

Anti- Harassment Policy Manual

2023



Version 1.0

Document History

Date & Approval Ref	Version	Issues Addressed	Description of Change *

*Any changes in text/expression/entitlements/limits/policy or procedures through amendment or revision or review after due approvals are the examples of Description of Change and have to be recorded in chronological order.

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HARASSMENT AT WORK

(Reference: - Code of Conduct Policies, Chapter # 3-, HR-Manual)

- MDF fully complies with the Protection against Harassment of Women at Workplace Act, 2010. As per Clause 1 of this act, Sexual Harassment is defined as any unwelcome sexual advance, request for sexual favors or other verbal or written communication or physical conduct of a

sexual nature or sexually demeaning attitudes, causing interference with work performance or creating an intimidating, hostile or offensive work environment, or the attempt to punish the complainant for refusal to comply to such a request or is made a condition for employment, is unacceptable behavior in the workplace, including any interaction or situation that is linked to official work or official activity outside the office. All such acts are a violation of this Act and MDF policies.

- MDF's policies prohibits any behavior on the part of an MDF employee which constitutes any form of sexual misconduct, including sexual harassment, sexual exploitation, and sexual violence towards any other staff member, client, beneficiary, or other individual participating in a MDF activity. Retaliation for reports of sexual misconduct is strictly prohibited and will not be tolerated; Sexual misconduct and/or retaliation of any kind will result in termination of employment. For the purposes of this policy, (MDF) employees include international staff, national staff, volunteers, interns' consultants, temporary employees, field staff or temporary contractors. MDF is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race ethnicity, age, religion, or any other legally protected characteristics are not acceptable. As an example, sexual conduct (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.
- Reporting methods and mechanisms and circumstances under which harassment cases are to be dealt with are explained in detail under Chapter 5 of this manual.