

Prevention of Discrimination & Harassment Policy

Date 01 06 2015.

CARD is committed to providing a work environment free of discrimination and/or sexual harassment. We prohibit discrimination/harassment in the workplace, whether committed by or against senior officers, co-workers, partners, beneficiaries, labourers or community. We want you to work and develop in an environment that is respectful and productive. Workplace discrimination or harassment based on an employee's race, color, religion, caste, sex, national/ state origin, citizenship, age status, sexual orientation, disability or handicap, marital status, past employment or any other basis prohibited by law, will not be tolerated. CARD prohibits harassment of any kind whether it is physical, verbal or visual on any of the above characteristics at work in offices/ field offices and at organisation facilitated events.

Discrimination

CARD is an equal opportunity employer. It will not discriminate and will take affirmative action measures to ensure a work environment free of discrimination.

Harassment

Harassment is behavior that is unwanted, unreasonable and offensive to the recipient, which creates an intimidating, hostile or humiliating work environment for that person. There are various types of harassment which can occur at work, these can be based on:

- Ethnic origin, nationality or skin color
- Gender and/or sexual orientation
- Religious or political convictions
- Membership or non-membership of a particular sect/ party, etc.
- Disabilities, illness, sensory impairments or learning difficulties
- Age

This list is only indicative.

Harassment can occur between people of the same sex or opposite sex.

Sexual Harassment

CARD believes in free environment where team members do not stop friendly relationships and leanings with each other due to gender difference. It is a matter of individual freedom which helps friends cultivate their personalities. But it ensures that such relationships are without any element of harassment and are legally and socially acceptable.

What is Sexual Harassment?

Sexual harassment would mean and include the following, jointly or severally:-

Any unwelcome behavior with sexual undertones which has been directed against a person either directly or indirectly, in the form of; Physical contact and advances/

offensive language; Demand or request for sexual favors; Sexually colored remarks or/and bawdy humor; Showing any pornographic material and Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Should Labelling of Colleagues on Relationship Issues be treated as Harassment?

It is commonly observed that team mates try to brand others on the pretext of sexual relationships out of jealousy and/or due to varying perceptions, or make rowdy jokes for cheap humour. Such practice results in alienation of individuals and violates their individual freedom. It at times results in humiliation to friends and organisations are dishonoured. CARD strongly condemns such behaviour and it will be treated as harassment.

What is not Sexual Harassment?

Sexual harassment does not refer to normal conversation that all parties affected find acceptable. It does not refer to office relationships that are freely entered into on mutual consensus without intimidation or coercion between colleagues.

Community level relationships

CARD strongly believes in close relationship with rural community. As part of women empowerment we advocate freedom. CARD male staff often works with rural women folk and even at times they travel together. There are cases of mutual affairs and relationships which are socially unacceptable to the local community. Despite being a strong believer of individual freedom the organisation will object to such relationships as they bring disrepute to the organisation.

For details please refer to VISHAKHA Guidelines on - Sexual Harassment Policy

Management and staff responsibility

All senior officers/ managers have a key responsibility in establishing and maintaining a workplace free from personal discrimination/harassment. All senior officers are directly responsible for the conduct of their staff and its safeguard. All CARD employees are expected to comply with this policy and that it is the personal responsibility of each employee to ensure that inappropriate conduct does not occur. In case of violation of the rights of any person he/ she may feel free to lodge a complaint.

How complaints will be dealt with

Any complaints of discrimination or harassment will be investigated promptly, and in case evidence proves it true appropriate disciplinary action will be taken to eliminate inappropriate behavior. The complaint can be lodged by phone or in writing (Email). The complainers are advised to collect evidence to prove their charge. This is necessary to prevent any false reporting due to personal enmity. The organisation has set up a senior level committee of three officials as given here under. If you have a complaint or observe or believe you're a victim of discrimination, sexual harassment or any other form of harassment, you must immediately file a written complaint and make phone call to the three member committee at the given contact number/ email id:-

S.No.	Name	Designation	Mobile number	E Mail id.
1.	Ms Madhura Rawat	General Secretary	9425394159	madhurarawat@yahoo.com
2.	Mr Manoj Mishra	Associate Fellow	9754027367	manojmishracard@gmail.com
3.	Ms Meenakshi Tiwari	Associate Fellow	9425302657	tiwarimeenaxi@yahoo.com

At local field level senior officers will be deputed to facilitate this process. They would add on/ improve upon policy inputs as per local conditions and needs and get approval from Head Office. In case of complaints the field level committees will take decision and keep the Head office/ Apex Committee informed.

Creating a discrimination/harassment free work environment is every employee's responsibility. You must cooperate fully in such investigations. If warranted, the Organisation will take appropriate corrective action, up to and including termination of employment of the concerned person.

No discrimination or retaliation

CARD will ensure that there will be no discriminatory or retaliatory action against any employee or third party who reports a concern to CARD in good faith based on his/ her personal knowledge.

Avoiding Offenders to take Advantage

The CARD Management will also ensure that inefficient/ sluggish employees as well as new comers with different ideology do not take advantage of a genuine pressure of a sincere officer/ colleague to improve output. The very existence of an NGO lies on its efficiency and aptness and this must be maintained at all costs. CARD has set up very high standards of proficiency and most of our veteran employees have contributed to the philosophy of “**Development with Commitment and Professionalism**”. We must not dilute these on the pretext of different perceptions of new joiners. Those who believe in the vision, mission and the work ethics of CARD will have the right to continue.

The Prevention of Discrimination & Harassment Policy has been prepared to facilitate right to individual freedom in work place. The Executive Committee is empowered to take decisions to amend/ change/ add to the policy (above) to make it simple and easily applicable as and when need may arise.