

## Anti-discrimination and harassment policy

<b>Date of Implementation:</b>	01/04/2022
<b>Date of last review:</b>	15/04/24
<b>Date of next review:</b>	Scheduled with manual review
<b>Related Documents:</b>	<ul style="list-style-type: none"><li>● Standard Terms and Conditions of Employment</li><li>● Employment Contract</li><li>● Disciplinary Procedure</li><li>● Whistle-blowing policy</li><li>● Protection from Sexual Exploitation and Abuse Policy</li></ul>

1. **Reasons for this policy:** In line with our values, Mosaico Euroafricano (Pty.) Ltd. (MEA) strives to offer an environment where everyone is treated with dignity and respect. We do not tolerate discrimination or harassment. We make it our priority to support you if you experience problems with discrimination or harassment. If you think you are experiencing workplace discrimination or harassment, we encourage you to report this.

We will investigate any discrimination or harassment complaint brought to our attention in a fair, independent and confidential way and, after considering all the facts, will take appropriate action.

This policy explains the support available and how discrimination or harassment can be addressed and can also be used if discrimination or harassment is experienced either at MEA or at MEA related events, social functions or work-related trips.

2. **Who does the policy apply to?:** We expect anyone with a direct relationship with MEA (“related parties”) including employees, consultants, volunteers and interns, meeting delegates and training participants to behave respectfully towards each other and to not behave in a way that could be regarded as discriminatory or harassing. In addition, we expect visitors and guests at any of our offices and/or events to abide by requirements of this policy. This includes non- MEA entities and their employees who have entered into partnership, sub-grant or subrecipient agreements with MEA.

3. **Description:**

A non-exhaustive list of examples of acceptable and unacceptable behavior is found below. Acts of discrimination or harassment are regarded as a serious matter and in some cases criminal and will place offenders at the risk of losing continued employment or engagement with MEA. In extreme cases we would involve the authorities.

MEA prohibits inappropriate conduct that is sexual in nature at work, on MEA business, or at any MEA events or training. Discrimination or harassment can take place face-to-face, behind your back, by telephone, email, text, social media, or any other form of communication. and can occur between people of the same sex or opposite sex.

# D: CSR Policies

## Harassment and discrimination

Harassment is defined by the Botswana Law as unwanted conduct related to your 'protected characteristics' that have the purpose or effect of violating your dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for you. Protected characteristics are:

<ul style="list-style-type: none"><li>● Age</li><li>● Disability</li><li>● Gender reassignment</li><li>● Marriage and civil partnership</li><li>● Pregnancy and maternity</li></ul>	<ul style="list-style-type: none"><li>● Race</li><li>● Religion or belief</li><li>● Sex</li><li>● Sexual orientation</li></ul>
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Examples of discrimination and harassment behaviors include when someone:

- puts you down or deliberately embarrasses you
- makes insulting or offensive comments or jokes
- scares you, makes threats or shouts at you
- uses insulting words or threatening body language
- ignores you or unreasonably keeps you out of meetings or events
- stops or blocks you from doing your job
- threatens you or commits physical violence
- leaves offensive items around your work area

## Sexual Harassment

Harassment is also unwanted conduct of a sexual nature which has that same purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for someone and specifically includes:

- unwanted and unwelcome sexual advances,
- requests for sexual favors, and other verbal or physical unwanted verbal or physical contact that is made either explicitly or implicitly a term or condition of employment; or issued as a basis for employment decisions affecting such an individual; or has the purpose or effect of substantially interfering with an individual's work performance and creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include when someone:

- makes unwelcome sexual advances or touches you in an intrusive way
- makes sexual jokes
- displays pornographic photographs or drawings around your work area
- sends you emails with material of a sexual nature
- non-verbal conduct, such as staring or gestures.
- sexual advances, propositions, suggestions, or pressure for sexual activity at or outside work.
- comments on appearance, questions about their sex life or offensive jokes
- comments, jokes, or degrading language or behavior that is sexual in nature.
- sexually suggestive objects, books, magazines, photography, cartoons, pictures, calendars, posters, electronic communications, or other materials.
- unwelcome sexual advances, requests for sexual favors, or any sexual touching.
- offering favorable terms or conditions of employment or benefits in exchange for sexual favors or threatening or imposing less-favorable terms or conditions of employment if sexual favors are refused.

Sexual harassment is prohibited whether it is between members of the opposite sex or members of the same sex.

# D: CSR Policies

## **Our approach to treating claims of harassment or discrimination**

If you have been subjected to discrimination or harassment under this policy, we encourage you to speak out. We will not victimize or unfairly treat complaints who make a discrimination or harassment complaint. We will respect and maintain confidentiality. We will also remind anyone involved in a complaint, about their responsibilities to maintain confidentiality.

## **Management and Staff responsibility**

MEA directors have a key responsibility in establishing and maintaining a workplace free from discrimination and harassment. Directors and other line managers are directly responsible for the conduct of their direct reports. All MEA employees, governing bodies members and other people we work with are expected to comply with this policy and that it is the personal responsibility of each employee to ensure that inappropriate conduct does not occur.

## **What to do if you witness discrimination or harassment**

We all share responsibility for ensuring a safe working environment for ourselves and others. You may not have experienced discrimination or harassment directly but have witnessed someone else being discriminated against or harassed. If this has occurred, you should raise your concerns to protect the safety and well-being of the other person.

We understand you may feel worried about getting involved in a situation that does not directly affect you. We will support you in raising your concerns in an informal or formal way, so the discrimination or harassment can stop. We will not victimize, unfairly treat, or discipline you for raising a concern. If you decide to raise a formal complaint, we ask you to send this in writing to your manager, or if the complaint is about your manager, send your complaint to the next level of management as soon as possible after the time of the incident.

## **Complaint process**

All claims of discrimination or harassment will be investigated promptly and appropriate disciplinary action will be taken to eliminate inappropriate behavior. Creating a discrimination and harassment free work environment is every employee's responsibility.

Complaints should always be documented even where initial complaints may be reported verbally. If you receive a complaint or observe or believe you are a victim of discrimination, sexual harassment or any other form of harassment at work, on MEA business, or at any MEA event, you must immediately report it to one of the following:

- In the case of MEA staff and consultants, complainants should contact either their line manager, or if the complaint is about their manager, the MEA Managing Director ([paolospreschool@gmail.com](mailto:paolospreschool@gmail.com)) who will arrange an investigation of the matter. Where the complaint is about the Managing Director, complaints should be addressed to the following Board Members ([cecilia.mosaico@gmail.com](mailto:cecilia.mosaico@gmail.com), [andy.manfredi@gmail.com](mailto:andy.manfredi@gmail.com)). If the complaint is about this Board, the complaint can be made to the boards of our partner organizations Mosaico Euroafricano ONLUS in Italy and to Mosaico Euroafricano - Schweiz, by sending an email to [info@mosaicoeuroafricano.org](mailto:info@mosaicoeuroafricano.org) and [urs-muehlemann@sunrise.ch](mailto:urs-muehlemann@sunrise.ch) respectively.
- For members of one of the governing bodies, complainants should address their complaint to the MEA Managing Director: [paolospreschool@gmail.com](mailto:paolospreschool@gmail.com). All complaints are treated with sensitivity and are kept as confidential as possible.

# D: CSR Policies

## **Investigation**

The Managing Director ensures that an investigation is initiated promptly. The Managing Director will elect a panel to oversee the process normally consisting of the Managing Director and other members of the Board. Other panel members may be appointed as deemed necessary by the Managing Director (for example the MEA lawyer). In the case the complaint is directed to the Managing Director, other Board members and/or the Board Member of the partner organizations will lead this process and will not appoint the managing director or other staff to the panel.

- MEA will engage the service of an independent body to act as arbiter, currently this will be the MEA current secretary. Complainants must cooperate fully in such investigations which may include interviewing the complainant and other relevant individuals. All investigations will be conducted with due regard to fairness and confidentiality.
- The independent arbiter will report their findings and recommendations to the panel for decision.
- If warranted, MEA will take appropriate corrective action, including termination of employment or removal from the organization.

MEA prohibits any form of retaliation against complainants for making a report of discrimination or harassment or participating in the investigation of a complaint of discrimination or harassment. If complainants believe they have been subject to retaliation, they can use any of the resources described above to report concerns.

## **Possible outcomes following an investigation**

There are many outcomes that can follow an investigation into discrimination or harassment including mediation, training, coaching, or disciplinary proceedings. These could in turn lead to formal warnings being issued up to and including dismissal (for employees) and exclusion/removal from MEA activities for MEA governing bodies, members and meeting participants.

If the assessment of a complaint for discrimination or harassment requires response, then we may use MEA Disciplinary Policy and/or make recommendations. If an outcome of a complaint is that the accused is invited to a disciplinary meeting under MEA Disciplinary Policy, the complainant will be informed, on a strictly confidential basis, of the outcome of the disciplinary proceedings once any appeal process has come to an end.

Disciplinary hearings arising from a discrimination and/or harassment complaint will be heard by a hearing manager appointed from a different team or any other neutral party the committee deems appropriate to appoint. If inappropriate behavior is found to have occurred, it will be made clear to the other person involved that the behavior must stop, detailing why it is inappropriate.

Everyone involved in a discrimination or harassment investigation must act with goodwill and honesty. We may take disciplinary action if we find that an employee has made a false or malicious complaint.