



PADF

PAN AMERICAN DEVELOPMENT FOUNDATION

PADF Anti-Discrimination, Harassment and Bullying Policy

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Purpose and scope

This policy forms part of our Safeguarding Policy suite. PADF is committed to maintaining a work environment in which all individuals are treated with respect and dignity. The purpose of this policy is to ensure that PADF provides a safe working environment which is free from any form of intimidation, oppression, and exploitation and should be free from all forms of bullying and discrimination, harassment or bullying because of race, ethnicity, color, religion, sex (including pregnancy, childbirth, related medical conditions, breastfeeding, and reproductive health decisions), age, disability, national origin, ancestry, sexual orientation, marital status, personal appearance, citizenship status, family responsibilities, gender identity or expression, genetic information, matriculation, political affiliation, veteran status, credit information, status as a victim or family member of a victim of domestic violence, a sexual offense, or stalking, or any other characteristic protected by federal, state, and local law ("Protected Category"). This policy aims to:

- Foster a positive culture and promote an enabling and inclusive environment where everyone is always treated fairly with dignity and respect.
- Raise awareness of the different types of unacceptable behavior in the workplace.
- Increase understanding of employee rights, roles, and responsibilities in preventing such unacceptable behavior from occurring in the first instance.
- Ensure that occurrences of unacceptable behavior are taken seriously and dealt with promptly and with due care and sensitivity.

This policy applies to all PADF Employees and Others in all locations, both during and outside of normal working hours.

- Employees: full-time, part-time, international, and national employees engaged by PADF in any location as well as advisers, consultants, interns, volunteers, Board members and trustees engaged by PADF
- Others: employees in partner agencies, sub-grantees or sub-awardees; and any other individuals, groups or organizations that have a formal or contractual (but not employment) relationship to PADF.

Definitions of Harm

This policy covers specific forms of harm, or workplace violence, that might take place, or be experienced, within the workplace. This includes discrimination, bullying and harassment. Definitions of these forms of harm can be found in the Glossary Annex A of the Safeguarding Policy Framework. PADF has also developed a Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy in recognition of the seriousness of this issue and the priority of focus on this in the aid and development sector. Forms of SEAH that are experienced by our staff is described more fully, along with how to prevent and respond to this, in that Policy.

Principles

These are as set out in the PADF Safeguarding Policy Framework

Roles and Responsibilities

All Employees and Others

- Employees must recognize and appreciate different working styles and perspectives
- Employees must contribute to open communication and information sharing

Management

- Management will allocate duties fairly, setting clear expectations and realistic deadlines
- Management will ensure employees have the knowledge and skills to perform their role
- Management will provide constructive, regular, and reasonable performance guidance
- Management will help employees resolve complaints informally where appropriate
- Management will provide access to flexible working arrangements and encourage work-life balance
- Management will foster teamwork and reward collaborative behavior.

Prevention Standards of Behavior

PADF is committed to maintaining a high standard of conduct in the workplace, to create a work environment that is free from harm defined within this policy. PADF employees are responsible for maintaining a high standard of behavior/conduct in the workplace and must refrain from engaging in behaviors that are defined as harm at work, at work-related social functions, on or off the organization's premises, and during work-related travel. Behaviors which are prohibited include but are not limited to:

- Derogatory remarks, slurs, accusations, or negative stereotyping and microaggressions, using a person as the butt of jokes; abusive and offensive remarks, or depicting harassers as victims or victims as complainers
- Unwelcome comments about appearance.
- Graphic materials, derogatory posters, cartoons, or drawings; whether physical or online
- Communicating a wish, intent, or threat to hurt employees or visitors of PADF all forms of physical assault which entails inflicting bodily harm on any person at any time and in any place or damaging a person's work area or property; physical interference with normal work or movement which is directed at an individual
- Arguing frequently with, being belligerent or derogatory towards, or repeatedly swearing at; or making or sending derogatory, violent, intimidating, or inappropriately aggressive written, verbal, social media, or visual communications to employees

Reporting

It is the duty and the responsibility of all employees and others engaged by PADF in PADF workplaces to report any suspicions or incidences of discrimination, harassment or bullying. This is a keyway to challenge inappropriate behaviors and help create a safe work environment.

PADF is committed to creating a working culture in which everyone feels safe to raise a concern. If an employee **does not** report an incident or suspicion, they will be in breach of the Code of Conduct and may face disciplinary proceedings. This does not apply to survivors who can decide if, when and how to report.

All employees are required to report if:

- They become aware that someone is experiencing or at risk of experiencing discrimination, harassment or bullying.
- An employee suspects that someone connected to PADF is or may be about to carry out a form of discrimination, harassment or bullying towards employees or others within the workplace.
- They suspect that someone external to PADF is or may be about to carry out a form of

discrimination, harassment or bullying towards an employee.

Reports should be made, or concerns raised, as described in the Safeguarding Policy Framework.

Support and care

This is as stated in the Safeguarding Policy Framework.

Response and accountability

In some cases, a survivor or complainant may not want to make a formal complaint or take forward a formal response process. There are other options available for responding to concerns relating to discrimination, harassment or bullying, for example:

- HR or Line Manager speaks with the person alleged to have carried out inappropriate behavior. Any conversations and actions leading from this must be recorded so that behavior can be monitored, and assessments can be made on whether the individual's behavior has changed.
- A wider team/office/program discussion held on ways of working, and appropriate and inappropriate behaviors.
- Learning shared by the survivor or complainant can feed into policies or procedures to strengthen PADF's approach.

If concerns are being reported formally they should be reported through the routes described in the Safeguarding Policy Framework.