



Policy Title:	Global Anti-Harassment Policy
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## GLOBAL ANTI-HARASSMENT POLICY

This policy brings together key elements of the SCI Code of Conduct and the SCI Anti-Harassment, Intimidation and Bullying Procedure. The aim is to reinforce key messages and expectations related to ensuring a safe working environment for all our people, with a particular emphasis on sexual harassment, given the growing debate about the incidence and under-reporting of this within the NGO sector (and beyond).

### SECTION I

#### I.1 POLICY STATEMENT

Save the Children International is committed to ensuring a safe working environment for all those who work for us and for all those who come into contact with our staff and representatives, including children and members of the communities with whom we work.

A similar commitment to creating an environment that is free of discrimination, disrespect and any other form of inappropriate behaviour is something that we expect of each individual who works for SCI in any capacity. We are individually responsible for our own behaviour at all times; for ensuring that we adhere to the standards of conduct set out in this policy, the Code of Conduct and related policies/procedures; and for reporting any concerns about conduct within the SCI workforce which may breach this policy.

SCI takes a zero tolerance approach to sexual harassment and any conduct that is discriminatory or disrespectful of others. All concerns that are reported to us will be addressed quickly and effectively, with due regard to the confidentiality of those raising a concern. Policy breaches will be investigated in line with relevant procedures; and disciplinary action - up to and including dismissal – will be implemented.

This policy forms a core element of a wider SCI framework aimed at further developing a culture that is safe for everyone and where all are treated with dignity and respect. As part of this wider framework, we will further develop our practice on raising awareness of this policy and related policies/procedures through induction, relevant training, and performance management; we will develop further guidance on how to address concerns/allegations via local procedures and mechanisms such as hotlines/helplines; and how best to support staff who may have been subject to sexual harassment or other forms of discriminatory treatment. We will also formally monitor and report on breaches of this policy.



## SECTION 2

### 2.1 SCOPE

This policy applies to all those who work for or represent SCI in any capacity, including trustees, employees, secondees, consultants, volunteers, interns, and contractors.

We expect all our staff and representatives to strive for the highest standards of integrity and accountability and to conduct themselves in line with our Code of Conduct and this AntiHarassment Policy.

Leaders and managers have a particularly critical role to play in relation to this policy: role modelling good practice; driving a culture of dignity and respect; and ensuring that any breaches or potential breaches of this policy are addressed swiftly, effectively and in line with the relevant SCI procedures.

## SECTION 3

### 3.1 DEFINITIONS

#### “Sexual Harassment”

Sexual harassment is unwelcome conduct of a sexual nature, which has the purpose, or effect of violating the dignity of a person and of creating an intimidating, hostile, degrading, humiliating or offensive environment. Such conduct may take place on a single occasion or on several occasions.

Sexual harassment may take the form of unwelcome physical, verbal or non-verbal conduct, which may include - but is not limited to - the following:

- (a) Unwanted physical contact, ranging from touching to sexual assault and rape.
- (b) Verbal forms of sexual harassment including unwelcome innuendoes, suggestions and hints, sexual advances, comments with sexual overtones, sex-related jokes or insults or unwelcome graphic comments about a person’s body made in their presence or directed toward them, unwelcome and inappropriate enquiries about a person’s sex life, and sexual orientation, directed at a person or group of persons.
- (c) Non-verbal forms of sexual harassment including unwelcome gestures, whistling, indecent exposure, or the unwelcome display of sexually explicit pictures or objects.



(d) Unwelcome messages of a sexual nature that are sent via email, SMS, skype, voice messages and other electronic means, whether using SCI IT/devices or personal mobiles/equipment.

(d) Sexual harassment that is linked to recruitment/employment opportunities, promotion, training or development opportunities, and the offer of salary increments or other employee benefits in exchange for sexual favours.



### “Discriminatory and disrespectful behaviour”

Other forms of harassment may relate to a person’s gender, marital status, race (including colour, nationality or ethnic or national origin), religion or belief, age or disability and may involve:

**Intimidation:** the unreasonable use of status or authority to require an individual to perform an action or task which the individual knows to be inappropriate, illegal or in direct conflict with SCI policy or procedures;

or:

**Bullying:** any offensive, abusive, malicious or insulting behaviour which makes the recipient feel upset, threatened, humiliated or vulnerable.

### 3.2 PRINCIPLES AND STANDARDS Principles:

SCI will not tolerate any form of sexual harassment or other discriminatory or inappropriate behaviour within the workforce.

Employees are prohibited from harassing others, whether on SCI premises or elsewhere and whether during or outside working hours.

#### Standards:

In addition to the standards of behaviour implied in the definitions above, the specific provisions of the SCI Code of Conduct apply to all employees and representatives at all times.

*Those related to sexual harassment are:*

- Not taking part in any form of abuse, including sexual abuse.
- Not engaging in sexual relations with anyone under the age of 18.
- Not exchanging money, employment, goods or services for sexual favours.

*Those related to other forms of discriminatory and disrespectful behaviour are:*

- Failing to respect the basic rights of all human beings regardless of gender, disability, ethnicity, religion, caste, language, HIV status and other aspects of identity.
- Acting fairly, honestly and tactfully and treating people with dignity and respect.
- Not taking part in any form of discrimination, harassment, or abuse (physical or verbal), intimidation or exploitation, or in any other way infringing the rights of others.
- Striving for high standards in our work, taking responsibility for our actions and not abusing a position of power as a Save the Children representative.
- Not behaving in a way that is likely to bring Save the Children into disrepute



## SECTION 4

### 4.1 REPORTING

Any employee subjected to sexual harassment has the right to raise a grievance/complaint and to have their complaint treated seriously, swiftly, sensitively and confidentially.

In the case of other types of discrimination or disrespectful behaviour, the provisions of the local/national grievance procedure will apply.

In all cases, employees will be protected as far as is reasonably possible against victimization, retaliation or false accusations that may arise as result of reporting sexual harassment or other forms of discriminatory or disrespectful behaviour.

In cases of sexual harassment, abuse or assault, given the deeply sensitive and personal nature of such abuse, the employee will have access to several options for reporting his or her concern, according to what the employee believes is most appropriate in his her context. The options are:

#### **Informal route:**

In the case of sexual harassment which the employee may consider to be a one-off or a relatively mild example of misconduct, the employee concerned may choose to explain to the person engaging in the unwanted conduct that the behaviour in question is not welcome, that it offends them or makes them uncomfortable, or that it interferes with their work; and that if it is repeated, it will have the effect of converting unwanted attention into harassment.

#### **Formal route:**

In more serious cases, the employee has multiple options:

- Report the concern via the Whistleblowing Policy.
- Report the concern directly to the most senior manager in the location (e.g. the Country Director) or to the most senior HR representative in the location (e.g. CO HR Director). - Report the concern directly to the Chief People Officer at the London Centre office.

In an employee raises a concern verbally, he/she should follow up by submitting the complaint in writing, in line with the relevant local reporting procedure.

Where an investigation is warranted, SCI undertakes to conduct an investigation as soon as possible, and in compliance with the standards set out in the relevant local reporting procedure.

Any attempt at intimidation, victimization or retaliation towards the complainant, witnesses or any other party involved in an investigation may be subject to a separate disciplinary action.

Managers and supervisors must deal expeditiously and fairly with any allegation of sexual harassment that has been brought to their attention, whether or not there has been a written or formal complaint. They must:

- Take all complaints or concerns of alleged or possible harassment or discrimination seriously no matter how minor it may appear or who is involved.
- Ensure that harassment or inappropriate sexually oriented conduct is immediately reported to HR so that a prompt investigation can occur.



- Take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

Managers and supervisors who knowingly allow or tolerate sexual harassment or retaliation, or who fail to immediately report such misconduct to HR, will be deemed to have breached this policy.

Employees who violate this policy will be subject to appropriate disciplinary action, up to and including dismissal; any potentially criminal actions may be reported to the relevant authorities.

#### 4.2 SUPPORTING/RELATED DOCUMENTATION

Links to Supporting Documentation	
1.	<a href="#">SCI Code of Conduct</a>
2.	<a href="#">SCI Anti-Harassment, Intimidation and Bullying Procedures</a> (under review)