

Sexual Harassment Policy

Statement

AidEnvironment is committed to providing a safe environment for all its employees, clients, subcontractors, partner organisations, interns or associates, free from discrimination on any ground and from harassment at work including sexual harassment. AidEnvironment will operate a zero-tolerance policy for any form of sexual harassment in the workplace, treat all forms of sexual harassment seriously with respect and in confidence and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action. No one will be victimised for making such a complaint.

Definition

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment or other work-related rewards / benefits, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more / repeated forms of sexual harassment. Harassment may be physical, verbal and non-verbal. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, inappropriate touching;
- Physical violence, including all forms of sexual assault;
- The use of job-related threats or rewards to solicit sexual favours.

Verbal conduct

- Sexual comments, stories and jokes;
- Sexual advances;
- Unwanted invitations for dates or physical intimacy;
- Insults based on the gender or appearance of the worker;
- Condescending or paternalistic remarks;
- Sending sexually explicit messages (by phone, email or social media).

Non-verbal conduct

- Display of sexually explicit or suggestive material;
- Sexually-suggestive gestures;
- Whistling;
- Leering.

It is important to note that these examples are not exhaustive, sexual harassment can include any conduct of sexual nature which is unwanted and unwelcome by the recipient.

Anyone can be a victim of sexual harassment, regardless of their gender and of the gender of the harasser. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

AidEnvironment recognises that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee.

Anyone, including employees of AidEnvironment, clients, subcontractors, partner organisations, interns or associates who sexually harasses another will be reprimanded in accordance with the AidEnvironment staff policies.

All sexual harassment is prohibited whether it takes place within AidEnvironment premises or outside, including at social events, visits to other organizations, business trips, training sessions or conferences organized or sponsored by AidEnvironment.

Complaints procedure

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. AidEnvironment recognises that sexual harassment may occur in unequal relationships and that it therefore may be difficult or impossible for the victim to inform the alleged harasser. If a victim can't or doesn't want to directly approach the alleged harasser, he/she can approach the confidential counsellor.

When the confidential counsellor receives a complaint of sexual harassment, he/she will:

- ensure that the required **confidentiality** - as indicated by the victim - is ensured in all next steps and that the victim is convinced that their complaint is **taken seriously**:
 - ensure that the **procedure** is started as soon as possible, while observing a thoughtful process;
 - is recorded the dates, times, and facts of the sexual harassment as well as the communication about it.
- in consultation with the **victim**,
 - discuss and agree on the next steps:
 - ascertain the views as to what outcome they want:
 - ensure that the victim understands this procedure:
 - refer them to the external confidential counsellor, or to an external investigative professional if the (external) confidential counsellor regards the case as too complicated to their abilities, or if the victim prefers so for any reason:
 - make clear that choosing to resolve the matter informally does not preclude them from pursuing a formal complaint if they are not satisfied with the outcome:
 - decide whether the nature of the sexual harassment recommends lodging a formal complaint to the relevant authorities (such as the vice squad), and as such drop confidentiality:
- inform the victim directly, in the event that the sexual harassment took place in the Netherlands, about the Dutch Sexual Assault Center, to act and give the victim the best possible care within 7 days after sexual harassment:
- give an opportunity to the **alleged harasser** to respond to the complaint:
 - ensure that the alleged harasser understands the procedure:
- facilitate **a meeting** between the victim and the alleged harasser to achieve an informal resolution which is acceptable to the victim:
 - interview relevant third parties if deemed relevant by the victim and the alleged harasser:
- **judge** whether or not the sexual harassment took place:
 - if it can't be judged whether the sexual harassment took place, refer the matter to the external confidential counsellor or the relevant authorities:
 - if it is judged that the sexual harassment took place, advise to the director on the appropriate remedial actions, sanctions and/or disciplinary measures, in consultation with the victim and in line with the AidEnvironment staff policies:
 - if it is judged that the sexual harassment didn't take place, advise to the director on the appropriate remedial actions, sanctions and/or disciplinary measures, in consultation with the alleged harasser and in line with the AidEnvironment staff policies:
- **follow up** to ensure that the recommendations are implemented, that the behaviour has stopped and that the victim is satisfied with the outcome:
- **report** to the director detailing the investigations (made anonymous), findings and any recommendations.

Remedial actions, sanctions and disciplinary measures

The victim may receive

- apology from the harasser:
- change of working arrangements.

The harasser is liable to any of the following sanctions, following the AidEnvironment personnel manual

- verbal or written warning:
- training for the harasser:
- adverse performance evaluation:
- reduction in wages:
- transfer:
- demotion:
- suspension:
- dismissal.

The nature of the sanctions will depend on the gravity and extent of the sexual harassment. Suitable deterrent sanctions will be applied to ensure that all forms of sexual harassment are not treated as trivial.

Implementation of this policy

AidEnvironment will ensure that this policy is widely disseminated to all relevant persons. It will be included in the staff regulations and posted online on the AidEnvironment website. All new employees must be informed on the content of this policy as part of their induction into the organisation. It is the responsibility of every manager to ensure that all employees are aware of this policy.

Monitoring and evaluation

AidEnvironment recognises the importance of monitoring this sexual harassment policy and will ensure that it anonymously monitors all forms of sexual harassment through the yearly confidential counsellor report. As a result of this report, the organization will evaluate the effectiveness of this policy and make any changes if needed.