

Safeguarding and Anti-Harassment Policy

I. General introduction

This Safeguarding and Anti-Harassment Policy is built on the principles expressed in TI-Rwanda's Code of conduct (2012), especially principle 1 related to staff relations which stipulates that "we will treat each other and those with whom we work with respect and consideration, being sensitive to our diversity, including in terms of cultural background, gender, religion, disability, family status, sexual orientation, etc."

TI-Rwanda's safeguarding and anti-harassment Policy expresses our commitment to maintain a workplace that is free of harassment, so that all those who work for TI-Rwanda can feel safe and happy. We will not tolerate anyone harassing others in the workplace. We also prohibit willful discrimination based on sex, gender, sexual orientation, marital status, race (including colour, nationality or ethnic or national origin), religion or belief, age, disability and other aspects of identity. TI-Rwanda expects the same standards to be applied by partners, contractors and supplier and all third parties associated with our work.

TI-Rwanda takes a zero tolerance approach to any form of harassment, sexual harassment and intimidation (as those terms are defined in this policy) in and outside of the workplace, including sexual exploitation and abuse and any conduct that is discriminatory or disrespectful toward others. This includes on TI-Rwanda premises, in the communities in which we work or elsewhere, and whether during or outside of working hours.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, members, volunteers, interns, contractors, external consultants, partners and suppliers. It applies during or outside of working hours, every day of the year.

II. TI-Rwanda commitment

TI-Rwanda is committed to ensuring there is transparency in our own work and in our approach to preventing and responding to any form of harassment and intimidation against anyone throughout our supply chains, and relationship with third parties. In addition we are committed to ensuring our approach is consistent with our national and international disclosure obligations, and shall comply with all applicable laws, statutes, regulations and codes from time to time in force, including all relevant Rwandan laws related to protection from harassment, intimidation and other abuses.

Where the guidance in this policy conflicts with any applicable laws or regulations, the higher standard must be observed at all times.

III. Our approach to anti-harassment

TI-Rwanda is committed to preventing all forms of harassment through the following means:

Awareness: Ensuring that all staff, representatives and third parties connected to TI-Rwanda are aware of the high standards of behavior and conduct expected of them to prevent any form of harassment and intimidation in the workplace.

Prevention: Promoting a safe and healthy working environment by applying all relevant policies and mechanisms to ensure that staff and those who work with TI-Rwanda understand and minimise the risks of any form of harassment and intimidation.

Reporting: Ensuring that all staff and those who work with TI-Rwanda are clear on what steps to take where suspicions or concerns arise regarding allegations of any form of harassment in the workplace.

Responding: Ensuring that immediate action is taken to identify and address reports of any form of harassment in the workplace and ensure the safety and well-being of the survivor/victim.

IV. Policy Implementation

Policy Map

This policy will guide TI-Rwanda staff and partners through the definitions of harassment, sexual harassment, intimidation, discrimination, sexual abuse, sexual exploitation and zero tolerance as well as governance and responsibilities. The associated procedures and resources will provide information on how to report any harassment complaints, the format of the reporting, and how these complaints will be managed.

IV.1. Definitions of terms used in this policy

Harassment: Harassment consists of unwanted conduct, whether verbal, physical or visual, which is related to a person's sex, gender, marital status, sexual orientation, race (including color, nationality or ethnic or national origin), religion or belief, age or disability with the purpose or effect of violating the dignity of a person or creating an intimidating, hostile, degrading, humiliating or offensive environment. Such conduct may take place on a single occasion or on several occasions.

Sexual harassment: Sexual Harassment consists of unwanted conduct of a sexual nature, which has the purpose or effect of violating the dignity of a person or creating an intimidating, hostile, degrading, humiliating or offensive environment. Such conduct may take place on a single occasion or on several occasions.

Sexual Harassment may take the form of unwelcome physical, verbal or non-verbal conduct directed at a person or group of persons, which may include - but is not limited to - the following:

- (a) unwanted physical contact, ranging from touching to sexual assault and rape;

- (b) verbal forms of sexual harassment including unwelcome sexual innuendoes, suggestions and hints, sexual advances, comments with sexual overtones, sex-related jokes or insults, comments about a person's body or enquiries about a person's sex life or sexual orientation;
- (c) non-verbal forms of sexual harassment including unwelcome gestures, whistling, indecent exposure or the unwelcome display of sexually explicit pictures or objects;
- d) unwanted messages of a sexual nature that are sent via email, SMS, skype, voice messages and other electronic means, whether using TI-Rwanda's IT/devices or personal mobiles/equipment; or
- (e) harassment of a sexual nature that is linked to recruitment/employment opportunities, promotion, training or development opportunities or the offer of salary increments or other employee or worker benefits in exchange for sexual favours.

Intimidation: Intimidation is the unreasonable use of status or authority to require or coerce an individual to perform an action or task, which the individual knows to be inappropriate and/or disrespectful, illegal, or in direct conflict with TI-Rwanda's policy or procedure.

Sexual Exploitation: Any actual or attempted abuse of a position of vulnerability, differential power, trust, or dependency, for sexual or sexualized purposes. This includes the offer or promise of monetary, social, political benefits as an incentive or form of coercion.

Sexual Abuse: The threatened or actual physical intrusion of a sexual or sexualized nature, including inappropriate touching, by force or under unequal or coercive conditions, sexual assault and rape. It may also include threatened or actual non-physical intrusion (unwanted and/or uninvited exposure to pornography, texts, images, and so on, the sharing of images, texts and so on, demands for sexualised photographs, etc.)

Discriminatory and disrespectful behavior: Other forms of harassment [that] may relate to a person's gender, marital status, race (including colour, nationality or ethnic or national origin), religion or belief, age or disability and may involve bullying or intimidation or both.

Zero Tolerance:

-At TI-Rwanda, we have a culture of zero tolerance for all forms of abuse and mistreatment, including Sexual Exploitation and Abuse, Harassment and Intimidation.

-This means that every single concern is fully responded to and where necessary prompt action (including conducting an investigation and taking disciplinary action, if applicable) is taken.

- It means that we will hold our people to account against the same standards and subject them to the same processes, as everyone else regardless of their position or reputation within the organization.

IV.2. Governance

The Executive Director (ED), together with the Board of Administration, has ultimate responsibility for this policy and its proper management, using a systematic approach. As such, the ED will receive a summary of any reported harassment incidents and follow-up measures and report it to the Board of Administration.

IV.3. Responsibilities

1. TI-Rwanda's obligations

We have a duty of care obligation to staff and partners to create a working environment that is respectful and free of any forms of harassment, discrimination, sexual exploitation or intimidation. It is the responsibility of all members and levels of staff and partners to adhere to this policy and to treat each other with dignity and honor.

2. Staff and partners responsibility

All staff and partners are responsible for ensuring that harassment does not occur by complying with this policy and by conducting themselves at all times in an appropriate and professional manner. Every staff member or partner, whether witness, complainant, or alleged harasser, is expected to cooperate fully with every investigation. Staff and partners may also help to prevent harassment by taking the initiative to oppose and report conduct that they reasonably believe to be harassment. Moreover, staff and associates are expected to immediately report any inappropriate behavior to Human Resources, regardless of whether the behavior is directed towards himself or herself or towards another staff or associate.

Every staff member and partner has a personal responsibility NOT to harass, discriminate against or bully other members of staff or partners.

Consequences

Any staff member and partner who initiates or persists in conduct that is viewed by another as being harassment assumes the risk of liability and the possible penalties for such conduct. All staff and partners who violate this policy may face a range of disciplinary actions, including dismissal.

3. Staff and partners rights

If a staff member and partners believe they are the target of harassment, intimidation, or discrimination or if they have witnessed any forms of harassment, you are encouraged to inform the offending individual, Human Resources or senior management that the behavior is unwelcome, offensive, and inappropriate. However, if the individual is not comfortable directly speaking with the alleged offender, they may report the conduct without confronting the offender.

Every reasonable effort will be made to intervene early and resolve the complaint.

4. Why Report

If a staff member or partner perceives comments, gestures or actions of a staff or partner, at any level, to be offensive, mere documentation of that conduct or only confiding in family members or co-workers about it without doing more is insufficient to prevent that conduct from occurring again. Inappropriate behavior must be reported to Human Resources and/or the line manager, so TI-Rwanda has an opportunity to put a stop to the conduct and take appropriate corrective action. It is the responsibility of all staff and partners to prevent harassment, intimidation and discrimination and the only way TI-Rwanda can prevent it.

5. Anti-harassment reporting procedures

The associated procedure document outlines how to report any incidents of harassment, discrimination or intimidation, the format of the reporting, and how these complaints will be managed.

6. Confidentiality of Complaint

TI-Rwanda will protect the confidentiality of harassment, intimidation and discrimination allegations to the greatest extent possible in order to protect the integrity of the investigation and prevent embarrassment, further discrimination or harassment or retaliation.

Confidential or sensitive information obtained by any staff or partners during the course of an investigation shall not be disclosed to others unless required by law. Concerns of individuals regarding confidentiality of information provided by them will be handled as sensitively as possible, and information shall not unnecessarily be disclosed to others.

TI-Rwanda cannot guarantee, however, complete confidentiality, because the organisations cannot conduct an effective investigation without revealing certain information to the alleged harasser and potential witnesses. TI-Rwanda will share information about allegations of harassment only with those who need to know about it. Records relating to harassment complaints will also be kept confidential on the same basis.

7. Prohibited Retaliation

TI-Rwanda maintains a zero-tolerance policy for retaliation against anyone for reporting harassment, bullying, or discrimination, assisting in making a harassment complaint, or participating in an investigation.

Any staff and associates who makes a good-faith complaint of harassment, assists, testifies, or participates in any harassment investigation or proceeding or who reasonably opposes such conduct in the workplace will not be adversely affected in the terms and conditions of his or her employment and will not be discriminated against or discharged for engaging in such activity.

Retaliation not only affects the recipient, but also can spread rapidly throughout TI-Rwanda. It destroys faith in TI-Rwanda's leadership and can damage morale. Complaints of retaliation will be

promptly investigated. If retaliation is substantiated, appropriate disciplinary action, including possible dismissal, will be taken.

Examples of retaliation:

Some examples of retaliation include but are not limited to the following:

- Termination, demotion, disadvantageous transfers or assignments, refusals to promote, threats, reprimands, or negative evaluations.
- Co-worker hostility or retaliatory harassment, which includes intimidation, gossip, rumors, insults, or otherwise offensive conduct that would subject a person to ridicule or humiliation.
- Any action or combination of actions that is reasonably likely to materially and adversely affect a staff member or associate's job performance or opportunity for advancement.

8. Communication and training

It is TI-Rwanda's responsibility to provide a harassment-free work environment and ensure that all teams are aware and fully compliant with the anti-harassment policy. In order to take the steps to prevent any forms of harassment, TI-Rwanda will ensure that:

1. Training is provided for all staff and partners who have a specific responsibility for implementing this policy or who may be involved in dealing with complaints which arise.
2. Awareness raising training is provided to all staff and partners on harassment, discrimination and intimidation. Through training, staff and partners will be equipped to develop awareness as well as an understanding of when and how to report any concerns.
3. Proactive steps are taken to communicate the zero-tolerance message.
4. All new staff and partners are informed of the policy and procedure.
5. All staff and associates are aware of the definitions under this policy and what constitutes harassment, intimidation and discrimination.
6. All staff and partners are aware of reporting procedures.
7. All staff and partners have signed and acknowledgement that they have read and understood the policy.

9. Policy Review

To meet with best practice and harassment management developments as well as any changes in applicable law, TI-Rwanda agrees to review this policy every two years, as a minimum. It is the responsibility of the Executive Director to complete this review, in collaboration with any key internal stakeholders or external third-party providers.

This policy has been adopted and approved by the Board of Administration of TI-Rwanda, in its meeting held on 21st November 2023, at Grande Legacy Hotel, Kigali – Rwanda

Chairperson,
Transparency Int. Rwanda
Ms. Ingabire Marie Immaculée



Executive Director,
Transparency Int. Rwanda
Mr. Mupiganyi Apollinaire

