

HARASSMENT

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General Description

The NGO is committed to providing a work environment that is free from harassment, thereby promoting the dignity and equality of the person.

Description:

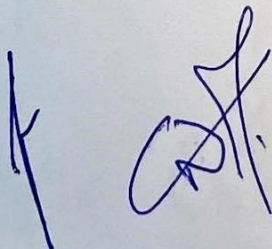
BIAT intends to provide a work environment that is professional and free from intimidation, hostility or other offenses, which might interfere with work performance or the dignity of an individual. Harassment of any sort - verbal, physical, visual - will not be tolerated. This includes but is not limited to harassment based on race, color, religion, sex, age, sexual orientation, national origin or ancestry, disability, medical condition, marital status, or any other protected status defined by respective law. Harassment of co-workers, counterparts, partners, and beneficiaries are all equally prohibited.

Responsibility

All employees, and particularly managers, have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, is strongly encouraged to report it to their supervisor. When supervisors become aware of possible instances of harassment, they should immediately bring it to the attention of the HR Manager. Harassment of any beneficiary by an employee or representative must also be immediately reported to the HR Manager. When management becomes aware of the possible harassment, it is obligated to take prompt and appropriate action, whether or not the person(s) affected want the organization to do so.

Reporting

It is essential for employees to notify their supervisor immediately even if they are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported to a manager or other management representative. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed because action must be taken once an allegation is



made. Any employee found to have violated this policy will be subject to severe disciplinary action up to and including termination.

No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

Sexual harassment, being a special form of harassment, is treated the same way as harassment, as explained above. BIAT will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found. This includes investigation of allegations of sexual harassment against program beneficiaries by BIAT employees.

All persons involved in investigation of complaints shall have a duty to maintain the confidentiality of the matters discussed to the extent possible, except as may be required or permitted by the respective local law. A complete record of each complaint shall be kept by the Administrator and if required by local law, in the personnel files of each employee involved as an alleged offender, alleged victim or complainant.

Special Note on the Harassment of Beneficiaries and/or Partners

Harassment under any circumstances is unacceptable, but when that harassment involves BIAT beneficiaries and/or partners, it is particularly abhorrent. Any reports, including rumors, of harassment on the part of BIAT or its representatives (including counterparts) must be immediately and thoroughly investigated. Any employee found guilty of harassment will be terminated. Sexual relations with children (under the age of eighteen) are grounds for termination and sexual relations with beneficiaries strongly discouraged. Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries.

Scope:

All National staff, vendors, partners, consultants and representatives of BIAT.

Responsibility:

Chairman

Executive Chairman

Employees

Supervisors

Administrator

Requirements

Definitions:

Harassment

Harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It

may also take the form of other verbal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint. In the case of beneficiaries and/or partners, it also includes threats, made directly or indirectly, which affect the receipt of assistance. It is also against organization policy to download inappropriate pictures or materials from computer systems.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct either:

1. Has the purpose or effect of creating an offensive, hostile or intimidating environment or interferes with an individual's job performance. Examples include, but are not limited to, offensive pictures, cartoons, symbols, or apparatus in the workspace of an employee.

or

2. Is made a term or condition of employment or compensation (or in the case of a beneficiary a condition for receipt of aid), either implicitly or explicitly, or when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries.

Additional Information

Procedure:

If sexual harassment occurs in the workplace, the victim is strongly encouraged to undertake the following steps:

1. Directly inform the harasser that such behavior is unwelcome and must stop. If this does not discontinue the conduct and discourage the harasser, proceed with step 2.
2. Keep a record of offensive behaviors: dates, time and description.
3. Submit a *Harassment Complaint Form* to the HR Manager.

The HR Manager is responsible for taking appropriate investigation and, if warranted, disciplinary action.

Forms:

Harassment Complaint Form

