

## EFSCRJ Sexual Harassment Policy

Effective Date: June 1, 2025

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### 1. Policy Statement

The Edward Francis Small Centre for Rights and Justice (EFSCRJ) has zero tolerance for sexual harassment in any form. We are committed to maintaining a safe, respectful, and inclusive environment for all staff, trustees, volunteers, partners, and beneficiaries, in alignment with:

- Our Core Values (Equality, Non-Discrimination, Dignity)
- The EFSCRJ Constitution (Articles 18, 23)
- National laws and international human rights standards

### 2. Definition of Sexual Harassment

Sexual harassment includes unwelcome conduct of a sexual nature that:

- Creates an intimidating, hostile, or offensive environment (e.g., jokes, gestures, displays of explicit material).
- Is used as a condition of employment/participation (quid pro quo).
- Interferes with work performance or participation in EFSCRJ activities.

Examples of sexual harassment:

- Unwanted physical contact or sexual advances
- Sexual comments, jokes, or propositions
- Stalking or intrusive questions about private life
- Retaliation against someone who reports harassment

### 3. Reporting Procedures

#### A. How to Report

Submit a complaint in writing to:

- Designated Officer: [Name/Email/Phone]
- Alternative: Chairperson or Executive Director
- Anonymous reports accepted via [secure portal/box], though this may limit investigation options.

#### B. What to Include

- Date, time, and location of incident(s)
- Names of involved parties and witnesses
- Description of the behavior

C. Confidentiality

- All reports are handled confidentially
- Only necessary parties are informed during investigations.

**4. Investigation Process**

- i. Preliminary Review: The Designated Officer assesses the complaint within 3 working days.
- ii. Investigation:
  - a) Interviews with complainant, accused, and witnesses.
  - b) Collection of evidence (emails, messages, etc.).
- iii. Findings: Completed within 15–30 days (complex cases may take longer).
- iv. Outcome: Shared with both parties in writing.

**5. Disciplinary Actions**

If harassment is substantiated:

- Staff/Trustees: Suspension, termination, or removal.
- Volunteers/Partners: Immediate dismissal from EFSCRJ activities.
- Legal Referral: For criminal acts (e.g., assault).

False accusations made maliciously will also be penalized.

**6. Protection Against Retaliation**

- No one will face retaliation for reporting in good faith.
- Retaliation is a violation of this policy and will result in disciplinary action.

**7. Training & Prevention**

- Mandatory training for all staff/trustees annually.
- Awareness campaigns on respectful workplace norms.

**8. Acknowledgment**

I have read and understand this policy:

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

**“A just world begins with a harassment-free workplace.”**