

Safe Workplace Policy

APPLICATION

As a Global Policy, this policy applies to :

- a. CAP International, including its headquarters in France, and all of its potential country offices, regional offices, liaison offices, and any other offices;
- b. All National Organisations that have signed a Membership Agreement with CAP International;
- c. All other entities that agree to be bound by the Global Policies.

The principles and definitions in this policy also extend to relationships CAP International has with third parties (including, without limitation, implementing partners, contractors and donors).

All the above-mentioned actors have the obligation to report alleged SWP breach acts to CAP International's Ethics Committee, in accordance with the provisions of this Safe Workplace Policy.

WHAT IS A SAFE WORKPLACE ?

A Safe Workplace is a workplace where people can work in a safe, empowering, flexible and respectful environment, free from all forms of discrimination, bullying, sexual harassment, victimisation and gossiping. A positive environment where staff treat each others and external stakeholders with dignity, courtesy and respect. The workplace is not limited to the organisation's offices, but also includes the online environment. This policy also applies to social networks and digital communication media.

COMMITMENT

CAP International' staff members commit to the following ;

- To treat all persons of concern fairly, and with respect and dignity ;
- To always seek to understand the difficult experiences that stakeholders of CAP International have faced and survived, as well as the disadvantaged position in which they can be – particularly on the basis of sex, gender, religion, colour, national or ethnic origin, language, marital status, sexual orientation, age, socio-economic status, disability, political conviction, being survivor of prostitution or of other forms of gender based-violence, criminal history as a consequence of a situation of exploitation.
- To demonstrate integrity, truthfulness, dedication and honesty in all actions ;
- To contribute to building a harmonious workplace based on team spirit, mutual respect and understanding ;
- To show respect to all colleagues, regardless of status or position, and to allow all colleagues the opportunity to have their views heard, and to contribute from their knowledge and experience to team efforts ;
- To take all human resources related decisions based on merit and not affected by irrelevant personal characteristics ;
- To reject and report any discrimination, bullying and sexual harassment behaviour ;

- To respect and enforce the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised ;
- To show reasonable flexibility in working arrangements, especially where needed to accommodate their family, social or political responsibilities, disability, religious beliefs or culture ;
- To offer support to people who experience discrimination, bullying or sexual harassment, including providing information about how to make a complaint ;
- To avoid gossip and respect the confidentiality of complaint resolution procedures ;

ADDITIONAL RESPONSIBILITIES OF MANAGERS AND SUPERVISORS

Managers and supervisors must also:

- Model appropriate standards of behaviour ;
- Take steps to educate and make staff aware of their obligations under this policy and the law ;
- Intervene quickly and appropriately when they become aware of inappropriate behaviour ;
- Act fairly to resolve issues and enforce safe workplace behavioural standards, making sure relevant parties are heard and help staff resolve complaints informally when relevant ;
- Refer formal complaints about breaches of this policy to the appropriate complaint handling officer or body for investigation ;
- Ensure staff who raise an issue or make a complaint are not victimised ;
- Ensure that recruitment decisions are based on merit and that no discriminatory requests for information are made ;

UNACCEPTABLE WORKPLACE CONDUCT

Discrimination, bullying, sexual harassment but also victimisation and gossiping are unacceptable at CAP International. Staff (including managers) found to have engaged in such conduct might be counselled, warned or disciplined. Severe or repeated breaches can lead to formal discipline up to and including dismissal.

DISCRIMINATION

Discrimination is covered by CAP International's Anti-Discrimination Policy and is subject to a specific rules and reporting mechanisms.

BULLYING

If someone is being bullied because of a personal characteristic protected by equal opportunity law, it is a form of discrimination. Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, or unfair work practices.

Behaviours that may constitute bullying include:

- Sarcasm and other forms of demeaning language ;

- Threats, abuse or shouting ;
- Coercion ;
- Isolation ;
- Inappropriate blaming ;
- Ganging up ;
- Constant unconstructive criticism ;
- Deliberately withholding information or equipment that a person needs to do their job or access their entitlements ;
- Unreasonable refusal of requests for leave, training or other workplace benefits.

SEXUAL HARASSMENT

Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written. It can include:

- Comments about a person's private life or the way they look;
- Sexually suggestive behaviour, such as leering or staring;
- Brushing up against someone, touching, fondling or hugging;
- Sexually suggestive comments or jokes;
- Displaying offensive screen savers, photos, calendars or objects;
- Repeated unwanted requests to go out;
- Requests for sex;
- Sexually explicit posts on social networking sites;
- Insults or taunts of a sexual nature;
- Intrusive questions or statements about a person's private life;
- Sending sexually explicit content;
- Inappropriate advances on social networking sites;
- Accessing sexually explicit internet sites;
- Behaviour contributing to male's violence towards women, including watching pornography;
- Behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications ;

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour.

Sexual harassment is covered in the workplace when it happens at work, at work-related events, between people sharing the same workplace, or between colleagues outside of work.

All staff and volunteers have the same rights and responsibilities in relation to sexual harassment.

A single incident is enough to constitute sexual harassment – it doesn't have to be repeated.

All incidents of sexual harassment – no matter how large or small or who is involved – require employers and managers to respond quickly and appropriately.

CAP International recognises that comments and behaviour that do not offend one person can offend another. This policy requires all staff and volunteers to respect other people's limits.

VICTIMISATION

Victimisation is subjecting or threatening to subject someone to a detriment because they have asserted their rights under equal opportunity law, made a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, sexual harassment or victimisation.

It is also victimisation to threaten someone (such as a witness) who may be involved in investigating a concern or complaint. Victimisation is a very serious breach of this policy and is likely (depending on the severity and circumstances) to result in formal discipline against the perpetrator.

GOSSIP

It is unacceptable for staff at CAP international to disclose to other staff members, clients or suppliers any complaint of discrimination or harassment.

Breaching the confidentiality of a formal complaint investigation or inappropriately disclosing personal information obtained in a professional role (for example, as a manager) is a serious breach of this policy and may lead to formal discipline.

RECRUITMENT BASED ON MERIT ONLY

All recruitment and job selection decisions at CAP International must be based on merit – the skills and abilities of the candidate as measured against the inherent requirements of the position – regardless of personal characteristics.

However, recruitment policy orientations can be developed to respect diversity and equality within the organisation towards individuals coming from historically marginalised communities.

It is unacceptable and against the law to ask job candidates questions, or to in any other way seek information, about their personal characteristics, unless this can be shown to be directly relevant to a genuine requirement of the position.

REPORTING AND INVESTIGATION

- The Ethics Committee is in charge of receiving, evaluating and investigating any complaint relating to potential acts in breach of CAP international's Safe Workplace Policy (SWP).

- To report any act in breach of the Safe Workplace Policy, a SWP Report Form has to be filled and sent by email to the Ethics Committee (ethicscommittee@cap-international.org). The SWP Report Form and reporting mechanism are available freely on CAP International's website.
- CAP International, through its Ethics Committee, is committed to taking all reported suspicions of acts in breach of its SWP seriously and assessing, acting upon, investigating and disciplining all such cases as appropriate and according to professional, transparent and fair procedures.
- CAP International, through its Ethics Committee is committed to protecting reporting persons' confidentiality and rights, and does not tolerate retaliation against reporting persons.
- CAP International considers knowingly making a false report to constitute a violation of this policy. Doing so will result in disciplinary action up to and including the possibility of termination of employment or termination of the violating party's contract, membership and/or business relationship with CAP International.