

# FAITH COMMUNITY DEVELOPMENT INITIATIVE



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## FAITH COMMUNITY DEVELOPMENT INITIATIVE SEXUAL HARASSMENT POLICY

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Approved by the Board on this.... Day of..... 2024  
and  
Adopted on this Day of 2024

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Board Chairman.

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2024

## Introduction

This Sexual Harassment Policy applies to all employees at all locations of Faith Community Development Initiative. All employees become subject to this policy on their first day of employment with Faith Community Development Initiative and will be subject to discipline for violations of this policy, up to and including termination.

## The Policy Statement

Faith Community Development Initiative is committed to providing a safe environment for all its employees, volunteers and interns free from discrimination on any ground and from harassment at work including sexual harassment. Faith Community Development Initiative will operate a zero-tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment/mandate.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence.

No one will be victimized for making such a complaint.

## Definition of Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated, and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

- **Physical conduct**
  - Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching.
  - Physical violence, including sexual assault.
  - Physical contact, e.g. touching, pinching twinkling.
  - The use of job-related threats or rewards to solicit sexual favors
- **Verbal conduct**
  - Comments on a worker's appearance, age, private life, etc.
  - Sexual comments, stories and jokes.
  - Sexual advances.
  - Repeated and unwanted social invitations for dates or physical intimacy.
  - Insults based on the sex of the worker.
  - Condescending or paternalistic / overprotective remarks.
  - Sending sexually explicit messages (by phone or by email).
- **Non-verbal conduct**
  - Display of sexually explicit or suggestive materials.
  - Sexually suggestive gestures.
  - Whistling.
  - Leering/staring.

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. Faith Community Development Initiative recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

Faith Community Development Initiative recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee.

Anyone, including employees of Faith Community Development Initiative, volunteers/interns, clients, customers, casual workers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

Beneficiaries, donors, and any members of the Faith Community Development Initiative board of the directors also fall under this internal policy, and will be reprimanded accordingly.

All sexual harassment is prohibited whether it takes place within Faith Community Development Initiative premises or outside, including at social events, business and learning trips, training sessions or conferences sponsored or organized by Faith Community Development Initiative.

### **Complaints Procedures**

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. Faith Community Development Initiative recognizes that sexual harassment may occur in unequal relationships (i.e. between a supervisor and his/her employee) and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, he/she can approach / report one of the designated (Head of Program on Civic Engagement) staff members responsible for receiving complaints of sexual harassment which are the Executive Director, Program manager or Supervisor. When a designated person receives a complaint of sexual harassment, he/she will:

- immediately record the dates, times and facts of the incident(s)
- ascertain the views of the victim as to what outcome he/she wants.
- ensure that the victim understands the company's procedures for dealing with the complaint.
- discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude/ stop the victim from pursuing a formal complaint if he/she is not satisfied with the outcome.
- keep a confidential record of all discussions.
- respect the choice of the victim.
- ensure that the victim knows that they can lodge the complaint outside of the organization through the relevant country/legal framework.

Throughout the complaints procedure, a victim is entitled to be helped by the management with counselling counsellor within the organization. Faith Community Development Initiative will nominate a staff/counsellor and provide them with special training to enable them to assist victims of sexual harassment. Faith Community Development Initiative recognizes that because sexual harassment often occurs in unequal relationships within the workplace, victims

often feel that they cannot come forward. Faith Community Development Initiative understands the need to support victims in making complaints.

## Complaint

A sexual harassment complaint must provide at least the following information:

- The complaining employee's name and position
- The name and position of the harasser
- The date of the incident
- The location of the incident
- A detailed description of the incident
- A description of any witnesses' present
- The effect of the incident on the employee's ability to perform their job
- Names and positions of other employees who may have been subjected to similar harassment
- What steps, if any, the employee has taken to try and stop the harassment
- Any other relevant information

## Informal Complaints Mechanism

If the victim wishes to deal with the matter informally, the designated person will:

- give an opportunity for the alleged harasser to respond to the complaint
- ensure that the alleged harasser understands the complaints mechanism.
- facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within the organization to resolve the matter.
- ensure that a confidential record is kept of what happens
- follow up after the outcome of the complaints mechanism to ensure that the behavior has stopped.
- ensure that the above is done speedily and within 28 days of the complaint being made.

## Formal Complaints Mechanism

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.

The designated person who initially received the complaint will refer the matter to a senior manager to instigate a formal investigation. The senior manager may deal with the matter him/herself, refer the matter to an internal or external investigator or refer it to a committee of three others in accordance with this policy. If the senior manager(s) are the alleged harassers, the victim may approach the board of directors with their complaint. The board of directors will follow the same procedure as the senior manager would – investigating the matter him/herself, refer the matter to an internal or external investigator, or refer it to a committee of three others.

The person carrying out the investigation will:

- interview the victim and the alleged harasser separately.
- interview other relevant third parties separately.
- decide whether or not the incident(s) of sexual harassment took place.

- produce a report detailing the investigations, findings and any recommendations.
- if the harassment took place, decide what the appropriate remedy for the victim is, in consultation with the victim (i.e.- an apology, a change to working arrangements, a promotion if the victim was demoted as a result of the harassment, training for the harasser, discipline, suspension, dismissal)
- follow up to ensure that the recommendations are implemented, that the behavior has stopped and that the victim is satisfied with the outcome
- if they cannot determine that the harassment took place, he/she may still make recommendations to ensure proper functioning of the workplace
- keep a record of all actions taken
- ensure that the all records concerning the matter are kept confidential
- ensure that the process is done as quickly as possible and in any event within [28] days of the complaint being made

### **Confidentiality**

During the investigation, Investigator will maintain confidentiality to the extent possible. Interviews with the harasser and witnesses may require Investigator to reveal the complainant's name but Investigator will take steps to ensure the complainant is protected from retaliation during and after the investigation. Any information relating to a sexual harassment complaint and investigation shall be maintained in secure and confidential files retained by Investigator.

### **Sanctions and Disciplinary Measures**

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- verbal or written warning
- adverse performance evaluation
- reduction in wages
- transfer
- demotion
- suspension
- dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

### **Implementation of this Policy**

Faith Community Development Initiative will ensure that this policy is widely disseminated to all relevant persons. It will be included in the staff handbook. All new employees, volunteers and interns must be trained on the content of this policy as part of their induction into the organization.

Every three (3) years, Faith Community Development Initiative will require all employees to attend a refresher training course on the content of this policy.

It is the responsibility of every manager to ensure that all his/her employees under his/her department are aware of the policy.

## **Monitoring and Evaluation**

Faith Community Development Initiative recognizes the importance of monitoring this sexual harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective.

Supervisors, managers, Director and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis. As a result of this report, the organization will evaluate the effectiveness of this policy and make any changes needed.

