

Global Workplace Harassment Prevention Policy for WOCOTM

1. Purpose

The purpose of this policy is to promote a safe, respectful, and inclusive work environment for all employees, volunteers, and stakeholders of WOCOTM across all global locations. This policy outlines our commitment to preventing and addressing workplace harassment.

2. Scope

This policy applies to all employees, contractors, interns, volunteers, and board members of WOCOTM, regardless of location. It covers conduct in the workplace, at work-related events, and in any work-related communication.

3. Definitions

Workplace harassment includes any unwelcome conduct, whether verbal, physical, or visual, that creates an intimidating, hostile, or offensive work environment. This includes but is not limited to sexual harassment, bullying, and discrimination based on race, gender, religion, nationality, disability, or any other protected characteristic.

4. Prohibited Conduct

WOCOTM prohibits all forms of workplace harassment, including:

- Unwelcome sexual advances or requests for sexual favors
- Offensive jokes, slurs, epithets, or name-calling
- Physical assaults or threats
- Intimidation, ridicule, or mockery
- Display of offensive materials
- Any conduct that interferes with an individual's work performance or creates a hostile environment

5. Reporting Procedures

Individuals who experience or witness harassment are encouraged to report the incident promptly to their supervisor, HR representative, or designated compliance officer. Reports can be made in person, via email, or through the anonymous reporting system.

6. Investigation Process

All reports of harassment will be taken seriously and investigated promptly and impartially. Investigations will be conducted confidentially to the extent possible, and appropriate corrective action will be taken based on the findings.

7. Protection Against Retaliation

WOCOTM strictly prohibits retaliation against anyone who reports harassment or participates in an investigation. Any retaliatory behavior will be subject to disciplinary action.

8. Training and Awareness

WOCOTM will provide regular training to all staff and volunteers on workplace harassment prevention, reporting procedures, and their rights and responsibilities under this policy.

9. Roles and Responsibilities

All employees and volunteers are responsible for maintaining a respectful workplace. Managers and supervisors are expected to model appropriate behavior, address issues promptly, and support affected individuals.

10. Policy Review

This policy will be reviewed annually and updated as necessary to reflect changes in laws, organizational practices, and global standards.