

# Harassment, Bullying and Discrimination Policy



## 1. Definitions

- **CCPR Centre Employees:**

The term “CCPR Centre Employees” includes all paid full time and part time employees of the Centre, being them at HQs or in affiliated regional and country offices, as well as interns. It also includes long-term consultants, members of the Board and the Advisory Board. The term does not include non-CCPR Centre entities or individuals who have entered temporary/short-term partnership, sub-grant or sub-recipient agreements with the Centre.

- **Inclusion:**

is ensuring all staff are valued, respected and supported. It focuses on the needs of every individual and ensuring the right conditions are in place for each person to achieve his or her full potential. Inclusion goes hand in hand with diversity.

- **Diversity:**

in the workplace refers to a workforce that’s made up of people from, among other things, different ages, cultural backgrounds, geographies, physical abilities and disabilities, religions, genders, and sexual orientation.

- **Discrimination:**

refers to any distinction, exclusion, restriction or preference which is based on any ground, including but not limited to the grounds named in the next sentence, and which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise by all persons, on equal footing, of all rights and freedoms. Discrimination can be on the grounds of: gender or gender identity; sexual orientation; marital status, or pregnancy; family/carer responsibilities; language; race, nationality, ethnicity; skin colour; class, caste, social origin; level or type of education; religious beliefs (or lack of); health status (dependent on role requirements); disability or impairment; age; trade union activity (or lack of); political or particular belief (or lack of). It must be noted that the enjoyment of rights and freedoms on an equal footing does not mean identical treatment in every instance.

- **Harassment<sup>1</sup>:**

is any form of behaviour that is unwelcomed, unsolicited, unreciprocated and usually (but not always) repeated. It is behaviour that is likely to offend, humiliate, or intimidate. It can make it difficult for effective work to be done by the staff member or groups targeted or affected by this behaviour. For harassment to occur, there does not have to be an intention to offend or harass. It is the impact of the behaviour on the person who is receiving it, together with the nature of the behaviour, which determines whether it is harassment.

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<sup>1</sup> This policy should be read in conjunction with the Centre’s Sexual Abuse and Exploitation & Sexual Harassment Policy & Guidelines.

- **Bullying:**

may be described as repeated and unreasonable behaviour directed toward a person, or a group of people, that creates a risk to health, safety and well-being. It includes behaviour (generally a pattern of behaviour) that intimidates, offends, degrades or humiliates another person, including by electronic devices including email, blogs, notice boards, social networking sites and websites.

Considering above, following behaviours do **NOT** constitute harassment, workplace bullying or discrimination:

- Reasonable management practices, including performance management and disciplinary action and/or procedures, including legitimate comments, advices and feedback, either negative or constructive, from managers and supervisors on work performance or work-related behaviour of an individual or group;
- Feedback from managers to workers during a formal (or informal) performance appraisal or review, provided that the process is managed with sensitivity and respect and that managers are fulfilling their responsibility to provide full, candid and honest feedback to workers;
- A direction to carry out reasonable and lawful duties and instructions; and
- A direction to comply with the Centre policies, procedures and guidelines.

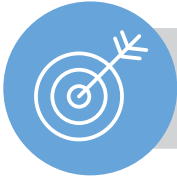


## 2. Policy Statement

The Centre is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits any practice of harassment, bullying and discrimination as defined in the section 1.

The Centre has developed this policy to ensure that all its employees can work in an environment free from harassment, bullying and discrimination, as defined in the section 1.

The Centre will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately. The Centre does not tolerate any acts of retaliation including intimidation, victimization, discrimination or arbitrary treatment against those raising their legitimate concerns in accordance with this policy or those who assist investigation of the matter and/or correcting actions.



### 3. Scope

This policy applies to all CCPR Centre's employees, as defined in the section 1.

- Conduct prohibited by this policy is prohibited in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events;
- This policy should be read in conjunction with local legislation (where possible), however local legislation will take precedence over this policy in the event of a conflict;
- This policy should also be read in conjunction with the following associated policies, as may be amended from time to time:
  - ▶ Whistleblowing Policy
  - ▶ Sexual Abuse and Exploitation & Sexual Harassment Policy and Guidelines



### 4. Commitments

As an organisation, the Centre will:

- Provide a safe and inclusive workplace where all employees are treated with dignity, courtesy and respect;
- Provide a workplace where equality and inclusion are integral to how we work, which creates a positive working environment and culture for us all;
- Actively promote and support appropriate standards of workplace conduct at all times supported by and in reference to the Centre's values as enshrined in the Code of Conduct;
- Provide a safe, effective and accessible procedure for complaints;
- Treat all complaints in a professional, sensitive, fair, timely and confidential manner; and take appropriate action when a complaint has been substantiated and proven to have occurred. These can include disciplinary action, up to and including termination of employment;
- Ensure any acts of victimisation or retaliation are investigated and dealt with promptly; and take immediate and appropriate action following confirmation and substantiation that a malicious complaint had been lodged. These can include disciplinary action, up to and including termination of employment;
- False and malicious complaints of harassment, bullying, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.



## 5. Roles and Responsibilities

All CCPR Centre employees are responsible for maintaining a working environment free from any form of harassment, bullying and discrimination. The Centre employees must value and respect the full diversity of our colleagues' experiences and strive for inclusion.

### All CCPR Centre employees will:

- Be aware of the issue of harassment, bullying and discrimination, and the forms it can take and of the damage it can do to individuals and to the Centre;
- Demonstrate compliance to, and support of this policy by signing a copy of this policy when they join any part of CCPR Centre;
- Not engage in any kinds of behaviour which constitute harassment, bullying or discrimination as indicated in this policy;
- Report any potential breaches of this policy to Katharina Rose, member of the Board, via email to [K.rose@ganhri.org](mailto:K.rose@ganhri.org);
- Comply fully and confidentially with any investigation relating to potential breaches of the policy.

### Regional Coordinators will:

- Take all reasonable steps to monitor, and prevent any form of harassment, bullying and discrimination from arising in the workplace;
- Inform the Director or the Board of any potential breach of this policy and/or reports or complaint in this regard, within 24 hours of becoming aware or being lodged.

### The Centre's Director and Board will:

- Ensure the workforce is aware and informed of this policy and its application;
- Encourage staff to report instances;
- Respond promptly, seriously and with respect and sensitivity to every complaint;
- Regularly review and improve this policy;
- Communicate any changes to this policy to the workforce.



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