

Harassment Policy and Procedure

Consistent with Medair's mission, as well as our commitment to diversity, we seek to create and maintain an organisational environment that is free of harassment, and to ensure the same in all of our work with communities and partners. This is critical to our effectiveness as an organisation.

Each relief worker must have the opportunity to contribute fully to Medair's vision in a work environment that is free from all forms of social harassment and exploitation. To fulfill these aims, Medair expressly prohibits and will not tolerate any form of harassment, be it physical, sexual or psychological. Relief workers are obliged to create and maintain an environment that prevents exploitation and promotes the implementation of this policy.

Definitions

Harassment

Harassment means any unwelcome comment or behaviour that is offensive, demeaning, humiliating, derogatory, or any other inappropriate behaviour that fails to respect the dignity of an individual. Medair prohibits harassment of any program participant, partner, or other individual visiting or doing business with Medair. Examples of harassment include, but are not limited to:

- Verbal conduct such as threats, derogatory or offensive remarks, name-calling, innuendos, slurs, jokes or degrading words used to describe an individual or individual characteristics in general, or any other demeaning or inappropriate comments
- Visual conduct such as leering, gesturing, displaying or distributing offensive objects or pictures, cartoons, graffiti, posters, or magazines
- Offensive remarks in writing (letters, memos, emails, etc.)
- Threats or insinuations that could affect a program participant's entitlement to assistance
- Actual or threatened physical abuse or conduct

Sexual Harassment

Sexual harassment means any unwelcome sexual advance, comment, expressed or implied sexual demand, touch, joke, gesture, or any other communication or conduct of a sexual nature, whether verbal, written or visual, by any person to another individual within the scope of Medair's work. The definition includes conduct that is directed at members of the same or opposite sex and includes harassment based on sexual orientation. Medair prohibits sexual harassment of any individual, relief worker or program participant, regardless of their work relationship.

Examples of sexual harassment include, but are not limited to:

- Offering special benefits (including money, employment, goods or services) to participants in exchange for expressed, implied or demanded sexual favour
- Threats or insinuations that an individual's refusal or unwillingness to submit to sexual advances or demands will affect the person's entitlement to project assistance & support
- Verbal conduct such as sexually derogatory remarks, graphic verbal commentaries about an individual's body or dress, sexually degrading words used to describe an individual, sexually suggestive or obscene letters, note, e-mail or invitations, demeaning or inappropriate comments, name-calling, innuendos, slurs, jokes, sexual advances or propositions
- Visual conduct such as leering, sexual gestures, displaying or distributing sexually suggestive objects or pictures, cartoons, graffiti, posters, or magazines
- Actual or threatened physical contact or conduct, such as patting, pinching, blocking movements, or any other offensive touching

Sexual or Romantic Relationships

Medair strongly discourages staff from engaging in sexual or romantic relationships with members of communities with whom they are directly working. This is because a staff member has potentially greater access to goods, services and power than members of the program participant community, which could be used to pressure or exploit them. However, it is recognised that relief workers are often also members of the participant community. Should somehow a romantic relationship develop, the relief worker is expected to make this relationship known to his manager, who will then determine if the current work arrangement is appropriate.

Accountability

All relief workers will be individually held accountable for their knowledge and adherence to Medair's policy regarding harassment.

Procedure

Reporting Harassment

All relief workers have an obligation to report harassment of any form, if they believe it to have occurred in the course of duty within the workplace or in the program communities, if they observe such conduct, or if they receive any information about such conduct. Harassment of any form must be reported immediately to the Country Director or the HR Officer. The report may be verbal or in writing, and should provide details of what happened, including date, location and the name of the witness. The initial report and all subsequent

information developed will be held in the strictest confidence and will be disclosed only on a need-to-know basis in order to investigate and resolve the matter.

Investigation of Complaints

A confidential, thorough, impartial and prompt investigation of allegations of any form of harassment will be conducted. The investigation may consist of interviews with witnesses and others as appropriate, collection of information about the alleged conduct, gathering of documentation, or other procedures as appropriate. The individual alleged to have violated the policy would have the opportunity to present his or her view of the events in question. Medair will hold a full investigation. Within a reasonable period after the investigation is completed both the complaining relief worker or participant and the alleged to have violated this policy would be informed as to the result of the investigation. All records of the investigation should remain confidential.

Reprisal

Medair will not tolerate any form of coercion, intimidation, reprisal or retaliation against any relief worker who reports any form of harassment provides any information or other assistance in an investigation.

Penalties for Harassment & Retaliation

Any violation of this harassment policy/procedure to programme participant communities will be considered an act of gross misconduct, and anyone subject to this policy who is found to have harassed, coerced, intimidated or retaliated against another in violation of this policy will be subject to prompt and appropriate disciplinary action, up to and including termination. False claims of harassment in itself and be treated accordingly.