
INTRAC Anti-Bullying and Harassment Policy



1 Policy Statement

INTRAC expects everyone working with and for us to treat others with dignity and respect, regardless of race, gender, nationality, age, sexual orientation and gender identity, disability or chronic illness, religion, belief or political affiliation.

INTRAC has a zero tolerance for discrimination, bullying and harassment.

Cases of discrimination, bullying and harassment should be reported in accordance with INTRAC's [Complaints and Whistleblowing policy](#) and procedures.

All reported cases of discrimination, bullying and harassment will be investigated and, where appropriate, sanctions will be applied. Sanctions will depend on the relationship between perpetrators, affected parties and INTRAC. If the perpetrator is an employee sanctions means disciplinary action in accordance with procedures laid down in INTRAC's staff handbook. For contracted consultants they would include termination of contract. In the case of clients and other parties it could include termination of contracts or relationships.

2 Definitions

'Direct discrimination' is held to occur when someone is or would be treated differently than someone else in a comparable situation, on the basis of religion, belief, political affiliation, race, gender, nationality, sexual orientation and gender identity, marital status, age, disability or chronic illness. Direct discrimination based on gender also includes discrimination based on pregnancy, childbirth and motherhood.

'Indirect discrimination' is held to occur when apparently neutral circumstances, criteria or procedures have a specific effect on people with a particular religious, philosophical or political belief, race, gender, nationality, marital status, sexual orientation and gender identity, age, or handicap or chronic illness, compared to others.

'Discrimination' also occurs where unfavourable behaviour is based on a perceived characteristic rather than an actual characteristic, eg assumptions about gender based on name.

'Harassment' means behaviours that have the purpose or effect of damaging someone's dignity, and that create a threatening, hostile, abusive, humiliating or aggressive situation.

'Sexual harassment' means any form of verbal, non-verbal or physical behaviour with a sexual charge that has the purpose or effect of damaging someone's dignity, particularly when it results in the creation of a threatening, hostile, abusive, humiliating or aggressive situation.

Behaviours having the 'effect of' means that the perception of the receiving party is the determining factor rather than the intention of the acting party.

'Aggression and violence' mean incidents in which an employee is harassed, threatened or attacked under circumstances that are directly related to the work performed.

'Bullying' means any form of harassing behaviour of a structural nature, by one or more employees/consultants (colleagues, managers), aimed at an employee/consultant or a group of employees/consultants who cannot defend themselves against this behaviour. An important element of bullying at work is the repetition of such behaviour over a longer period of time.