



SKZ Department  
of Policy and Governance

# Harassment & Bullying Policy and Procedure

Policy Number - 0005

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## 1. Introduction:

SKZ Foundation is committed to providing a positive and respectful working environment for all employees, volunteers, trustees, and beneficiaries. We believe that all individuals associated with our charity have the right to work and volunteer in an environment free from harassment, bullying, discrimination, and victimization.

Harassment and bullying can have severe consequences for the individuals involved, leading to psychological distress, decreased morale, reduced productivity, and damage to our charity's reputation. Furthermore, such behaviors are not only detrimental to the individuals targeted but also undermine the core values of SKZ Foundation including respect, fairness, and equality.

We believe that everyone has the right to work and volunteer in an environment free from harassment and bullying. Therefore, we have developed this policy and procedure to outline our commitment to preventing and addressing such behavior promptly and effectively. This policy applies to all aspects of our charity's operations, including the workplace, events, meetings, and interactions with beneficiaries and external stakeholders.

By promoting a culture of respect, inclusivity, and zero tolerance for harassment and bullying, we aim to create a supportive and empowering environment where all individuals can thrive and contribute to the achievement of our charitable objectives.

## 2. Policy Statement:

Harassment, bullying, discrimination, victimization, and any form of inappropriate behavior are unacceptable and will not be tolerated within SKZ Foundation. Such behavior undermines the dignity and well-being of individuals and contradicts our values of respect, fairness, and equality.

SKZ Foundation is committed to providing a safe, respectful, and inclusive working environment for all individuals associated with our charity. We recognize that harassment, bullying, discrimination, victimization, and any form of inappropriate behavior are not only harmful to individuals but also undermine the values and mission of our organization.

We are dedicated to fostering a culture where all individuals are treated with dignity, fairness, and respect, regardless of their background, identity, or status. We believe that diversity and inclusivity enrich our charity and are essential for achieving our charitable objectives.

Harassment, bullying, discrimination, victimization, and any form of inappropriate behavior based on protected characteristics under the Equality Act 2010, such as age, disability, gender reassignment, marriage

and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation, will not be tolerated within SKZ Foundation.

We recognize that harassment and bullying can take various forms, including verbal, non-verbal, written, physical, or online conduct. Regardless of the form or context, such behavior is unacceptable and will be addressed promptly and effectively.

SKZ Foundation is committed to providing support to individuals who have experienced harassment or bullying and ensuring that appropriate measures are taken to prevent recurrence. We will take allegations of harassment and bullying seriously and handle them with sensitivity, confidentiality, and impartiality.

### **3. Scope:**

This policy applies to all employees, volunteers, trustees, contractors, consultants, and beneficiaries associated with SKZ Foundation. It covers all forms of harassment and bullying, including but not limited to those related to protected characteristics under the Equality Act 2010.

The policy covers all forms of harassment, bullying, discrimination, victimization, and any other inappropriate behavior that occur within the context of SKZ Foundation's operations, including but not limited to:

Interactions within the workplace, including offices, facilities, and shared spaces.

Participation in charity-sponsored events, activities, meetings, and training sessions, whether on-site or off-site.

Communications and interactions with beneficiaries, service users, donors, partners, suppliers, and other external stakeholders.

Online or digital communications and interactions related to SKZ Foundation, including emails, social media platforms, messaging apps, and other digital channels.

Any other situations or contexts where individuals associated with SKZ Foundation engage in activities or interactions on behalf of the organization.

This policy applies to harassment, bullying, discrimination, and victimization based on protected characteristics under the Equality Act 2010, including but not limited to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

## 4. Definitions:

**Harassment:** Any unwanted conduct related to a protected characteristic under the Equality Act 2010, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. Harassment may include verbal, non-verbal, or physical conduct that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

**Bullying:** Behavior that is offensive, intimidating, malicious, or insulting and may involve the misuse of power to undermine, humiliate, or harm another person.

## 5. Responsibilities:

**Senior Management:** Senior management is responsible for fostering a culture of respect and inclusivity and ensuring that all individuals associated with SKZ Foundation are aware of this policy.

They are accountable for ensuring that policies and procedures related to harassment and bullying prevention, reporting, and resolution are effectively communicated, implemented, and enforced throughout the organization.

Senior management should lead by example and actively promote behaviors that uphold the values of respect, fairness, and equality within the charity.

**Employees, Volunteers, Trustees, and Beneficiaries:** All individuals associated with SKZ Foundation are responsible for treating others with respect and refraining from engaging in harassment or bullying behavior.

They are expected to adhere to the charity's policies and procedures, including those related to harassment and bullying prevention, reporting, and resolution.

Individuals should refrain from engaging in any form of harassment, bullying, discrimination, victimization, or inappropriate behavior and must report any incidents promptly and accurately in accordance with the organization's procedures.

Employees, volunteers, trustees, and beneficiaries should actively contribute to creating a positive and inclusive working environment by promoting mutual respect, understanding, and cooperation among colleagues and stakeholders.

Individuals who witness or become aware of incidents of harassment or bullying have a responsibility to support those affected, report the incidents, and cooperate with any investigations conducted by SKZ Foundation.

## **6. Procedure for Reporting Harassment and Bullying:**

Any individual who experiences or witnesses harassment or bullying should report the incident promptly to Miss Ansa Asim (President SKZ Pakistan Chapter) or any other designated person within the organization.

Reports can be made verbally or in writing and should include details of the incident(s), including dates, times, locations, and individuals involved.

SKZ Foundation will ensure confidentiality and handle all reports sensitively and impartially.

## **7. Investigation Procedure:**

Upon receiving a report of harassment or bullying, SKZ Foundation will conduct a thorough investigation into the matter. The investigation will be fair, impartial, and conducted in a timely manner.

The investigation may involve interviewing the complainant, the alleged perpetrator(s), and any witnesses. All parties involved will be given an opportunity to provide their account of the incident(s).

## **8. Resolution and Disciplinary Action:**

If the investigation substantiates the allegations of harassment or bullying, SKZ Foundation's will take appropriate disciplinary action against the perpetrator(s), in accordance with our disciplinary procedure.

Disciplinary actions may include verbal or written warnings, suspension, dismissal, or termination of volunteering opportunities, depending on the severity of the offense.

## **9. Support and Welfare:**

SKZ Foundation will provide support to individuals who have experienced harassment or bullying, including access to counseling, advice, and guidance.

We will take steps to ensure that individuals who report incidents of harassment or bullying do not face victimization or retaliation as a result of their report.

## **10. Review and Monitoring:**

SKZ Foundation will regularly review and update this policy to ensure its effectiveness and compliance with legal requirements.

We will monitor incidents of harassment and bullying and take proactive measures to prevent recurrence.

SKZ Foundation is committed to regularly reviewing and monitoring the effectiveness of this policy to ensure its ongoing relevance, compliance with legal requirements, and alignment with best practices. Reviews of the harassment and bullying policy will be conducted annually, or as deemed necessary by senior management, to assess its implementation, impact, and any emerging trends or issues related to harassment and bullying within the organization.

The review process will involve gathering feedback from employees, volunteers, trustees, and beneficiaries regarding their experiences, perceptions, and suggestions for improving the effectiveness of the policy and associated procedures.

SKZ Foundation will also monitor incidents of harassment, bullying, discrimination, and victimization reported within the organization to identify patterns, trends, and areas of concern. This data will be used to inform targeted interventions, training initiatives, and policy revisions as needed.

Senior management will oversee the review and monitoring process and ensure that appropriate actions are taken to address any identified gaps, deficiencies, or areas for improvement in the harassment and bullying policy and procedures.

The findings of the policy review and monitoring process will be communicated to all relevant stakeholders, including employees, volunteers, trustees, and beneficiaries, to promote transparency, accountability, and continuous improvement in addressing harassment and bullying within SKZ Foundation.

## **11. Confidentiality:**

Information obtained during the reporting and investigation process will be shared only with individuals directly involved in the resolution of the reported incident(s) on a need-to-know basis.

SKZ Foundation will take appropriate measures to safeguard the identity of individuals who report incidents of harassment or bullying, including keeping their identities confidential to the extent possible, unless disclosure is necessary for the purpose of investigation or legal obligations.

Individuals who make reports of harassment or bullying are encouraged to raise any concerns about confidentiality with the designated officer or manager handling the matter. SKZ Foundation will make every effort to address such concerns and respect the wishes of the individuals involved to the fullest extent possible within the constraints of the investigation process and legal requirements.

SKZ Foundation will ensure that all individuals involved in handling reports of harassment and bullying receive appropriate training and guidance on maintaining confidentiality and respecting privacy rights in accordance with applicable laws and regulations.



## **12. Training:**

SKZ Foundation will provide training to employees, volunteers, trustees, and beneficiaries on harassment and bullying awareness, prevention, and reporting procedures.

Training sessions will be conducted regularly, covering topics such as identifying different forms of harassment and bullying, understanding the impact of such behaviors on individuals and the organization, and learning how to respond effectively to incidents of harassment and bullying.

Training sessions will be tailored to the specific needs and roles of different groups within SKZ Foundation, ensuring that individuals receive relevant and practical guidance on preventing and addressing harassment and bullying in their respective contexts.

SKZ Foundation will provide new employees, volunteers, and trustees with orientation sessions that include information on the harassment and bullying policy, procedures, and their roles and responsibilities in upholding a safe and respectful working environment.

Refresher training will be provided periodically to ensure that all individuals associated with SKZ Foundation remain up-to-date on the harassment and bullying policy and procedures, as well as any changes or updates made to them over time.

SKZ Foundation will maintain records of training attendance and completion to track the effectiveness of training initiatives and ensure that all individuals have received the necessary education and guidance on harassment and bullying prevention and response.

Feedback from training participants will be solicited and used to continually improve the content, delivery, and effectiveness of harassment and bullying training programs offered by SKZ Foundation.

## **13. Contact Information**

If you have experienced or witnessed harassment or bullying, or if you have concerns about inappropriate behavior within SKZ Foundation, please report the incident promptly to:

Miss Ansa Asim

President SKZ Foundation (Pakistan Chapter)

Email Address: dnansaasim@gmail.com

+92 302 1404073

Reports can be made verbally or in writing and will be handled with sensitivity, confidentiality, and impartiality. You may also seek support and guidance from the designated officer or manager regarding the reporting process and available resources for addressing harassment and bullying.

If you prefer to report anonymously, you may use confidential reporting mechanisms, such as anonymous hotlines or online reporting forms, where available. Please note that while anonymous reporting may limit our ability to investigate and address the reported incident, we respect your privacy and will take appropriate action to the fullest extent possible.