

## **EFSCRJ Anti-Harassment Policy and Complaints Procedure**

Based on the constitution and strategic plan of the Edward Francis Small Centre for Rights and Justice, this is our Anti-Harassment Policy and Complaints Procedure which aligns with their core values of equality, non-discrimination, inclusion, and justice.

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### **1. Purpose**

EFSCRJ is committed to providing a safe, inclusive, and respectful environment free from all forms of harassment, including sexual harassment, discrimination, bullying, and intimidation. This policy outlines the Centre's stance on harassment and establishes procedures for reporting, investigating, and resolving complaints.

### **2. Scope**

This policy applies to all EFSCRJ staff, trustees, volunteers, affiliates, partners, interns, and any persons engaged with or within the premises or platforms of EFSCRJ.

### **3. Definitions**

- a) **Harassment** includes any unwanted conduct – verbal, non-verbal, physical, or visual – that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.
- b) **Sexual Harassment** involves any unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature.
- c) **Bullying** refers to repeated, intentional behavior meant to intimidate, offend, degrade, or humiliate a person.

### **4. Policy Statement**

EFSCRJ maintains a zero-tolerance approach to harassment. All forms of harassment are strictly prohibited and will be met with immediate and appropriate disciplinary action, up to and including dismissal or termination of contracts, partnerships or any other form of engagement.

### **5. Rights and Responsibilities**

- a) All individuals have the right to work and engage in an environment free from harassment.
- b) Managers and leaders have a duty to foster an inclusive and respectful workplace and respond to complaints.
- c) Complainants have the right to be heard and to have their complaints investigated confidentially and without retaliation.
- d) Accused individuals will be treated fairly and have the opportunity to respond to the allegations.

## **6. Reporting Procedure**

### **Step 1: Informal Resolution (Optional)**

- Individuals may attempt to resolve the issue informally by communicating directly with the person concerned, if safe and appropriate.

### **Step 2: Formal Complaint**

- If informal resolution is not possible or appropriate:
  - Complaints should be submitted in writing to the Executive Director, Board Chairperson, or designated HR Officer.
  - If the complaint involves an Executive Director or trustee, it should be directed to an external review committee (appointed by the Board).

## **7. Investigation**

- A prompt, impartial, and thorough investigation will be conducted.
- Investigations may include interviews, document reviews, and consultations.
- All efforts will be made to maintain confidentiality.

## **8. Outcomes and Disciplinary Actions**

- If harassment is confirmed, disciplinary action may include:
  - Apology and counseling
  - Training
  - Reassignment or suspension
  - Dismissal or contract termination
- If a complaint is found to be false and malicious, the complainant may also face disciplinary measures.

## **9. Protection from Retaliation**

EFSCRJ strictly prohibits retaliation against any individual who reports harassment or participates in an investigation. Retaliation itself is grounds for disciplinary action.

## **10. Training and Awareness**

Regular training will be provided for all staff and affiliates to foster understanding and compliance with this policy.

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