



ANTI-HARASSMENT POLICY AND PROCEDURE

1 POLICY DEFINITION

FAWE Liberia is committed to encouraging and maintaining good employee relations within a working environment which fosters teamwork and encourages employees to give their best. Everyone in FAWE Liberia and those who have dealings with FAWE Liberia have a responsibility to maintain good working relationships and not use words or deeds that may harm the wellbeing of others.

In addition to the obligations placed upon both employers and employees by the Decent Work Act of 2015, everyone has the right to be treated with consideration, fairness, dignity and respect. This contributes to a workplace environment in which individuals feel safe and can work effectively competently and confidently.

1.2 POLICY OBJECTIVE

This policy target employees both in office and outside their workstations. It extends to include non- permanent workers such as clients, service providers, contractors, consultants and any other workers. The policy, in addition, covers the behaviour of staff outside working hours which may impact upon work or working relationships.

FAWE L i b e r i a has a “zero tolerance” policy and will investigate vigorously any allegations of harassment, regardless of whether the matter has been raised formally or informally.

1.3 KEY PRINCIPLES

- i. FAWE Liberia will provide and sustain a safe working environment in which everyone is treated fairly and with respect. Those working or dealing with the FAWE must not encounter harassment, intimidation, or victimization on the basis of gender, race, color, ethnic, sexual orientation, marital status, religion or belief, age, or any other personal characteristic.

Every employee carries a personal responsibility for their own behaviour and for ensuring that their conduct is in accordance with the principles set out in this policy. In addition, each employee has a responsibility to report any instance of bullying or harassment which they witness or which comes to their attention. Employees have a responsibility to act as role models, pro-actively addressing instances of bullying and harassment. Managers should also make themselves aware

of their responsibility.

- iii. Harassment may be summarized as any behavior that is unwanted by the person to whom it is directed. *It is the impact of the behaviour rather than the intent of the perpetrator that is the determinant as to whether harassment has occurred.*
- iv. FAWE Liberia defines Harassment to include any conduct which is:-
 - a) unwanted by the recipient
 - b) is considered objectionable
 - c) cause humiliation, offence, distress or other detrimental effect.
- v. Harassment may be an isolated occurrence or repetitive: it may occur against one or more individuals.

1.4 FORMS OF HARASSMENT

- i. Physical Abuse - Unwanted physical contact, ranging from touching to serious assault.
- ii. Verbal and written harassment- offensive jokes, offensive language, gossip and slander, offensive songs and letters
- iii. Isolation - deliberate exclusion of a staff from social activities and/or non-co-operation at work to cause them harm/hurt.
- iv. Coercion - pressure to participate in unwanted activities such as political/religious groups
- v. Stalking - Intrusion by pestering and spying and following.
- vi. Belittling -to put down, or to make another person feel as though they aren't important. Saying unfair things about another person literally makes them feel "little' and cruel way of making someone else seem less important than yourself.
- vii. Bullying - Bullying is repetitive unwanted actions, bullying is not a single or isolated instance. It is usually, but not exclusively repeated and persistent behaviour which is offensive, abusive, intimidating, malicious or insulting. Bullying includes but is not limited to:
 - a. Conduct which is intimidating, physically abusive or threatening;
 - b. Conduct that denigrates, ridicules or humiliates an individual, especially in front of colleagues;
 - c. Humiliating an individual in front of colleagues;
 - d. Picking on one person when there is a common problem;
 - e. Shouting at an individual to get things done;
 - f. Consistently undermining someone and their ability to do the job;
 - g. Setting unrealistic targets or excessive workloads;
 - h. "Cyber bullying" i.e. bullying via e-mail and/or social media platforms
 - i. Setting an individual up to fail e.g. by giving inadequate instructions or unreasonable deadlines.

1.5 Sexual Harassment

Sexual harassment refers to persistent actions or any sexual advances or requests which one knows, or has reasonable grounds to know, are unwelcome.

This includes.

- leering, ridicule, suggestive remarks or verbal sexual abuse
- unwanted physical contact
- demands for sexual favors by a person in authority and/or a decision-making position which he or she knows or has reasonable grounds to know are unwelcome and would have impact on employment.
- display of sexually explicit or otherwise offensive posters, calendars or materials that are inappropriate for display in a workplace.

FAWE Liberia's definition of sexual harassment shall also adopt the definition of Penal Law of 1976

Disciplinary procedure will ensue in any case reported whether by the person offended or any other concerned staff.

Anonymous reports are encouraged whenever the affected persons, for whatever reason, are not able to directly make the report.

FAWE Liberia will invest in investigations of any reported cases to its conclusion.

Sexual Offences are criminal and may also call for criminal charged against a staff includes accusations of Rape, Defilement, Sexual Assault, and Indecent Act.

FAWE Liberia will not hesitate to institute criminal charges against a staff suspected of offences under the Sexual Offences Act and/or FAWE Liberia Sexual Harassment Policy committed during their line

of duty and/or an act that would ruin the reputation of the organization. Refer to Criminal Offences Sexual Harassment and Exploitation Policy.

FAWE Liberia will partner with institution that offer counselling services to provide support to survivors of sexual harassment and/or were funded under an organization programme, directly support the survivors.

- Exceptions: Written approval by' Executive Director or Board.
- Review Annually or on significant changes.

Hon. Millias Z. Sheriff
Executive Director
Atty. Evelyn F. Barry
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Chairperson, Board of Directors:

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