

# Sutara Learning Foundation

Harassment, Bullying And Intimidation Prevention Policy



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# 1. Introduction

Sutara is committed to fostering a work environment that is free from **harassment, bullying, and intimidation** of any kind. Every employee, volunteer, and associated personnel has the right to work in a safe and respectful environment where dignity, equality, and inclusivity are upheld.

Harassment, bullying, and intimidation **undermine morale, productivity, and safety**, and will not be tolerated in any form. This policy ensures that Sutara maintains a **zero-tolerance approach** to such behaviors and provides clear **guidelines for prevention, reporting, and action**.

This policy aligns with **Sutara's core values** of **respect, integrity, accountability, and inclusivity**, and complies with relevant national and international labour laws and human rights conventions.

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## 2. Purpose

The purpose of this policy is to:

- **Prevent and prohibit** harassment, bullying, and intimidation in all forms.
  - **Promote a safe and respectful work environment** for all employees, volunteers, and associated personnel.
  - **Define unacceptable behaviors** and their consequences.
  - **Encourage early reporting** and ensure all complaints are handled with fairness and confidentiality.
  - **Ensure accountability** and outline clear disciplinary actions for violations of this policy.
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## 3. Scope

This policy applies to:

- **All employees** (permanent, temporary, and interns).
- **All volunteers** (national, international, community, youth, corporate, e-volunteers).
- **All associated personnel** (consultants, contractors, partners, funders, government representatives, trustees, observers, journalists, and visitors to Sutara projects).

This policy applies to:

- **All Sutara workplaces, field offices, and project sites.**
- **All interactions in person, online, or through digital communication tools** related to Sutara's work.



- **Work-related events, social gatherings, or travel** associated with Sutara.
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## 4. Definitions

### 4.1 Harassment

Harassment is any **unwelcome behavior**—whether **verbal, physical, or psychological**—that creates a **hostile, offensive, or intimidating environment**. It includes but is not limited to:

- **Sexual harassment**, including unwanted advances, inappropriate remarks, or requests for sexual favors.
- **Discriminatory harassment**, including offensive remarks based on gender, race, ethnicity, religion, disability, age, sexual orientation, or any other protected characteristic.
- **Psychological harassment**, including persistent belittling, public humiliation, or intimidation.

### 4.2 Bullying

Bullying is the **repeated, intentional mistreatment** of a person that causes harm, distress, or exclusion. It includes:

- **Verbal abuse** (yelling, insults, mockery, threats).
- **Exclusion or isolation** from meetings, projects, or activities.
- **Sabotaging someone's work** or career progression.

### 4.3 Intimidation

Intimidation is any action designed to **instill fear, pressure, or coercion** in an individual. It includes:

- **Threatening behavior** to force compliance.
  - **Retaliation** against individuals who report misconduct.
  - **Deliberate misuse of power** to suppress or control others.
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## 5. Responsibilities

### 5.1 Responsibilities of All Staff and Personnel

All employees, volunteers, and associated personnel must:

- **Treat everyone with dignity and respect** at all times.
- **Refrain from any form of harassment, bullying, or intimidation** in their interactions.



- **Speak up** if they witness inappropriate behavior.
- **Report any incidents** in accordance with this policy.

## 5.2 Responsibilities of Managers and Leadership

Managers and supervisors must:

- **Lead by example** and promote a positive work culture.
  - **Ensure that their teams understand and follow this policy.**
  - **Address complaints promptly and confidentially.**
  - **Take appropriate disciplinary action** when required.
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## 6. Prevention Measures

To proactively prevent harassment, bullying, and intimidation, Sutara will:

- **Conduct regular awareness training** for all employees and volunteers.
  - **Encourage open communication** to address concerns early.
  - **Implement fair recruitment, promotion, and grievance handling processes.**
  - **Provide multiple reporting channels** for complaints.
  - **Enforce clear consequences** for violations of this policy.
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## 7. Reporting and Complaint Handling

### 7.1 How to Report a Concern

If an individual experiences or witnesses harassment, bullying, or intimidation, they should:

1. **Speak directly** to the person involved, if they feel safe doing so.
2. **Report the incident** to a trusted supervisor or manager.
3. **File a formal complaint** through Sutara's designated reporting channels:
  - **HR Department:** [hr@sutara.org](mailto:hr@sutara.org)
  - **Whistleblowing Channel:** [whistleblowing@sutara.org](mailto:whistleblowing@sutara.org)

### 7.2 Confidentiality

All reports will be handled **with strict confidentiality** to protect complainants from retaliation.

### 7.3 Investigation Process

- **Step 1:** Acknowledge receipt of the complaint.
- **Step 2:** Conduct a **fair, impartial, and confidential investigation.**



- **Step 3:** Interview the complainant, alleged perpetrator, and witnesses.
  - **Step 4:** Determine findings and recommend appropriate action.
  - **Step 5:** Communicate the outcome to the complainant and take necessary disciplinary measures.
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## 8. Consequences of Policy Violations

Any individual found guilty of harassment, bullying, or intimidation will face disciplinary action, which may include:

- **Verbal or written warnings**
- **Mandatory training or counseling**
- **Suspension**
- **Termination of employment or volunteer contract**
- **Legal action, if applicable**

Sutara will **not tolerate retaliation** against individuals who report concerns in good faith.

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## 9. Review and Updates

- **Last Updated:** March 2024
- **Next Review Date:** February 2027
- **Policy Owner:** Director of Human Resources