

BRAC INTERNATIONAL PREVENTION OF WORKPLACE BULLYING AND VIOLENCE POLICY AND PROCEDURE

(For BI Staff, Dhaka Office)



Policy statement

BRAC International is committed to upholding the right to a safe workplace for its employees, programme participants, and partners where no one is subjected to any form of harassment, bullying, threats, or actual violence. This policy aims to address intimidating, threatening, bullying, humiliating, discriminatory, neglect, exploitation, inappropriate or unwelcome behavior in the workplace.



Scope of Policy

The policy applies to all employees including regular, contractual, project, service, trainee (including apprentices and interns), volunteers and temporary staff and non-graded staff and programme participants of BRAC International. The policy extends to behavior which occurs outside the BRAC International's premises, such as at social functions or training events.



Definition of workplace harassment

Workplace harassment is the direct or indirect behavior that can be a significant one-time occurrence, repetitive, pestering, unwelcome, threatening, belittling, and physically/emotionally harmful to the person subjugated to it.



Definition of Bullying and Violence

The necessary element of bullying is repetitive misbehaviour which causes harm and has an element of imbalance of power. The behaviour can be indirect, aggressive, and/or threatening. It can be targeted and single out someone. The use of electronic communication/social media, which is referred to as "Cyberbullying," is also covered under this policy. Violence is the threat of physical assault or direct aggressive unwelcome physical contact in the workplace.



What are the Standard behaviour and Prohibited behavior in workplace?



MUST DO

1. Follow Code of Conduct and policies;
2. Treat everybody with respect;
3. Report any abuse witnessed or experienced or have sufficient information;



MUST NOT

1. Violate Code of conduct or other policies;
2. Treat anyone with disrespect or harm anyone intentionally;
3. Physically assault anyone;
4. Bully or intimidate or humiliate or exploit or neglect anyone



Reporting

A Report can be made by a victim, peers, supervisors or witnesses using the methods below:

- a) Use hotline number: **01730346883** or **01729071546** (Bangladesh)
- b) Use email address: **voice.international@brac.net**; **complaint.shrc@brac.net**; **hrd.gmt@brac.net**
- c) You can lodge a complaint in person or by phone or by e-mail or by letter or by texting directly to Safeguarding Manager and Director, Human Resources, BI, Executive Director.



Preventive measures against bullying and workplace harassment taken by BRAC International

- Orientation session on workplace harassment and bullying policy.
- Focused and refresher training for all employees.
- Circulate/display a short version of policy and leaflet, poster, booklet, diary, and passbook.
- Agenda in meeting and training for discussion and clarification.
- Communicate through video clips and real-life cases.
- 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.



Consequences of Violating Prevention of Workplace Bullying and Violence 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.