

Vision

Indigenous people in Cambodia exercise their rights and effectively participate in the development of the national society, in using and managing their land and natural resources for their sustainable livelihood, and maintenance of their culture identity.

Mission

To promote indigenous communities, both women and men, to effectively and equitably participate in decision making to choose their own future, especially to assure their rights in sustainably managing, using and development their land and natural resources that are the basis of their livelihood and for conserving their culture.

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Discrimination and Harassment Policy

Final Approval date: 02 June 2017

Discrimination and Harassment Policy

Introduction

NTFP believes that anyone who works for NTFP and everyone who deals with NTFP staff has the right to be treated with respect and dignity. NTFP wants to ensure that their organization and all activities and programs are free of discrimination, harassment, and insulting behavior. NTFP will take all complaints of harassment seriously, and will ensure they are dealt with immediately, seriously, sensitively and confidentially. Disciplinary action may be taken against a person who behaves in a way which does not reflect these values.

This policy applies to harassment occurring between anyone who is involved in the activities of NTFP. Harassment may be committed, for example, by:

- A staff member against a staff member;
- A staff member against a member of communities or a beneficiary;
- A consultant against a staff member.

1. Definitions

Discrimination: Discrimination means treating a person unfairly because of their race, color, religion, sex, age, marital status, nationality or because they have a disability, HIV/AIDS positive, sexual orientation.

Harassment: Harassment means any offensive, abusive, or threatening behavior.

Sexual harassment: Sexual harassment means behavior of a sexual kind, that is unwelcome and that could be expected to offend, hurt or threaten someone else in the same situation.

There are many different types of harassment. It may be direct or hidden; physical or spoken. Examples of harassment include:

- Actual or threatened physical abuse: E.g. a member of staff patting another staff member on the buttock;
- Behavior aimed at humiliating or intimidating someone in a less powerful position: E.g. A supervisor says he will only renew a staff member's contract if she goes out to a bar with him;
- Jokes or comments directed at a person's body, looks, age, race, religion or disability;
- Offensive and unwelcome remarks including teasing, name calling or insults;
- Offensive and unwelcome written remarks contained in letters, memos, emails and the like;
- Uninvited touching, kissing, embracing, massaging;
- Staring at someone in a way which makes them feel uncomfortable
- Sexual or rude jokes and comments which upset people;
- Making unwelcome sexual suggestions;

- Displaying sexually explicit material (posters, cartoons, graffiti, videos, online material) that make people feel uncomfortable. NTFP recognizes that explicit material may be displayed as part of an HIV/AIDS or reproductive/sexual health educational effort. In this event every effort will be made to use culturally behavior and language.

Behavior which is everyone is happy which, such as friendly social or romantic relationships are not harassment. NTFP employees should be careful of situations where people act as though they accept or enjoy behavior which in fact they do not like. This may occur when people have different standards or if when those who are younger or in a subordinate position do not feel as though they can politely reject a proposition from an older or more powerful person.

All NTFP employees also have a responsibility to think about how their behavior affects the feelings of those who witness or hear it. It is not good enough just to consider the impact of comments or actions on the feelings of the person or people at whom the behavior is directed.

2. Responsibilities

NTFP promises to abide by the following:

- include a copy of the policy in the materials given to all NTFP staff when they start their employment with the organization;
- conduct orientation for all staff on the policy;
- monitor and review this policy at least every two years.

All NTFP's staff must:

- comply with this policy;
- offer support to anyone who is being harassed or discriminated against;
- maintain complete confidentiality if they provide information during the investigation of a harassment or discrimination complaint.

3. Reporting Harassment and Discrimination

NTFP will provide both formal and informal mechanisms for dealing with complaints.

If someone has a question or a problem with harassment or discrimination, they are advised to contact the Human Resources Department (HRD) for advice and assistance. The HRD is able to offer help in several ways:

- listen and provide moral support;
- advise whether he/she thinks the behavior being experienced is a problem or not;
- if it appears that the conduct is harassment or discrimination, the HRD can explain what can be done to deal with it;
- give information, on self-help measures, such as suggesting that the harassed person approach the harasser (if it is safe to do so) and explain that the behavior is unacceptable and upsetting;
- organize a discussion between the people involved in the problem; and/or
- assist a person to make an informal or formal complaint against the perpetrator.

If a staff members feels that they are experience harassment or discrimination, they can approach the HRD, or can talk to their supervisor about the problem.

4. Informal Resolution of Complaints

Informal resolution is the most common avenue for finding resolutions. Informal resolution may be as simple as talking to the person whose behavior is upsetting. This can occur with or without the assistance of the HRD. Informal resolution of complaints allows the people involved to keep the issue confidential and can result in an improved working relationship.

The second level of informal resolution involves mediation by an agreed third party. The mediator could be a Line Manager and/or HRD, or other person agreed to by both parties for this purpose. If the parties are unable to agree within 14 days on a mediator, the mediator will be determined by the Executive Director.

5. Formal Resolution of Complaints

If the problem can't be solved by using informal resolution, the person affected by harassment may lodge a formal complaint. All formal complaints about harassment will be lodged with the HRD.

After receiving a formal complaint, the HRD must notify the Executive Director to inform them of the complaint.

Within 14 days of receiving a complaint, the HRD will conduct an investigation in relation to the complaint. The purpose of the investigation will be to establish whether harassment or discrimination occurred and, if so, what action should be taken. The HRD will ensure that the investigation is fair and that both sides of the story are heard.

After completing its investigation, the HRD will make an appropriate written recommendation to the Executive Director.

In accordance with disciplinary action, the Executive Director may act by:


- dismissing the claim;
- providing the offender with a written warning;
- requiring the offender to attend counseling;
- suspending the employee without pay for a period of up to two months (while the complaint is investigated further); or
- dismissing or suspending an employee (where harassment is serious, continued or otherwise constitutes "serious misconduct" as defined in the Disciplinary Policy).

A complainant can withdraw his or her complaint at any time. If the complaint is withdrawn, NTFP does not have to pursue the complaint and / or investigation any further.

6. Other Action

NTFP may also take disciplinary action against the person responsible for harassment or discrimination in accordance with the Disciplinary Policy (Annex ----).

Approved by:



Ms. Yim Leang Y

Acting Chairperson of NTFP Board