



Policy name	Anti-discrimination and harassment policy
Date of implementation	June 2018
Date of last review	NA (new)
Date of next review	April/May 2019
Purpose of review (if any)	
Related documents	<ul style="list-style-type: none">● Code of Conduct● Staff handbook (includes disciplinary policy)● Whistleblowing policy● Protection from Sexual Exploitation and Abuse and Child Protection Policy

1. What is the purpose of the policy?

In line with our values, PWYP strive to offer an environment where everyone is treated with dignity and respect. We do not tolerate discrimination or harassment. We make it our priority to support you if you experience problems with discrimination or harassment. If you think you are experiencing workplace discrimination or harassment we encourage you to report this.

We will investigate any discrimination or harassment complaint brought to our attention in a fair, independent and confidential way and, after considering all the facts, we will take appropriate action.

This policy explains the support available and how discrimination or harassment can be addressed.

2. Who does the policy apply to?

We expect anyone with a **direct relationship with PWYP (“related parties”)** including employees, consultants; governing body members¹;volunteers and interns, meeting delegates and training participants to behave respectfully towards each other and never act in a way that could be regarded as discrimination or harassment. In addition we expect visitors and guests at any of our offices and/or events to abide by requirements of this policy. This includes non-PWYP entities and their employees who have entered into partnership, sub-grant or sub-recipient agreements with PWYP.

A non-exhaustive list of examples of acceptable and unacceptable behaviour is found below. Acts of discrimination or harassment are regarded as a serious matter and in some cases criminal, and will place offenders at the risk of losing continued employment or engagement with PWYP. In extreme cases we would involve the authorities.

This policy can be used if discrimination or harassment is experienced either at PWYP or at PWYP related events, for example PWYP social functions or work related trips.

¹ PWYP Board, PWYP Global Council, PWYP Africa Steering Committee



3. What is discrimination and harassment?

Discrimination or harassment can take place face-to-face, behind your back, by telephone, email, text, social media or any other form of communication

Harassment can occur between people of the same sex or opposite sex.

Harassment and discrimination

Harassment is defined by the UK [Equality Act 2010](#), as unwanted conduct related to your 'protected characteristics' that has the purpose or effect of **violating your dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for you**. Protected characteristics are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Examples of **discrimination and harassment behaviours** include when someone:

- puts you down or deliberately embarrasses you
- makes insulting or offensive comments or jokes
- scares you, makes threats or shouts at you
- uses insulting words or threatening body language
- ignores you or unreasonably keeps you out of meetings or events
- stops or blocks you from doing your job
- threatens you or commits physical violence
- leaves offensive items around your work area

Sexual Harassment²

Harassment is also unwanted conduct of a sexual nature which has that same purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for someone and specifically includes:

- unwanted and unwelcome sexual advances,
- requests for sexual favours, and
- other verbal or physical unwanted verbal or physical contact that is made either explicitly or implicitly a term or condition of employment; or Issued as a basis for employment decisions

² Note that Sexual Harassment in many countries is illegal and therefore subject to criminal investigation (eg EU directive)



affecting such an individual; Or Has the purpose or effect of substantially interfering with an individual's work performance and of creating an intimidating, hostile, or offensive work environment.

Examples of **sexual harassment** include when someone:

- makes unwelcome sexual advances or touches you in an intrusive way
- makes sexual jokes
- displays pornographic photographs or drawings around your work area
- sends you emails with material of a sexual nature
- non-verbal conduct, such as staring or gestures.
- sexual advances, propositions, suggestions or pressure for sexual activity at or outside work.
- comments on appearance, questions about their sex life or offensive jokes

PWYP prohibits inappropriate conduct that is sexual in nature at work, on PWYP business, or at PWYP events including the following:

- Comments, jokes, or degrading language or behaviour that is sexual in nature;
- Sexually suggestive objects, books, magazines, photography, cartoons, pictures, calendars, posters, electronic communications, or other materials;
- Unwelcome sexual advances, requests for sexual favours, or any sexual touching;
- Offering favourable terms or conditions of employment or benefits in exchange for sexual favours or threatening or imposing less-favourable terms or conditions of employment if sexual favours are refused.

Sexual harassment is prohibited whether it's between members of the opposite sex or members of the same sex.

4. Our approach to treating claims of harassment or discrimination

If you have been subjected to discrimination or harassment under this policy we encourage you to speak out. We will not victimise or unfairly treat complaints who make a discrimination or harassment complaint.

We will respect and maintain confidentiality. We will also remind anyone involved in a complaint about their responsibilities to maintain confidentiality.

5. Management and staff responsibility

PWYP Directors have a key responsibility in establishing and maintaining a workplace free from discrimination and harassment. Directors and other line managers are directly responsible for the conduct of their direct reports. All PWYP employees, governing bodies members, consultants and other people we work with such as meeting delegates are expected to comply with this policy and that it is the personal responsibility of each employee to ensure that inappropriate conduct does not occur.



All attendees at PWYP events are required to sign the confirmation form contained in Appendix 1. It is recommended that this form be added to all invitation letters to meetings and events organised by the PWYP Secretariat. Attendees at shorter meetings will be required to confirm on email that they note and will abide by the requirements of this policy - please wording in Appendix 2.

We also encourage all PWYP coalitions to adopt this policy or to ensure that their own policy as a minimum meets the requirements under this policy.

6. What to do if you witness discrimination or harassment

We all share responsibility for ensuring a safe working environment for ourselves and others. You may not have experienced discrimination or harassment directly, but have witnessed someone else being discriminated against or harassed. If this has occurred, you should raise your concerns in order to protect the safety and wellbeing of the other person.

We understand you may feel worried about getting involved in a situation that does not directly affect you. We will support you in raising your concerns in an informal or formal way, so the discrimination or harassment can stop. We will not victimise, unfairly treat or discipline you for raising a concern.

If you decide to raise a formal complaint we ask you to send this in writing to your manager, or if the complaint is about your manager, the next level of management as soon as possible after the time of the incident.

7. Complaint process

All claims of discrimination or harassment will be investigated promptly, and appropriate disciplinary action will be taken to eliminate inappropriate behaviour. Creating a discrimination and harassment free work environment is every employee's responsibility.

Complaints should always be documented even where initial complaint may be reported verbally. If you receive a complaint or observe or believe you're a victim of discrimination, sexual harassment or any other form of harassment at work, on PWYP business, or at any PWYP event, you must immediately report it to one of the following:

- In the case of PWYP staff and consultants, complainants should contact either their line manager, or if the complaint is about their manager, the Executive Director (epeter@publishwhatyoupay.org) or the Director of Finance and Operations (cmacleod@publishwhatyoupay.org). Where staff are managed by the highest level of management (ie the Executive Director) complaints should be addressed to the Chair of PWYP Board (board.chair@publishwhatyoupay.org).
- For members of one of the governing bodies, complainants should address their complaint to the PWYP Executive Director.



- All other complaints under this policy should be made to the Executive Director, or where the Executive Director is the subject of the complaint then to the Chair of PWYP Board of Trustees.

All complaints are treated with sensitivity and are kept strictly confidential. Complainants are not required to report their complaint to anyone who is the subject for it. For example, if the complaint concerns the complainant's manager, they can talk to the Director of Finance and Operations in their capacity as head of HR. However, if anyone at work, on PWYP business, or at any PWYP event engages in conduct that makes the complainant feel uncomfortable, we encourage them to tell that person that the conduct is unwelcome, that they find it offensive, and that they request that it stop immediately.

8. Investigation

The Executive Director ensure that an investigation is initiated promptly.

- The Executive Director will elect a panel to oversee the process normally comprising of the Executive Director, the Director of Finance and Operations and a member of the Board Executive Committee. Other panel members may be appointed as deemed necessary by the Executive Director (for example the PWYP lawyer). In the case of the complaint being about the Executive Director the Chair of the PWYP Board will lead this process and will not appoint staff to the panel.
- PWYP will engage the service of an independent body to act as arbiter, currently this will be the secretariats human resources consultants, [Peninsula](#). Complainants must cooperate fully in such investigations which may include interviewing the complainant and other relevant individuals. All investigations will be conducted with due regard to fairness and confidentiality.
- The independent arbiter will report their findings and recommendations to the panel for decision.
- If warranted, PWYP will take appropriate corrective action, up to and including termination of employment or removal from the organisation

PWYP prohibits any form of retaliation against complainants for making a report of discrimination or harassment or participating in the investigation of a complaint of discrimination or harassment. If complainants believe they have been subject to retaliation, they can use any of the resources described above to report concerns.

9. Possible outcomes following an investigation

There are many outcomes that can follow an investigation into discrimination or harassment including mediation, training, coaching, or disciplinary proceedings. These could in turn lead to formal warnings being issued up to and including dismissal (for employees) and exclusion /removal from PWYP activities for PWYP governing bodies members and meeting participants.

If the response to a complaint is that there is a case to answer of discrimination or harassment then we may use PWYP Disciplinary Policy and/or make recommendations.



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If an outcome of a complaint is that the accused is invited to a disciplinary meeting under PWYP Disciplinary Policy, the complainant will be informed, on a strictly confidential basis, of the outcome of the disciplinary proceedings once any appeal process has come to an end.

Disciplinary hearings arising from a discrimination and/or harassment complaint will be heard by a hearing manager appointed from a different team to the employee's team.

In any case, if inappropriate behaviour is found to have occurred, it will be made clear to the other person involved that the behaviour must stop, detailing why it is inappropriate.

Everyone involved in a discrimination or harassment investigation must act with goodwill and honesty. We may take disciplinary action if we find that an employee has made a false or malicious complaint.

10. How discrimination and harassment is monitored

We handle all discrimination and harassment complaints in line with the Data Protection Act and PWYP Data Protection policy.



Appendix I - attendees form

DISCRIMINATION AND HARASSMENT POLICY

In line with our values PWYP strives to offer an environment where everyone is treated with dignity and respect. We do not tolerate discrimination or harassment. We make it our priority to support you if you experience problems with discrimination or harassment. If you think you are experiencing discrimination or harassment we encourage you to report this.

We will investigate any discrimination or harassment complaint brought to our attention in a fair, independent and confidential way and, after considering all the facts, we will take appropriate action.

Publish What you Pay is firmly committed to a policy against unlawful discrimination and harassment and therefore strictly prohibits discrimination against or harassment of any staff member or other person attending our meetings/events on the basis of their race, religion/beliefs,, sex (including gender identity), pregnancy and maternity, age, disability, marital status, partnership status, sexual orientation, disability or any other characteristic protected by UK law.

As a Publish What You Pay contracted party, delegate or guest you will adhere to this policy. Any violation of this clause may result in termination of your relationship with PWYP.

Examples of such violations are:

1. Unwelcome verbal or physical contact, requests for sexual favours and other verbal or physical conduct of a sexual nature constitute harassment
2. Making jokes or derogatory comments regarding a staff member's sex or race
3. Making sexual comments or circulating sexually explicit or suggestive material
4. Requesting a sexual relationship or repeatedly requesting a dating relationship
5. Engaging in inappropriate physical conduct such as improper touching
6. Sending emails containing slurs about a staff member's age, disability, physical attributes or religion

Any Employee or other representative of Publish What You Pay who receives a report or complaint of discrimination or harassment must report that offense to the Executive Director. All reports of discrimination or harassment will be thoroughly and impartially investigated. If appropriate, immediate corrective action will be taken, up to and including termination of your relationship with Publish What You Pay

Organization: _____

Signed: _____

Name: _____

Date: _____



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Appendix II - email footer

DISCRIMINATION AND HARASSMENT POLICY

In line with PWYP Operating Principles the PWYP International Secretariat strives to offer an environment where everyone is treated with dignity and respect. We do not tolerate discrimination or harassment. By agreeing to attend this meeting or event you agree to abide by our Anti-Discrimination and Harassment policy. Failure to do so will result in you being required to leave the meeting.