



## THE GEM POLICY STATEMENT ON SEXUAL HARASSMENT

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**THE GIRLS EXCELLENCE MOVEMENT - GEM** considers sexual harassment as a form of misconduct that undermines the integrity of working relationships and adversely affects victims for the rest of their lives while impacting work output negatively. All Board Members, Volunteers, Mentors and Employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment, sexual abuse and gender discrimination. Anyone who engages in conduct interpreted as sexual harassment by the victim will be subject to discipline, ranging from termination to full-fledged police report.

Pursuant to our policy to create and operate, a positive, non-judgmental, non-discriminatory and inclusive work, volunteering and mentoring and learning environment for all, we vehemently declare sexual harassment in any form a crime, an unpardonable misconduct and unacceptable affront that would be reported to law enforcement authorities without any favor to deter others.

### 1. WHAT IS SEXUAL HARASSMENT?

Sexual harassment is defined as any unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.

**The GIRLS EXCELLENCE MOVEMENT-GEM** has adopted, this policy is based on, the definition of sexual harassment set forth by the United Nations. The UN-WOMEN define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

-  Submission to such conduct is either an explicit or implicit term or condition of employment (e.g., promotion, training, timekeeping or overtime assignments)
-  Submission to or rejection of the conduct is used as a basis for making employment decisions (hiring, promotion, termination)
-  The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

Sexual harassment also includes any conduct by a volunteer/mentor/employee that unreasonably interferes with another's work performance by creating an intimidating, hostile, humiliating or offensive working environment. Sexual harassment consists of a variety of behaviors including, but not limited to, subtle pressure for sexual activity, inappropriate touching, inappropriate language, demands for sexual favors, and physical assault.

## **2. WHAT IS NOT SEXUAL HARASSMENT?**

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

## **3. HARASSMENT BY NON-MEMBERS OF THE GIRLS EXCELLENCE MOVEMENT**

We will endeavor to protect employees, to the extent possible, from reported harassment by non-employees such as from customers, vendors and other parties who have working contact with our volunteers/mentors/employees and our target group or beneficiaries (Girls and Boys).

## **4. COMPLAINT PROCEDURE**

If you feel you have been sexually harassed by anyone, report it immediately to the GEM Administrative Team Leader, the Executive Director or any Board member you may feel comfortable talking to, please report to law enforcement agencies if necessary. It is preferable to make a complaint in writing, but you can accompany or follow up your written complaint with a verbal complaint. All allegations of sexual harassment will be quickly and thoroughly investigated and convicted culprits would be dealt with deterrently. To the extent possible, your confidentiality and that of any witnesses and the alleged harassers will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of that investigation.

Depending on the complexity of the investigation, you should be contacted within ONE WEEK about the status of your complaint. If your Team Leader is the source of the harassing conduct, report the behavior to the Executive Director, the Founder, any of the Directors or the Members of the Governing Board of **THE GIRLS EXCELLENCE MOVEMENT – GEM**.

## **5. DISCIPLINE**

Any volunteer/mentor/employee found to have harassed another, a target beneficiary under his or her care will be subject to appropriate disciplinary procedure action, including reprimands, suspension, termination or handing over to the Police. A person committing sexual harassment may also be held legally liable for his or her actions under applicable law.

## **6. RESPONSIBILITY**

Each Volunteer, Mentor, Employee, Team Leader, Team Member is responsible for implementing this policy within his or her area of responsibility.

THE GIRLS EXCELLENCE MOVEMENT wants you to have a working, mentoring, volunteering, teaching and learning environment that is free of sexual harassment by all standards, by your co-volunteers and by others with whom you must interact in the course of your volunteering work as a GIRLS EXCELLENCE MOVEMENT – GEM Volunteer. Sexual harassment is specifically prohibited as unlawful and as a violation of GIRLS EXCELLENCE MOVEMENT POLICY.

THE GIRLS EXCELLENCE MOVEMENT-GEM is responsible for preventing sexual harassment in the line of duty in delivering the GEM Vision, for taking immediate preventive, corrective and deterring action to stop sexual harassment in the line of our work and for promptly investigating any allegations of work-related sexual harassment.

## **REPRISAL PROHIBITED**

**THE GIRLS EXCELLENCE MOVEMENT** will permit no opportunity-based retaliation against anyone who makes a complaint of sexual harassment or who speaks out for someone or as a witness in the investigation of a complaint of sexual harassment.

## **7. WRITTEN POLICY**

Any amendment or review of this document policy would be communicated to you by the GIRLS EXCELLENCE MOVEMENT – GEM and the updated version made available to you. Copies are also available on our website for you to download.