



Berdoa International Prayer Ministries

A Nevada Non-profit Corporation

SEXUAL HARASSMENT POLICY

OUTLINE:

I. Policy Statement

- A. Commitment to a safe working environment
- B. Zero-tolerance policy for sexual harassment
- C. Prompt investigation of all allegations
- D. Disciplinary action for offenders

II. Definition of Sexual Harassment

- A. Unwelcome conduct of a sexual nature
- B. Examples of physical, verbal, and non-verbal conduct
- C. Impact on the recipient

III. Scope of Sexual Harassment

- A. Applicability to all individuals associated with the organization
- B. Prohibition of sexual harassment both within and outside the workplace

IV. Complaints Procedures

- A. Encouraging victims to inform the alleged harasser
- B. Designated staff members for receiving complaints
- C. Recording and understanding victim's views
- D. Informal and formal complaint options
- E. Confidentiality and victim's right to seek external support

V. Support for Victims

- A. Entitlement to counseling within the organization
- B. Special training for nominated counselors
- C. Understanding the challenges victims may face in reporting harassment

VI. Conclusion

- A. Reiteration of the commitment to a harassment-free workplace
- B. Importance of reporting and addressing sexual harassment incidents
- C. Encouragement for open communication and support within the organization

The Policy Statement

Berdoa International Prayer Ministries is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. Berdoa International Prayer Ministries will operate a zero-tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously, and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another in its broadest sense will face disciplinary action, up to and including dismissal from employment. All sexual harassment complaints will be taken seriously and treated with respect and confidence. No one will be victimized for making such a complaint.

Definition of sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature that makes a person feel offended, humiliated, and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations that create an environment that is hostile, intimidating, or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal, and non-verbal. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, rubbing, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favors

Verbal conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories, and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

Non-verbal conduct

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling
- Leering

Anyone can be a victim of sexual harassment, regardless of their sex and the sex of the harasser. Berdoa International Prayer Ministries recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

Berdoa International Prayer Ministries recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between a manager or supervisor and an employee. Anyone, including employees of Berdoa International Prayer Ministries, clients, customers, casual workers, contractors or visitors who sexually harass another will be reprimanded by this internal policy.

All sexual harassment is prohibited whether it takes place within Berdoa International Prayer Ministries premises or outside, including at social events, business trips, training sessions, or conferences sponsored by Berdoa International Prayer Ministries.

Complaints procedures

Anyone subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. Berdoa International Prayer Ministries recognizes that sexual harassment may occur in unequal relationships

(i.e. between a supervisor and his/her employee) and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, he/she can approach one of the designated staff members responsible for receiving complaints of sexual harassment. This person could be another supervisor, a member of the human resources department, etc.

When a designated person receives a complaint of sexual harassment, he/she will:

- Immediately record the dates, times, and facts of the incident(s)
- Ascertain the views of the victim as to what outcome he/she wants.
- Ensure that the victim understands the organization's procedures for dealing with the complaint.
- Discuss and agree on the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome.
- Keep a confidential record of all discussions.
- Respect the choice of the victim.
- Ensure that the victim knows that they can complain outside of the organization through the relevant country/legal framework.
- Throughout the complaints procedure, a victim is entitled to be helped by a counselor within the organization. Berdoa International Prayer Ministries will nominate several counselors and provide them with special training to enable them to assist victims of sexual harassment. Berdoa International Prayer Ministries recognizes that because sexual harassment often occurs in unequal relationships within the workplace, victims often feel that they cannot come forward. Berdoa International Prayer Ministries understands the need to support victims in making complaints.

Informal complaints mechanism

If the victim wishes to deal with the matter informally, the designated person will:

- Allow the alleged harasser to respond to the complaint.
- Ensure that the alleged harasser understands the complaint mechanism.
- Facilitate discussion between both parties to achieve an informal resolution that is acceptable to the complainant, or refer the matter to a designated mediator within the organization to resolve the matter.
- Ensure that a confidential record is kept of what happens.
- Follow up after the outcome of the complaints mechanism to ensure that the behavior has stopped.
- Ensure that the above is done speedily and within [7] days of the complaint being made.

Formal complaints mechanism

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.

The designated person who initially received the complaint will refer the matter to a senior human resources manager to instigate a formal investigation. The senior human resources manager may deal with the matter himself/herself, refer the matter to an internal or external investigator, or refer it to a committee of three others by this policy.

The person carrying out the investigation will:

- Interview the victim and the alleged harasser separately.
- Interview other relevant third parties separately
- decide whether or not the incident(s) of sexual harassment took place
- Produce a report detailing the investigations, findings, and any recommendations.
- If the harassment took place, decide what the appropriate remedy for the victim is, in consultation with the victim (i.e.- an apology, a change to working arrangements, a promotion if the victim was demoted as a result of the harassment, training for the harasser, discipline, suspension, dismissal)
- Follow up to ensure that the recommendations are implemented, that the behavior has stopped and that the victim is satisfied with the outcome.
- If it cannot be determined that the harassment took place, he/she may still make recommendations to ensure the proper functioning of the workplace.
- Keep a record of all actions taken.
- Ensure that all records concerning the matter are kept confidential.
- Ensure that the process is done as quickly as possible and in any event within [30] days of the complaint being made.

Sanctions and disciplinary measures

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- verbal or written warning
- adverse performance evaluation
- reduction in wages
- transfer
- demotion
- suspension
- dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

Implementation of this policy

Berdoa International Prayer Ministries will ensure that this policy is widely disseminated to all relevant persons. It will be included in our organization's bylaws. All new employees must be trained on the content of this policy as part of their induction into the organization.

Every year, Berdoa International Prayer Ministries will require all employees to attend a refresher training course on the content of this policy.

Monitoring and evaluation

Berdoa International Prayer Ministries recognizes the importance of monitoring this sexual harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective.

Supervisors, managers, and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done every year. As a result of this report, the organization will evaluate the effectiveness of this policy and make any changes needed.