



Equality and Workplace Environment Policy

Policy Area: Gender Equality and Workplace Environment

Policy Ref: CFI-EP

Title of Policy: Equality and Workplace Environment Policy

Approved Date: January 2023

Effective Date: immediately

Review Date: January 2024

Approved By: Patrice Davison - Executive Director

Policy Rationale: CFI is committed to maintaining a work environment free of discrimination, and it will not tolerate any form of harassment or unlawful discrimination against its employees by anyone, including supervisors, or other employees. Prohibited harassment includes sexual harassment, as well as harassment on the basis of race, color, religion, ancestry, national origin, age, gender, sexuality or disability.

Policy Statement: This Equality Policy defines Children's Future International's explicit commitments to support equality and the principles expressed in international agreements.

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Article I

CHILDREN'S FUTURE COMMITMENT

- 1.1** Promote equality as an explicit internationally recognized human right.
- 1.2** Address systemic and structural practices that create barriers to the realization of human rights and equality; including prevention and response to gender based violence and sexual exploitation and abuse.
- 1.3** Support the empowerment of women and girls as a key strategy toward ending poverty, conflict, human suffering and gender inequality.

- 1.4 Actively involve men and boys as allies in promoting gender equality.
- 1.5 Analyze and implement strategies to manage potential risks and harms to women, men, girls, boys and LGBTIQ+ .
- 1.6 Engage and coordinate with partners, governments, funders and civil society organizations to promote and support effective, creative and impactful ways to promote equality
- 1.7 Actively hold ourselves and others accountable to equality standards.
- 1.8 Ensure that key organizational policies, systems and practices including but not limited to budgeting, human resource recruitment, training and management, and decision-making support human rights and equality.
- 1.9 Apply these commitments within Children’s Future and across all program areas.

Article II

IMPLEMENTATION

Children’s Future will implement, monitor and evaluate this policy. All staff are encouraged to devise a context-specific and realistic implementation plan / process, with appropriate investment of resources, monitoring and evaluation mechanisms.

CFI staff are required to meet these common standards in order to end poverty and support the dignity of all people. CFI staff will ensure that the following standards are applied, monitored, adhered to and reported on:

1. Key organizational policy, planning and programs will:
 - i. incorporate gender and power analysis as a mandatory operational and/or design feature.
 - ii. be based on data disaggregated by sex, age and other relevant diversity factors such as race, color, religion, ancestry, national origin, age, gender, sexuality or disability,
 - iii. explicitly state gender equality results,
 - iv. include relevant and feasible gender sensitive indicators for every stage of planning, implementation, monitoring and evaluation, and
 - v. formulate staff work plans and budgets accordingly.
2. Human Resources policies and practices will adequately address equality. CFI staff will track and report annually on gender balance in staffing and governance structures and implement specific strategies to balance male/female representation.
3. Children’s Future will regularly train staff on the importance of equality, ensuring that no person employed or connected to CFI is treated differently on the basis of their race, color, religion, ancestry, national origin, age, gender, sexuality or disability

Harassment free environment Policy

CFI requires all employees to be mindful of the organization's neutrality with respect to political and/ or religious beliefs, allowing us to work together in the best interest of children, without bias. Likewise, CFI is committed to creating a working environment in which everyone is treated with respect and dignity, irrespective of nationality, color, sex, creed, birth and social origin, beliefs, membership of worker unions or exercise of union activities, cultural or language differences.

CFI aims to foster positive workplace environments, free from unlawful discrimination, harassment, bullying, disrespectful behaviors, violence, and maintain a workplace conducive for employees to reach their full potential; personally, and professionally, in contributing to the CFI's vision, mission and objectives. All CFI associates are responsible for helping to contribute to a positive workplace environment and speaking up if they observe any behavior they find threatening to the environment or a potential breach of policy.

CFI does not tolerate any type of harassment. Harassment is defined as, but not limited to, any unwanted, unwelcome, uninvited behavior that may or may not be based on a person's:

- Race
- Color
- Gender identity
- Religion
- National / ethnic origin
- Sexual Orientation
- Age
- Physical / Mental Disability
- Appearance

Harassing behavior may include, but is not limited to, derogatory comments, offensive jokes, slurs, name-calling, assaults or threats, impeding or blocking movement, intimidation, ridicule, insults, derogatory/ offensive pictures, sabotaging colleagues' work, initiating and spreading malicious rumors or lies, microaggression and more. While harassment may consist of repeated acts, a single serious incident that has a lasting harmful effect also constitutes harassment.

CFI has a zero tolerance policy to any kind of sexual harassment, defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment.

Sexual Harassment includes, but not limited to:

- Requests to perform sexual activities
- Gestures and other nonverbal communication with sexual suggestions
- Physical approaches/physical contact of a sexual nature/sexual assault

- Comments of a sexual nature about someone and/or their body or sexual identity
- Sexually discriminatory language and humiliating remarks, including sexually explicit jokes;
- Showing or displaying pornographic or sexist images
- Repetitive questions into an individual's relationship details

Non-exhaustive examples of inappropriate and unacceptable behavior include:

- using a harsh tone of voice (such as yelling or berating others)
- making lewd gestures or remarks
- talking down to others, using a patronizing or condescending tone
- any malicious behavior a reasonable person would find unprofessional, disturbing and harmful to their psychological health
- any unwanted or undesirable conduct that shows hostility or an aversion towards another person, with the intention of making them uncomfortable.

CFI encourages positive and healthy behaviors such as:

- Interacting in a respectful, courteous, supportive, and encouraging manner
- Listening to colleagues' positions with an open mind
- Expressing appreciation after successful teamwork
- Approaching conflict with maturity and a desire for resolution
- Maintaining professionalism at all times.



Harassment Report Form

If you have knowledge or suspect any disrespectful situation during work, this includes sexual harassment, any form of discrimination, sexism and threatening or disrespectful behavior. Please complete this form to the best of your knowledge. Then share with the designated **Human Resources Officer, your supervisor, or member of the Director’s team as you feel comfortable.**

ABOUT YOU ព័ត៌មានអំពីអ្នក	
<i>Your name</i>	
<i>Your job title</i>	
<i>Workplace</i>	
<i>Contact details (phone number and Email)</i>	
ABOUT THE ALLEGED PERPETRATOR	
<i>Name of the Alleged perpetrator</i>	
<i>His/her job title</i>	
<i>Relationship of the Accused to the Complainant (manager, co-worker, client, etc)</i>	
<i>Contact details (phone number and Email)</i>	

ABOUT THE INCIDENT

How did you know about the incident?

- Direct observation
- Suspicion
- Disclosure of the person(s) involved
- Disclosure of another person(s).
Name(s).....
- Other, please explain

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Date and time of the alleged incident OR period of the alleged accident:

(If more than one event, please report each event on a separate form.)

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Location of the alleged incident:

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Nature of the allegation (If applicable, state exactly what happened, who was involved and how, the person involved if the information is firsthand or you heard it from someone or another source said to you and how did you react to the situation. Did you take any action to stop perceived inappropriate behavior?):

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Were there any witnesses to this specific event? (If yes, please provide their names)

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ANY OTHER PERSONS INFORMED

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The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence Children’s Future International deems relevant.

Date://

Signature:

