

BRAC INTERNATIONAL SEXUAL HARASSMENT ELIMINATION POLICY & PROCEDURE

(For BI Staff, Dhaka Office)



Policy statement

BRAC International demonstrates zero-tolerance against sexual harassment, and all actions are made to recognise the pain and struggle of the victim. BRAC International commits to be victim/survivor-centric and service-oriented in confronting sexual harassment, exploitation, and abuse of all kinds following the stages of prevention, reporting, response, and learning at all levels of work.



Scope of Policy

The sexual harassment policy applies to any employee of BRAC International (regular, service, volunteer, contractual, intern, consultant, part-time), partners, board members, volunteers, community members, service providers, programme participants, suppliers, vendors, clients, and contractors regardless of sex and age. Anyone from BRAC International who is directly or indirectly involved and assists the offender in any form conducive to sexual harassment will also be liable for the harassment.



Definition of Sexual Harassment

Sexual harassment is any unwelcome direct, indirect, verbal, or nonverbal conduct of a sexual nature. Any unwelcome behavior that carries sexual content is regarded as sexual harassment, whether that was the intention or not. BRAC International takes a zero-tolerance policy to any form of sexual harassment. BRAC International strongly promotes that all sexual harassment is prohibited wherever it takes place.



Definition of Sexual Abuse and Exploitation

Sexual abuse means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Sexual exploitation means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including but not limited to profiting monetarily, socially, or politically from the sexual exploitation.



Conducts considered as Sexual Harassment

VERBAL	NON-VERBAL	PHYSICAL
Comments on someone's appearance, age, private life etc. and insulting and referring to someone with derogatory names	Display of sexually explicit or suggestive material	Unwelcome physical contact i.g. patting, pinching, stroking, kissing, hugging or touching
Sexual comments, stories, jokes and sexual advances	Sexually suggestive gestures	Physical violence including sexual assault
Repeated and unwanted social invitations for dates or intimacy and exerting pressure or giving threats in case of refusal to love/marriage proposal	Whistling and looking or staring at a person that makes them uncomfortable	Standing close or brushing up against another person
Condescending or paternalistic remarks and telling lies or spreading rumors about a person's personal life	Taking photographs or videos for blackmail/disgrace	Any other physical contact which implied sexual nature/sexuality
Sending sexually explicit messages by phone/email	Giving personal/suggestive gifts	



Special Note: Rape or attempt to rape is not only sexual harassment but in fact sexual assault and considered as a criminal offence.



Where and How-to Complaint when this policy is violated?

1. Inform immediate supervisor or second supervisor (if feel comfortable).
2. Send letters directly to Safeguarding Manager or Director, HRD, BI.
3. Call the helpline number: **01729071546** or **01729071546** (Bangladesh).
4. Use e-mail: **voice.international@brac.net**; **complaint.shrc@brac.net**; **hrd.gmt@brac.net**
5. On behalf of victim/survivor, someone can report the complaints.
6. Sensitivity and confidentiality will be maintained during the investigation process. Necessary steps shall immediately be taken to ensure the safety and security of the complainant/victim.



What BRAC International is doing to prevent Sexual Harassment?

- Orientation about current sexual exploitation policy during every staff onboarding.
- Victim/survivor-centric approach training for all staff.
- Refresher training for all employees after certain intervals.
- Create campaigns/event calendars to support and create awareness among staff and stakeholders regularly with digital platforms' support.
- Circulate/display a short version of sexual harassment policy procedures at all locations within BRAC International establishment.



What Are Our Responsibilities Regarding Sexual Harassment?

- Be informed about the organisation's zero-tolerance policy on sexual harassment.
- Be committed against sexual harassment and resist it collectively.
- Be firm in protesting any acts of sexual harassment.
- Inform trusted colleagues and supervisors immediately after an incident takes place.
- Cooperate during investigations, maintain confidentiality and provide neutral testimony.
- Be sensitive towards the victim/survivor, provide the necessary advice, and create awareness among other employees about sexual harassment issues.



Consequences of breaching Sexual Harassment Policy

Any staff who breaches this policy will be subjected to BRAC International's disciplinary procedure. Such behaviour will be deemed to constitute gross misconduct and, as such, may result in summary dismissal. Any Third party who BRAC International does business with who breaches this policy may be subject to the summary termination of their contract with BRAC International.