



THE PROMISE FOUNDATION

For mental health, education and potential realisation

Anti-Harassment Policy

Policy brief & purpose

Our anti-harassment policy expresses our commitment to maintain a workplace that is free of harassment, so our employees can feel safe and happy. We will not tolerate anyone intimidating, humiliating or sabotaging others in our workplace. We also prohibit wilful discrimination based on [*age, sexual orientation, ethnicity, racial, religion or disability.*]

Scope

This anti-harassment policy applies to all employees, contractors, public visitors, volunteers, clients and anyone else whom employees come into contact with at work. For more details on how to recognize, report and deal with sexual harassment, please refer to our [sexual harassment policy](#).

Policy elements

What is the definition of harassment in the workplace?

Harassment includes bullying, intimidation, direct insults, malicious gossip and victimization. Here are some instances that we consider harassment:

Discriminatory Harassment

Racial Harassment:

- *Racial insults and slurs*
- *Racial jokes*
- *Disgust*

Gender Harassment:

- *Negative gender stereotypes about how men and women should or not act.*
 - *Teasing a male for what is perceived as a woman's job*
 - *Setting expectations that are gender biased for example defining 'leadership material' with primarily male attributes and branding women who do not meet these standards as not being 'leadership material'*
 - *Displaying material that is degrading to women*

Religious Harassment:

- *Refusal to reasonably accommodate their needs*
- *Isolation*
- *Harmful teasing*

Sexual-Orientation Harassment:

- *Isolation*
- *Harmful teasing*
- *Setting higher expectations than observed for others*

Age-based Harassment:

- *Excluded from opportunities*
- *Left out of activities or meetings*
- *Unfairly criticized*

Disability-Based Harassment:

- *Intolerance toward religious holidays*
- *Intolerance toward religious traditions*
- *Intolerance toward religious customs*

Personal-harassment

- *Intimidation tactics*
- *Critical remarks*
- *Personal humiliation*

Power-harassment

- *Excessive demands that are impossible to meet*
- *Demeaning demands far below the employee's capability*
- *Intrusion into the employee's personal life*

Psychological-harassment

- *Isolating or denying the victim's presence*
- *Belittling or trivializing the victim's thoughts*
- *Opposing or challenging everything the victim says*

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Cyberbullying

- *Share humiliating things about the victim by mass email or mass chat*
- *Spread lies or gossip about the victim on social media*
- *Send harassing instant messages or text messages directly to the victim*

Retaliation – this type of harassment typically has three parts:

- *Employee A files a complaint about Employee B*
- *Employee B finds out about the complaint and who made it*
- *Employee B harasses Employee A to get revenge and deter them from filing further complaints*

Employee B, in this case, would be harassing Employee A as retaliation.

Sexual Harassment

- *Sharing sexual photos*
- *Sexual comments, jokes, questions*
- *Inappropriate sexual gestures or touching*
- *Invading personal space in a sexual way*

Quid Pro Quo Sexual Harassment happens when the victim may grant sexual favours in exchange for:

- *A job promotion*
- *A salary increase*
- *Opportunities*
- *Avoidance of disciplinary action / termination*

Verbal harassment include things like threatening, yelling, insulting or cursing at a victim in public or in private.

How to address harassment

If you're being harassed, whether by a colleague, client or vendor, you can choose to talk to any of the following:

- **Offenders.** If you suspect that an offender doesn't realize they are guilty of harassment, you could talk to them directly in an effort to resolve the issue. This tactic is appropriate for cases of minor harassment (e.g. inappropriate jokes between colleagues.) Avoid using this approach with clients or stakeholders.
- **Your manager.** If clients, stakeholders or team members are involved in your claim, you may reach out to your manager. Your manager will assess your situation and may contact the Director as appropriate.
- **Board of Trustees.** Reach out to a member of the Board of Trustees in any case of harassment no matter how minor it may seem. For your safety, contact the Director or a member of the Board of Trustees as soon as possible in cases of serious harassment (e.g. sexual advances) or, if your manager is involved in your claim. Anything you disclose will remain confidential.

Disciplinary Consequences

Punishment for harassment depends on the severity of the offence and may include counselling, reprimands, suspensions or termination.

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Gideon Arulmani, Director The Promise Foundation