

Policy 1.18

1.18 RESPECT AT WORK

Introduction

1. IPPF is dedicated to its values, code of conduct and employment principles in promoting a positive workplace culture and environment which is free from all forms of unacceptable behaviour, including but not limited to bullying and harassment, as well as sexual harassment.
2. IPPF recognises that the right to be free from abuse, exploitation and harassment is enshrined in international human rights law namely ICERD, ICCPR, ICESCR, CEDAW, CAT, CRC, CRPD.⁴⁰ IPPF additionally acknowledges that sexual harassment is a form of gender-based violence.
3. IPPF is committed to operating with integrity and utilizing the talents of everyone.
4. IPPF believes everyone has the right to work in a professional and supportive environment which encourages harmonious relationships where fairness, dignity and mutual respect are at the heart of all its work.
5. IPPF expects the highest standards of behaviour always and is committed to taking appropriate steps to prevent unacceptable behaviour at work. IPPF will not tolerate any form of bullying and harassment by volunteers, trustees or staff. Any breach of this policy will be treated as a disciplinary matter.
6. This Respect at Work policy is intended to set out the guiding principles and values applicable to all elements of IPPF (its Secretariat, Member Associations, members of the Board of Trustees, Audit Committee, and Regional Forums, and governing bodies of Member Associations). These guiding principles and values need to be implemented through the relevant regional and local policies and procedures.

Purpose and scope

7. This policy aims to develop a positive working environment encouraging respectful behaviour across the Federation and preventing all forms of unacceptable behaviour.
8. The policy sets out IPPF's principles and standards in relation to unacceptable behaviour, which includes all forms of bullying and harassment.

⁴⁰ International Convention on the Elimination of All Forms of Racial Discrimination, International Covenant on Civil & Political Rights, International Covenant on Economic, Social & Cultural Rights, Convention on the Elimination of All Forms of discrimination against Women, Convention against Torture and Other Cruel, inhuman or Degrading treatment or Punishment, Convention on the Rights of the Child, Convention on the Rights of Persons with Disabilities

9. This policy applies to all volunteers, trustees and staff⁴¹ of IPPF including members of the Board of Trustees, Audit Committee and Regional Forums. Collaborative partners and other partners working with IPPF are required to adhere to this Policy in addition to their own policies and procedures.

Definitions

Abuse of authority refers to the improper use of a position of influence, power or authority by an individual against another colleague or group of colleagues. This is particularly serious when an individual mis-uses their influence, power or authority negatively to influence an individual's career or employment conditions, including, but not limited to, in connection with the appointment, assignment, contract renewal, performance evaluation or promotion, of another. It can include a one-off incident or a series of incidents. Abuse of authority may also include misuse of power that creates a hostile or offensive work environment which includes, but is not limited to, the use of intimidation, threats, blackmail or coercion.

Bullying is offensive, intimidating, malicious or insulting behaviour which amounts to or involves an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

Harassment is unwanted conduct related to age, sex, sexual orientation, gender, gender identity or expression, race, ethnic or national origin, religion or belief, partnership status, pregnancy or parental status, disability, health or any other analogous personal status which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Intimidation refers to the use of threat or force (express or implied), whether against the recipient of the conduct or another.

Sexual harassment is unwelcome conduct of a sexual nature the purpose of which is to make a person feel offended, humiliated or intimidated or to create a hostile, intimidating or humiliating environment for the recipient or another person or persons, or which is reasonably taken by a person or persons to have that effect. Sexual harassment will also occur where a person is asked to engage in sexual activity or other conduct of a sexual nature as a condition of employment or advancement at work, or to avoid any work-related detriment. Sexual harassment includes verbal and nonverbal conduct including and physical and sexual assault.

Unacceptable behaviour is unwelcome, uninvited and unreciprocated behaviour which has a negative effect on the individual subjected to such behaviour. This behaviour could cause distress or discomfort to the individual concerned. While such behaviour may take a

⁴¹ "Staff" refers to all paid staff: permanent, fixed term and temporary staff; it includes employees, agency workers, consultants, interns and contractors

variety of forms, it excludes legitimate action taken to support and encourage a staff member to achieve their objectives.

Principles

10. IPPF is committed to providing a supportive environment free from harassment, intimidation and bullying, where all are treated with dignity, respect and without discrimination.
11. IPPF believes that promoting respect at work is the responsibility of all individuals who work in IPPF. All volunteers, trustees and staff should treat each other with respect regardless of individual differences, job level, job role or relationship.
12. All volunteers, trustees and staff should feel empowered to challenge inappropriate and unacceptable behaviour and language. Moreover, they should understand how behaviour can affect others and, if necessary, change it.
13. IPPF will operate a zero-tolerance policy for any form of bullying, harassment and abuse of authority in the workplace. It will treat all incidents seriously and in confidence. It will promptly investigate all allegations of such behaviour. Any person found to have bullied or harassed another or of having abused their authority will face disciplinary action, up to and including dismissal from employment or engagement.
14. Complaints concerning alleged or suspected breaches of this policy should be made through the relevant grievance procedure if the individual bringing the complaint has been personally affected by the conduct complained of, or otherwise through the IPPF's Raising a Concern policy.
15. IPPF is committed to ensuring that those who have a genuine belief they are experiencing bullying or harassment and raise this as a concern or grievance will not experience any detriment from doing so.

Implementation

16. It shall be the responsibility of the Board of Trustees, Director-General, Regional Forums, Regional Directors, Member Associations' boards and Executive Directors to ensure that policies and procedures that meet the above mentioned minimum standards and implementation points below are in place and are implemented accordingly.

17. This policy should be read in conjunction with IPPF's Code of Conduct.

18. IPPF Member Associations and Secretariat shall:

- i. be aware of their responsibilities for ensuring Respect at Work and the adherence to the IPPF Code of Conduct;
- ii. adopt and implement Respect at Work policies based on the above principles, whilst reflecting any local legislation and requirements;
- iii. ensure that appropriate grievance procedures are in place to manage individual concerns raised under this policy by staff and volunteers;
- iv. ensure their volunteers, trustees, staff and beneficiaries and local communities are aware of the IPPF Code of Conduct and Respect at Work Policy;
- v. ensure that responses are complainant-focused keeping the needs of the person who has made an allegation of unacceptable conduct falling within this policy at the forefront of any investigation process;
- vi. offer support to individuals complaining of a breach of this policy;
- vii. make available evidence of all of the above to the IPPF Director General at request.

Procedures for dealing with alleged breaches of this policy

19. IPPF volunteers, trustees and staff can raise concerns about bullying and harassment they are experiencing themselves, from other volunteers, trustees and staff, through their supervisor or Human Resources in accordance with the relevant grievance procedure. If they feel unable for any reason to do this they can use IPPF SafeReport.

20. When bullying and harassment of volunteers, trustees or staff is witnessed this should be raised as a concern through IPPF SafeReport or otherwise in accordance with the Raising a Concern policy.

21. Where bullying and harassment concerns are raised by others as an organizational or systemic concern, consideration will be given as to whether they should additionally be addressed in line with safeguarding policies and procedures. This decision should be taken in consultation with safeguarding staff.

22. Allegations of bullying and harassment, including sexual harassment, by a member of the Board of Trustees, Audit Committee, Regional Forums, the Honorary Legal Counsel or the IPPF Director General shall be dealt with by the Independent Complaint Panel.⁴²

As adopted by Governing Council, November 2018

Last amended by Governing Council, May 2019

⁴² See Raising a Concern – Policy 1.17

