

## Sexual Harassment Policy

- I. Purpose Sexual harassment, either physical or verbal, is a violation of the law. The intent of this policy is to clarify the foundation's position in matters relating to compliance, discovery, and remedy.
- II. Policy It is the intent of the company to maintain a workplace free of sexual harassment from any source, supervisors, co-workers, or visitors and to discourage any instance of malicious accusation.
- III. Definition Sexual harassment includes repeated, unwanted verbal or sexual advances, sexually explicit derogatory remarks, or statements made by someone in the workplace that are offensive or objectionable to the recipient or that cause the recipient discomfort or humiliation, or that interfere with job performance and that can be reasonably determined to constitute unlawful behavior as follows:
  - Submission to the conduct is either an explicit or implicit term or condition of employment
  - Submission to or rejection of the conduct is used as a basis for employment decisions affecting the recipient
  - The conduct has the purpose or effect of substantially interfering with work performance, or creating an intimidating, hostile, or offensive work environment.

### IV. Responsibility

#### A. The Employee

- To be certain beyond a reasonable doubt that harassment exists and is clearly directed toward the person objecting. Whenever possible, witnesses or other substantiating information should be provided.
- Advise the offending individual that the conduct in question is offensive, and request that it be discontinued immediately.
- If the offending conduct continues or recurs, an official complaint may be placed through the office of the personnel director, or the chief executive officer.

#### B. The Organization

- The complaint will be reduced to written form by the Organization officer handling the complaint.
- A conference will generally be scheduled within five working days, with the understanding that the most immediate time practical will be utilized. Employees participating in the conference may choose to be accompanied by a co-worker, if that is felt to be desirable.
- The Organization officer conducting the conference will make every reasonable effort to determine the facts pertinent to the complaint.

- If the complaint can be resolved to the satisfaction of all parties, the matter will be considered closed pending further complaint or additional information. In cases of recurrent complaint or flagrant unlawful behavior, additional sanctions shall be employed
- The Organization will make every reasonable effort to insure that no retaliation occurs.

## Sanctions

- The foundation will engage all or any combination of the following sanctions to remedy instances of sexual harassment: Conference, Transfer, Demotion, Termination.

### **Report Suspected Abuse:**

Staff and volunteers are required to report suspected abuse.

If you suspect or find out the abuse, you must immediately report it! Call +66625656208(phone) or email to [wlerc.myanmar@gmail.com](mailto:wlerc.myanmar@gmail.com), [WomenLeadResourceCenter.WLRC@protonmail.com](mailto:WomenLeadResourceCenter.WLRC@protonmail.com).