

## Caritas Internationalis Anti-Harassment Policy

### 1.1 Purpose

Caritas Internationalis is committed to providing a work environment that is professional and free from intimidation, hostility, humiliation, bullying, mobbing 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, colour, religion, philosophical or political ideas, sex, age, national origin or ancestry, disability, medical condition, marital status, or any protected status defined by law.

Harassment of co-workers, counterparts, and people with whom we work are all equally prohibited.

### 1.2 Scope

This policy applies to all Caritas Internationalis staff<sup>1</sup> and associates<sup>2</sup>.

### 1.3 Definition

**Harassment** can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, 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 taking retaliatory action against an employee for discussing or making a harassment complaint. It is also against Caritas policy to download inappropriate pictures or materials from computer systems (reference to Caritas Internationalis Children and Vulnerable Adults Safeguarding Policy and Annex II - Standards of behaviour towards children).

**Sexual harassment** may include any form of unwanted verbal, non-verbal or physical conduct of a sexual nature with the purpose or effect of violating the dignity of a person in particular when it contributes at creating an intimidating, hostile, degrading, humiliating or offensive environment. It may include unwelcome sexual advances, requests for sexual favours, or other verbal or physical contact of a sexual nature. It is important to note that sexual harassment crosses age and gender boundaries.

### 1.4 Responsibility

All employees, and particularly managers, have a responsibility for keeping the work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident, being told of it, or being the object of it, is strongly encouraged to report it in accordance with the

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<sup>1</sup> Staff refers to staff, volunteers, interns and governance members

<sup>2</sup> Associates refers to consultants and contractors

Caritas Internationalis Complaint Handling Procedure. When supervisors become aware of possible instances of harassment they should immediately bring it to the attention of the Complaints Handling Officer.

Harassment of any person with whom we work by a Caritas staff or associate must be immediately reported in accordance with the Caritas Internationalis Complaint Handling Procedure. When management becomes aware of a possible harassment, it is obligated by law to take prompt and appropriate action, whether or not the person(s) affected wants Caritas to do so.

### **1.5. Reporting**

It is essential to notify the Complaints Handling Officer of the concerned organisation immediately even if one is not sure that the offending behaviour can be considered harassment. Any incidents of harassment must be immediately reported to the Complaints Handling Officer. Appropriate investigation and, if warranted, disciplinary action will be taken.

All reports will be promptly investigated with due regard for the privacy of everyone involved in accordance with the Caritas Internationalis Complaints Handling Procedure.

### **1.6. Retaliation**

Caritas Internationalis prohibits any employee from retaliating in any way against anyone who has raised any concern about harassment, sexual harassment or discrimination against another individual. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

Approved by the Executive Board on 11<sup>th</sup> October 2018