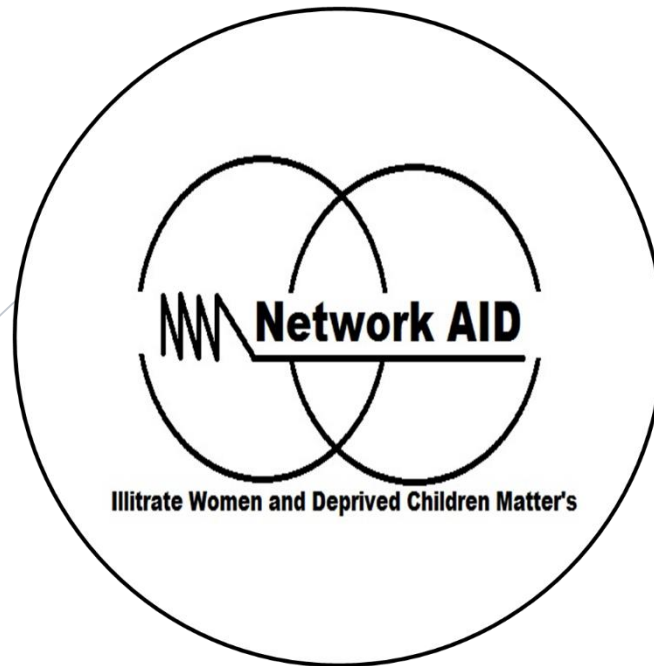


2023

Network AID Prohibiting Harassment & Retaliation Policy 2023

Ensuring A Safe, Working Space For All



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Network AID Prohibiting Harassment & Retaliation Policy 2023

Network AID Policy Prohibiting Discrimination, Harassment, and Retaliation

Introduction

A Policy Prohibiting Discrimination, Harassment, and Retaliation is a document used by the Organisation "Network AID" outlining specific acts of prohibited conduct in the workplace. This is an extremely important policy document for the Organisation. Over the past several years, there have been more and more cases of employment-based discrimination, harassment, or retaliation hence the need for a comprehensive policy that will protect employees and the Organisation.

This Policy Prohibiting Discrimination, Harassment, and Retaliation covers all common situations that should be addressed by the Organisation.

Commitment

The Organisation is committed to providing a safe, respectful, and lawful workplace that promotes equality and is free of any form of discrimination, harassment, and retaliation. In furtherance of this commitment, the Organisation has developed a Policy Prohibiting Discrimination, Harassment, and Retaliation (the "Policy").

Scope

This Policy prohibits all discrimination and harassment, including, but not limited to: discrimination or harassment based on sex (including pregnancy, childbirth or related medical condition, or breastfeeding), gender, gender identity or expression (including transgender identity or expression), sexual orientation, race, religious creed, color, national origin, ancestry, physical disability, mental disability, protected medical condition (including genetic characteristics), genetic information, marital status, age, military or veteran status, citizenship status, and any other category protected by applicable state or federal law.

Stance

The Organisation does not permit any instance of harassment, discriminatory conduct, or retaliation by or towards anyone.

Applicability

This Policy applies to all including coordinators, officers as well as, if applicable, temporary staff, ambassadors, advisors, volunteers, or interns (all listed here will be collectively referred to as employees and non-employees"). Employees and non-employees are prohibited from harassment, discrimination, or retaliation towards other employees, independent contractors,



vendors, suppliers, or any others doing business with the Organisation. Any employee in violation of this Policy will be subject to immediate and severe disciplinary action, up to and including termination.

Prohibition

The Organisation also prohibits third parties doing business with the Organisation from engaging in harassment, discriminatory conduct, or retaliation against its employees. Employees who believe that they have been the victim of discrimination, harassment, or retaliation from any third party doing business with the Organisation, such as the Organisation's independent contractors, vendors, suppliers, or others, should contact their immediate supervisor as soon as possible. Any complaints made in this regard will be dealt with promptly and confidentially.

Training

All employees are required to undertake the Organisation's comprehensive training on discrimination, harassment, and retaliation. New employees will not be permitted to begin in their roles until this training is complete. For any questions regarding the training, please see your direct supervisor.

Definition

Sexual Harassment: Sexual harassment includes a range of conduct that is unwelcome and offensive. Sexual harassment is conduct that is so pervasive or offensive that it interferes with an employee's performance. Sexual harassment is also conduct that creates an intimidating or hostile environment. Sexual harassment can be based on sex, gender, gender identity or expression, and sexual orientation.

Sexual harassment may include in-person interactions or those that occur via text message or the Internet, and violations of this Policy are not only those which occur on the Organisation's physical premises or during working hours. Sexual harassment can be physical or psychological.

A single instance of conduct that may, on its own, not be considered sexual harassment can become so if several incidents are perpetrated against the same individual by the same person or persons

Sexual harassment can include any of the following examples (sexual harassment can also be conduct that is not on the below list, which are intended as non-exhaustive examples only)

- a. unwanted sexual comments, sexual advances, or propositions
- b. "quid pro quo" requests offered in exchange for benefit or advancement
- c. non-verbal conduct, such as sexual gestures or displaying suggestive visuals
- d. threatening an employee for rejecting sexual advances



- e. sending sexually suggestive or derogatory text messages, videos, emails, or social media posts
- f. making degrading remarks about an individual, their body, or their gender, gender identity, or gender expression
- g. sexual assault, including touching or groping

Retaliation: is the conduct of getting back to the person or employees that has harassed another employee or employees without due process or the knowledge of the Organisation. It could be non-compliance to instructions, derogatory words, or talking to a third party.

Any retaliation that causes the organisation to disrupt; is resolved by disciplinary action of warning, suspension and termination

Complaint Mechanism

How to Make a Complaint: Employees who feel they have been subject to harassment or discrimination are encouraged to document such conduct and should immediately report the incident to their supervisor or, if the complaint is concerning their supervisor, to a superior supervisor. Those acting on behalf of the Organisation who have received a report of such conduct are advised to document everything thoroughly.

Employees can also file a complaint with a government agency or in court under federal, state or, local anti-discrimination laws but first, such complaint shall be channelled to the Organisation for consideration.

If employees are not comfortable bringing a complaint to their supervisor or someone directly above their supervisor, employees may report to any senior member of the Organisation they feel comfortable with. Employees should be aware, however, that the senior member they report to may bring the complaint to the employee's direct supervisor or other senior employees in the Organisation.

The Organisation encourages all employees to report violations of this Policy, no matter against whom. No individual member of the Organisation is exempt from this Policy.

Investigative Mechanism

Investigation: The Organisation promptly and thoroughly investigate all complaints reported under this Policy. The investigation be completed promptly. Investigations may involve interviews, examination of physical evidence, and the involvement of qualified personnel to assist, such as Human Resources or Legal Counsel. The investigation be kept confidential and disclosed only on a need-to-know basis. Please note, however, that the respondent may be made aware of the complainant's identity. The Organisation will also keep a record of the investigation, including documenting all interviews and evidence, so that the complainant may track its progress



Upon completion of the investigation, the Organisation will take any action deemed fit, based on the evidence collected, including termination of the offending employee or reports to law enforcement.

If the Organisation finds that the behaviour does not rise to the level of legally-actionable discrimination or harassment, but may do so if left unchecked, the Organisation will respond appropriately.

If any employee reporting a complaint under this section believes the Organisation's response has not been adequate, that employee may involve law enforcement as they deem necessary in their sole and exclusive discretion. Employees may also make complaints to the Ministry of responsible, is their sole and exclusive discretion.

Communication Mechanism

Communication: All Employees must communicate with the Organisation regarding any instances of discrimination, harassment, or retaliation. The Organisation is only able to assist Employees if we are made aware of the issue. It is your responsibility to bring these concerns to us.

The Organisation is responsible for communicating this policy and all related policies and procedures to employees and others doing business with the Organisation

Limitation

No Limitation: Nothing in this Policy is designed to replace or limit any legal rights employees may have to seek remedies under applicable law or rule.

Protective Disclosure

This policy is essential and the protective disclosure policy and related policies and procedures therein are covered

End

