, bullying, and retaliation are also strictly prohibited.

2: Hiring and Recruitment

Our recruitment process reflects our commitment to equal opportunity and diversity. STP believes that fair hiring is the foundation of a productive and inclusive workforce.

Key Practices:

- All job openings will be publicly advertised using inclusive language.
- Job descriptions will outline clear, objective, and essential criteria, focusing only on qualifications directly related to job performance.
- STP will ensure that recruitment advertisements do not include biased or exclusionary language.
- Shortlisting and interview processes will follow transparent, standardized procedures.
- Interview panels will consist of diverse members to minimize unconscious biases.
- Recruitment decisions will be based solely on merit, skills, experience, and alignment with STP's values.
- Candidates with disabilities will be encouraged to apply and provided with appropriate accommodations during the recruitment process.



3: Employee Treatment and Advancement

We believe in equitable treatment throughout the employment lifecycle. STP strives to create a workplace where every employee feels valued and has the opportunity to grow.

Commitments Include:

- All employees will have equal access to mentorship, professional development, and training programs.
- Promotions and career progression decisions will be based on performance, skill set, and organizational need.
- Performance evaluations will be conducted using standardized tools and criteria.
- STP will monitor compensation practices to ensure equity across comparable roles.
- Managers will undergo training to eliminate conscious and unconscious bias in supervision and decision-making.

4: Reasonable Accommodations

STP is committed to creating a supportive and accessible work environment for all employees, including those with disabilities.

We Will:

- Provide reasonable accommodations upon request, such as modified work schedules, accessible office spaces, adaptive equipment, or support services.
- Maintain open and confidential communication with employees regarding accommodation needs.
- Regularly assess the workplace to identify and address barriers to accessibility.
- Train HR personnel and managers on legal obligations and best practices regarding accommodations.

Accommodations will be implemented unless doing so would impose an undue hardship on the organization.

5: Grievance Procedures

To support a culture of transparency and trust, STP will establish a comprehensive grievance procedure to address complaints of discrimination, harassment, or unfair treatment.

Grievance Process:

1. Employees can report concerns to a supervisor, the HR officer, or through an anonymous reporting system.
2. A formal complaint can be submitted in writing and will be acknowledged within five working days.



Equal Opportunity Employer Policy for Save The Pastoralists Kenya (STP)

1. The HR department will lead an impartial investigation, ensuring confidentiality throughout.
2. The complainant and alleged offender will be interviewed separately, and evidence will be documented.
3. Outcomes will be communicated in writing within 30 days, including any corrective action.
4. Employees have the right to appeal decisions through an independent review panel.

No employee will face retaliation for reporting a grievance or participating in an investigation.

6: Diversity and Inclusion Initiatives

STP is dedicated to fostering a work culture that values and promotes diversity and inclusion at all levels of the organization.

Initiatives to be undertaken include:

- Targeted outreach to underrepresented groups in our hiring practices.
- Partnerships with local universities, NGOs, and community organizations to diversify our applicant pool.
- Observance and celebration of cultural events and awareness days.
- Formation of a Diversity and Inclusion Committee to oversee the implementation of initiatives.
- Internal newsletters and forums to promote dialogue and inclusion.
- Regular staff surveys are conducted to gather feedback and identify areas for improvement.

We view diversity and inclusion not as a goal, but as a continuous journey of learning and growth.

7: Training and Education

Education is essential to maintaining an inclusive workplace. STP will provide ongoing training to employees, managers, and volunteers.

Our Training Programs will include:

- Mandatory onboarding sessions covering EEO principles and the organization's anti-discrimination policies.
- Annual refresher courses for all staff on topics such as respectful communication, cultural sensitivity, and unconscious bias.
- Advanced training for managers and HR on recruitment equity, performance management, and handling grievances.
- Guest speaker sessions, webinars, and workshops from external experts in the diversity and inclusion space.



- Evaluation of training impact through feedback forms and performance metrics.

8: Policy Communication and Implementation

To ensure consistency and effectiveness, STP will take active steps to communicate and implement this policy across all operational levels.

Key Measures:

- The full policy will be included in employee handbooks and onboarding materials.
- Copies of the policy will be prominently displayed in the workplace and shared electronically.
- All new hires will sign an acknowledgment of understanding and commitment to the policy.
- Department heads and team leads will be accountable for enforcing the policy in their respective units.
- Periodic audits will be conducted to review compliance and address any gaps.

9: Legal Compliance

STP is committed to upholding all relevant equal opportunity and anti-discrimination laws, both national and international.

Compliance Responsibilities:

- The HR department will regularly review changes in employment law and update policies accordingly.
- STP will comply with Kenyan labor laws, including the Employment Act, Persons with Disabilities Act, and relevant international conventions (e.g., ILO standards).
- Legal advisors may be consulted to interpret and implement complex legal provisions.
- Annual policy reviews will ensure continued alignment with best practices and legal standards.



10: Data Collection and Monitoring

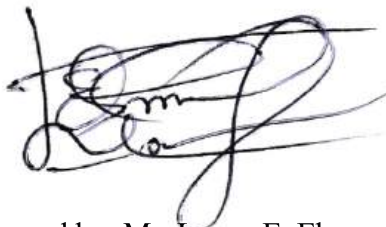
Data collection and analysis are key to identifying disparities and informing policy improvements.

Our Approach will include:

- Collecting demographic data during recruitment and on-boarding, with confidentiality safeguards.
- Monitoring employment metrics such as promotion rates, pay equity, grievance frequency, and training participation.
- Analyzing trends to detect patterns of discrimination or under-representation.
- Publishing anonymized annual diversity reports to ensure transparency and accountability.
- Using insights to develop targeted interventions and adjust organizational strategies.

This Equal Opportunity Employer Policy is a living document. We will continue to review, revise, and strengthen our commitments as our organization and society evolve.

Policy Implementer: Human Resources Manager & Executive Director



SAVE THE PASTORALISTS
(STP) KENYA
19 APRIL 2025
P.O. BOX 438-30500
LODWAR

Approved by: Mr. Lynus E. Ebenyo Nakiporo, PMP[®]

Chairperson and Head of Policy and Strategy - STP Kenya Board

Approval Date: 15th April 2025

Next Review Date: 15th May 2026.

