

DISCRIMINATION, HARASSMENT & BULLYING POLICY

A Guide to Understanding Mercy Corps' Policy on Discrimination, Harassment and Bullying

This guidance is not a replacement for Mercy Corps' existing policy but is intended to highlight critical areas to create a work environment in which everyone is treated with respect and dignity.

Upholding Mercy Corps Code of Conduct is everyone's responsibility and all team members have an obligation to report. Mercy Corps expects all Team Members and Partners to adhere to the highest standards of accountability and that management will maintain a culture that supports and strengthens a commitment to these high standards.



View the Discrimination, Harassment & Bullying Policy in the Digital Library.



View the eLearning course in Talent Development at Talent.MercyCorps.org

Mercy Corps will not tolerate discrimination, harassment, or bullying of, or by team members, or our partners, anywhere in the world. Mercy Corps strives to maintain a safe and inclusive culture, free from discrimination, harassment and bullying, in order to ensure the emotional and physical safety of our workplace, our teams, and those we work with.



If you experience discrimination, harassment, or bullying related to your employment at Mercy Corps, or are a witness of this behavior towards others, **report it**.



You can report to Human Resources, a trusted leader, the Integrity Hotline or a Safe-guarding Focal Point. Anonymous reports to the Integrity Hotline are possible. It can however be more challenging to investigate anonymous feedback or complaints.



Mercy Corps is committed to ensuring the highest levels of confidentiality possible. Only people directly involved in an investigation will have information about a report. If a team member tells you about a suspected violation, **LISTEN** and **ASSIST** them with reporting.

IT IS IMPORTANT TO UNDERSTAND THE FOLLOWING DEFINITIONS:

Discrimination is any negative action or attitude directed toward someone because of their membership in or affiliation with a protected group, including age; disability or medical history; ethnicity, national origin, race, caste or socio-economic status; religion, gender, gender-identity or gender reassignment status, family status, marital status (with the exception of child marriage) or pregnancy, and sexual orientation.

Harassment is unwanted conduct affecting the dignity of individuals in the workplace based on the characteristics listed above. Harassment can occur in person, by phone, email, through social media or other electronic communication and may be persistent or a single, isolated incident of a serious nature.

PLEASE NOTE: Sexual Harassment is a form of harassment covered by our separate Sexual Misconduct policy.

Bullying is intimidating, malicious, or insulting behavior towards another person, whether or not that behavior is because of their membership in one of the protected groups listed above.

All of the above are prohibited both in person and via Mercy Corps' work equipment, computers, cell phones, office walls, vehicles, and internet access.

REMEMBER!

Mercycorps.org/integrityhotline
or
integrityhotline@mercycorps.org



Policy Talk

QUESTIONS

Does this policy apply when team members are outside of the office on a work trip, at a work related social event, or in group staff housing?

Should a team member always report a Discrimination, Bullying or Harassment situation to the Integrity Hotline?

What should I do after I report a bullying or harassment situation?

What kind of discipline could happen to a team member if it is determined bullying, harassment or discrimination occurred?

How will I know that my report or complaint was received and is being reviewed?

Are supervisors required to report any complaints about violations of this policy?

What if I'm retaliated against for reporting?

...AND ANSWERS

Yes this policy **applies to all work related situations** even when team members are not in an office setting.

Individuals can report using **any channel they feel safe and comfortable using**. We encourage team members to first report to their supervisor, senior leadership or a Human Resources representative if they are comfortable doing so, but this is not required. **A team member can always report directly to the Integrity Hotline**. Remember you should not investigate the situation yourself, just report.

Because these issues can be sensitive, please do not discuss the information with anyone outside of those making or receiving a report and keep strict confidentially at all times.

If an investigation determines there was a violation of our policy, appropriate disciplinary actions will be taken based on the nature and severity of the conduct. Disciplinary actions may include counseling, reassignment, formal warnings or termination. Partners may have their contracts terminated.

The Ethics Team or Human Resources will send a notice to the person who submitted the complaint and acknowledge the report of a suspected violation.

Yes, supervisors, leaders, and Human Resource representatives who receive allegations or complaints about violations of this policy must promptly report them to the Integrity Hotline which goes directly to the Intake and Investigations Department at HQ. Remember it is also every team member's responsibility to report!

Mercy Corps will take all allegations seriously. **Retaliation** against individuals who make a report in good faith **will not be tolerated**, even if the allegation is not substantiated. Retaliation against another person for reporting is in violation of our Whistleblower policy and subject to disciplinary action.

