



Harassment & Bullying Policy

Introduction

This document sets out the policy of Syria Relief against harassment, bullying and other forms of annoyance, together with the steps that must be taken where any of these practices is suspected or discovered.

It applies to Trustees, staff, and volunteers. Anybody associated with Syria Relief, who commits , Unwelcome conduct or any other dishonesty or who becomes aware of it and does not report it, will be subject to appropriate disciplinary action.

Syria Relief is committed to treating its staff members fairly, in accordance with our organization's general policies, regulations, and expectations. We make every effort to keep our policies and procedures compared with those of other non-government organizations working in the area.

The details of our obligations to you are listed in the various sections of this manual.

We are committed to maintaining a professional standard in managing all our operations. Syria Relief is committed to a workplace that is free of harassment or bullying.

Harassment

Syria Relief does not tolerate any form of harassment occurring in the workplace. Violations of this policy will result in disciplinary action, up to and including termination of employment. Sexual harassment includes but is not limited to, unwelcome sexual advance, request for sexual favors, or any verbal or physical behavior or gesture of a sexual nature when:

- Submission to such conduct is either explicitly or implicitly made a term or condition of employment.
- Submission to or rejection of such conduct is used as a basis for employment decisions.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Any employee who believes he/she is experiencing sexual harassment or other forms of harassment should immediately report to PSEA Officer, HR Manager, or Country Director through the safe complaint channels in Syria Relief as the following:

1. Hotline: [00905319367307](tel:00905319367307)
2. Email: csf.complaint@syriarelief.org.uk
3. Complaint boxes

When a report of harassment has been made, Syria Relief will conduct a prompt and thorough investigation as appropriate under the circumstances. All such reports will be taken seriously – it is the responsibility of the person who received the report to investigate or if this is inappropriate to inform the Country Director. confidentiality MUST be maintained throughout the initial investigation.

Bullying

Bullying is offensive, intimidating, malicious or insulting behavior involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear or intimidation. Bullying can take the form of physical, verbal, and non-verbal conduct. Examples of bullying are physical and/or verbal abuse, excluding or isolating individuals, or giving impossible tasks.

Training

An important contribution to the continuing success of an anti-Harassment, and its general credibility, lies in the effectiveness of programmed training, of staff and volunteers throughout the organization.

This will be achieved through the development of both induction and refresher training for all personnel involved in internal control systems to ensure that their responsibilities and duties in this respect are regularly highlighted and reinforced.

Review

This policy will be reviewed on an annual basis.