



Helping women succeed
and soar in their many
responsibilities to
themselves, their families
and communities.

Workplace Anti-Bullying & Respect Policy

1. Purpose

This policy is designed to promote a safe, respectful, and supportive workplace. Bullying, intimidation, and behaviors that undermine trust among colleagues will not be tolerated. Everyone deserves to work in an environment where they are valued, respected, and able to contribute without fear of mistreatment.

2. Scope

This policy applies to all staff, volunteers, board members, and contractors within the organization, regardless of role or level.

3. Definition of Bullying

Bullying is any repeated or deliberate behavior, whether verbal, non-verbal, written, or digital, that demeans, undermines, or harms a colleague.

Examples include:

- Questioning a colleague's integrity or abilities without basis.
- Excluding others from work-related discussions or decisions.
- Gossiping or spreading rumors.
- Intimidating, belittling, or undermining trust.
- Deliberately withholding information necessary for others to do their work.

4. Expected Behavior

All employees and volunteers are expected to:

- Treat colleagues with courtesy, respect, and fairness.
- Maintain open and professional communication.
- Build trust by honoring commitments and collaborating in good faith.

- Raise concerns through appropriate channels, not through hostility or mistrust.

5. Reporting & Handling Complaints

- Any staff or volunteer who experiences or witnesses bullying should report it to HR or their supervisor.
- Reports will be treated confidentially and investigated promptly.
- Retaliation against anyone who reports bullying is strictly prohibited.

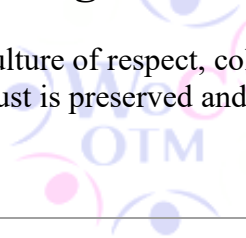
6. Consequences of Bullying

If bullying or toxic mistrust is established, corrective action will be taken, which may include:

- Mediation or counseling sessions.
- Written warnings.
- Removal from specific duties or projects.
- Termination of role (for employees or volunteers) if the behavior persists.

7. Commitment of the Organization

We are committed to fostering a culture of respect, collaboration, and accountability. Every individual has a role in ensuring trust is preserved and that bullying has no place in our work environment.



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8. Acknowledgment & Indemnity

All staff and volunteers are required to sign this policy upon receiving their offer letter, confirming that they:

1. Have read and understood the **Workplace Anti-Bullying & Respect Policy**.
2. Agree to comply fully with the policy in all organizational activities.
3. Accept that violation of this policy may lead to disciplinary measures, including termination of role.
4. Indemnify the organization against any reputational, legal, or operational damage arising from acts of bullying, harassment, or deliberate mistrustful behavior on their part.

Signature: _____

Full Name: _____

Date: _____