



## NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

**This policy aims to illustrate the commitment of IPRI to uphold non-discrimination and anti-harassment as standards of behaviour expected of all members/staff.**

IPRI recognizes the fundamental human rights principle that all human beings are inherently equal in dignity and rights. Thus, all people should enjoy equal rights and treatment, regardless of race, descent, gender, national or ethnic origin, and socio-economic class.

IPRI also upholds the UN Declaration on the Rights of Indigenous Peoples' (UNDRIP) foundational principles of justice, democracy, respect for human rights, non-discrimination and good faith, with the aim of ending all forms of discrimination and oppression against Indigenous Peoples wherever they occur.

IPRI is thereby committed to uphold non-discrimination as a matter of organizational policy and practice.

### 1. POLICY OVERVIEW AND OBJECTIVE

IPRI's Anti-Discrimination and Anti-Harassment Policy aims to create and maintain work environment and relations wherein people are treated with dignity, decency, and respect. The IPRI work environment should be characterized by mutual trust and absence of intimidation, oppression, and exploitation; where staff is able to work and learn in a safe, yet stimulating atmosphere; and relate with IPRI allies, partners, and networks with respect. This is integral to indigenous values and the accomplishment of this goal is essential to IPRI's mission. Thus, IPRI will not tolerate discrimination or harassment of any kind. By enforcing this policy and educating the staff, IPRI will seek to prevent, correct, and discipline behaviour that violates said policy.

Regardless of their position, Board members, staff, and management of IPRI are covered by, and are expected to comply with this policy and to ensure that prohibited conduct does not occur.

### 2. THE POLICY

IPRI enforces this policy in compliance with all applicable anti-discrimination and harassment laws and regulations, and in accordance with the following definitions and guidelines:

- a. **Discrimination.** IPRI promotes an environment that respects and encourages non-discrimination and gender equality. IPRI prohibits discrimination in the provision of



employment opportunities, benefits or privileges. It prohibits the creation of discriminatory work conditions and the use of discriminatory evaluative standards in employment, based in whole or in part, on the person's gender, sexual orientation, race, color, religion, ancestry, national origin, disability status, age, veteran/military status, marital status, gender identity, genetic information or any other characteristic protected by applicable law.

In staff recruitment, the positions shall specifically indicate that these are "identified positions" that consider equal access to equal opportunities and the possession of specific skills, cultural knowledge and ethnic diversity.

b. **Harassment.** IPRI has zero tolerance towards any kind or form of harassment and will take prompt and appropriate action in response to complaints or knowledge of violations of this policy. The following examples of harassment are intended to be guidelines and are not exclusive when determining if this policy has been violated:

- Verbal harassment includes offensive or unwelcome comments on a person's gender, sexual orientation, age, race, color, religion, ancestry, national origin, disability status, veteran/military status, marital status, gender identity, genetic information, or any other characteristic or category protected by applicable law, and includes epithets, slurs and negative stereotyping.
- Non-verbal harassment includes distribution or display of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility, aversion, or disrespect toward an individual or group based on gender, sexual orientation, age, race, color, religion, ancestry, national origin, disability status, veteran/military status, marital status, gender identity, genetic information, any other characteristic or category protected by applicable law.

c. **Sexual Harassment.** For purposes of this policy, sexual harassment is defined as an unwelcome and inappropriate conduct of a sexual nature, whether verbal or physical, and happens when:

- Submission to or rejection of such conduct is made a term or condition for an individual's employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions, such as promotion, demotion, termination or pay; or
- Such conduct substantially interferes with an individual's employment or creates an intimidating, hostile, or offensive working environment.

The two types of sexual harassment are:



- “Quid pro quo,” where submission to harassment is used as the basis for employment decisions. Staff benefits such as raises, promotions and better working hours are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) is in a position to commit quid pro quo harassment.
- “Hostile work environment” is characterized by hostility, offensiveness, or intimidation caused by the harassment. A hostile work environment can be created by supervisors/managers, other staff, vendors or customers and may include verbal remarks of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact.

The different forms and examples of sexual harassment are intended to be guidelines and are not exclusive when determining if this policy has been violated:

- Verbal sexual harassment includes innuendoes, suggestive comments, verbal abuse, jokes or “kidding” of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates) which are all inappropriate and unwelcome. Examples are: a supervisor or manager promising a salary raise to a staff if the latter goes on a date with the former; a supervisor or manager threatening to fire a staff if the latter does not consent to have sex with the former.
- Non-verbal sexual harassment includes the distribution or display of any written or graphic material, including calendars, posters, cartoons, letters and notes, facsimiles, e-mail, photos, text messages, tweets and Internet postings or other forms of communication that are sexually suggestive, hostile and offensive toward an individual or group. Suggestive, obscene or insulting sounds and gestures such as leering, staring, and whistling are also non-verbal forms of sexual harassment.
- Physical sexual harassment includes unwelcome and unwanted physical contact such as touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

#### d. **Retaliation**

No hardship, loss, benefit nor penalty may be imposed on a staff for:

- Filing or responding to a good faith complaint of discrimination or harassment
- Being a witness in the investigation of a complaint
- Serving as an investigator of a complaint

### 3. **APPLICABILITY AND PROCEDURE**

Any complaint arising out of a violation of this policy, shall be filed following the complaints mechanism in IPRI’s Operations Manual.

IPRI will courteously and rationally deal with any person who uses this complaint procedure, and will promptly handle all reports. This procedure is open to any individual who has legitimate complaint of harassment or discrimination as provided above, against any



Board member, management, and staff of IPRI arising from his/her interaction with the accused. IPRI will maintain confidentiality to the extent possible in light of the need to conduct an investigation and take appropriate corrective action. Because of the damaging nature of harassment to the aggrieved victim/s and to the entire staff, it is strongly urged that staff partners and IPRI allies use this procedure. However, filing of groundless or malicious complaints is an abuse of the policy and will be treated as a violation.

An individual who feels harassed, discriminated, or retaliated against, or who has witnessed such conduct (the “reporting staff”), may initiate the reporting process by filing a complaint in accordance with the complaint mechanism detailed in IPRI’s Operations Manual. Alternatively, if the individual is not comfortable with the regular complaint procedure, he/she may request for a mediation process. The Global Director, or if not applicable, the Chairperson of the Board, shall convene the mediation team whose members will be mutually selected and agreed upon by all parties in the complaint.

If a supervisor or manager becomes aware that harassment, discrimination, or retaliation is occurring, either from personal observation or as a result of a staff coming forward, the supervisor or manager must immediately report it to the Global Director as appropriate.

#### **4. Confidentiality**

During the complaint procedure, the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the reporting person will be protected to the extent reasonably possible, subject to applicable law. The expressed wishes of the reporting person for confidentiality will be considered in the context of IPRI’s legal obligation to act on the report and the right of the party against whom the report is made to obtain information. In addition, any notes or documents written by or received by the person(s) conducting the investigation will be kept confidential to the extent possible and subject to applicable law.

#### **5. Alternative grievance venue**

Nothing in the policy may prevent the reporting person or the respondent from pursuing formal legal remedies or resolution through judicial or quasi-judicial bodies.