

ANTI-HARASSMENT (WORKPLACE, SEXUAL AND SEXUAL VIOLENCE) POLICY AT THE FOUNDATION CENTRE FOR MIGRATION RESEARCH

**adopted by the resolution of
the Foundation's Board of Directors on March 1st 2023.**

1. OBJECTIVE

This Policy is intended to protect employees, colleagues, volunteers, clients and other stakeholders of the Migration Research Centre Foundation from workplace harassment, sexual violence and sexual harassment in the workplace or in connection with work or in the course of or in connection with the use of the Foundation's services.

2. SCOPE OF APPLICATION

The policies and procedures set out in the Policy apply to funders, board members, employees, associates and volunteers, irrespective of the type of work they do, the position they hold, the type of contract or other relationship they have with the Foundation. They also apply to all clients and other stakeholders of the Foundation, regardless of their background, age, gender or any other circumstances.

3. DEFINITIONS

Workplace harassment - activity or behaviour concerning or targeted at an employee, co-worker or volunteer, that consists of persistent and long-term harassment or intimidation, which results in their perception of decreased professional suitability, which causes or is aimed at causing humiliation, ridicule or isolation them or or in their exclusion from their work team.

Sexual violence - any behaviour resulting in unwanted contact in the sexual sphere, in particular a rape, forcing to perform other sexual activities or to look at them, violation of personal integrity by touching intimate places, forced exposure to pornographic content, abuse of another person's subordinate status in order to obtain an sexual intercourse.

Sexual harassment - any unwanted conduct of a sexual or gender-specific nature that has the purpose or effect of violating the dignity of the victim, in particular by creating an intimidating, hostile, degrading, humiliating or offensive situation for them; the conduct may consist of physical, verbal or non-verbal elements.

4. RIGHTS AND OBLIGATIONS

4.1.The Foundation shall take all measures permitted by law to prevent workplace harassment, sexual violence and sexual harassment in the workplace or in connection with work or in the course of or in connection with the use of the Foundation's services.

4.2.The Foundation shall take all measures permitted by law to mitigate the social effects of workplace and sexual harassment and sexual violence in the workplace or in connection with work or during or in relation to the use of the Foundation's services , including the provision of appropriate assistance to victims within the limits of the possibilities available.

4.3.The Foundation shall take all measures provided for by law, including in particular the Labour Code, against the perpetrators of workplace and/or sexual harassment and, in the case of acts having the characteristics of a crime against sexual freedom and morality, the Foundation is obliged to cooperate with the law enforcement agencies and the judiciary in order to detect and judge the perpetrator.

4.4.Any employee, associate, volunteer, client or other stakeholder of the Foundation in relation to whom workplace harassment, sexual violence or sexual harassment is committed has the right to demand that the Foundation take the action indicated in sections 4.1 to 4.3. The exercise of this right in no way excludes the right of the victim to seek legal protection under applicable law.

4.5. Any employee, co-worker, volunteer, client or other stakeholder of the Foundation may address questions about the Foundation's policies and procedures against workplace harassment, sexual violence and sexual harassment and report the occurrence of an unwanted situation to the following email address: alert@migrant.poznan.pl, as well as by letter or in person by contacting an authorised person.

4.6. The Foundation has an obligation to ensure the necessary discretion and confidentiality in the handling and processing of reported cases of workplace harassment, sexual violence and sexual harassment, in particular not to allow the victim to suffer additional distress due to the unwanted disclosure of the circumstances of the situation.

4.7. Groundless imputation of workplace harassment, sexual violence and sexual harassment is prohibited.

5. RESPONSIBILITY

5.1. Workplace harassers, sexual abusers and sexual harassers are subject to liability under the law, including in particular the Labour Code, the Criminal Code, the Civil Code.

5.2. Persons who make groundless imputation of workplace harassment, sexual violence and sexual harassment are also subject to the liability referred to in section 5.1.

6. OPERATIONS AND PROCEDURES

6.1. The Board of the Foundation is responsible for the implementation of this Policy.

6.2. The Board of the Foundation is responsible for the information policy against workplace harassment, sexual violence and sexual harassment in relation to the Foundation's activities, in particular ensuring that the most important provisions of this Policy are made available, on the website and at the main point of service provision, including the procedure for reporting violations.

6.3. The Board shall organise training for staff, colleagues and volunteers on this procedure. Training may be provided online, including asynchronously.

6.4. Each employee, associate and volunteer of the Foundation is acquainted with

with the Code of Conduct, which is a separate document, and signs an undertaking to abide by it. The Code of Conduct contains, inter alia, provisions on the obligation to refrain from unlawful and unethical actions including workplace harassment, sexual violence and sexual harassment.

6.5. The Board of Trustees appoints a Safety Trustee, who may be an employee of good reputation and trust. The Trustee handles the alert@migrant.poznan.pl mailbox and letter correspondence in cases of workplace harassment, sexual violence and sexual harassment and carries out the tasks set out in other policies. Upon receipt of a report, the Trustee interviews the persons concerned and makes a note of the interviews together with their opinion on the case and immediately forwards the case to the Board of the Foundation. If the report concerns a member of the Board of Trustees, the Trustee refers the matter to the Founders. If justified, the Board of Trustees (or the Founders) takes the appropriate action as described in Section 4. The Board of Trustees supervises the Trustee's activities. Disputes arising in connection with the exercise of this supervision are resolved by the Founders.

6.6. The Board of Trustees shall review, at least annually (at the time of the activity report), the implementation of this Policy and make any necessary changes and adjustments to it, consulting the Trustee beforehand. If changes are made, the Board shall ensure that these are effectively communicated to staff, colleagues, volunteers, clients and other stakeholders of the Foundation.