

ICCOA Anti-Harassment, Abuse & Discrimination (AHAD) Policy

A. Objective:

The International Competence Centre for Organic Agriculture (ICCOA) aims to maintain a work environment in which people are treated with dignity and respect. We firmly believe that every individual within the organization has the right to work in an atmosphere that promotes equal employment opportunities. We strive to create an environment characterized by mutual trust and respect that enables employees to perform to their best potential in the absence of intimidation, oppression, exploitation, discrimination or harassment of any kind. The AHAD policy of the organization strictly prohibits all forms of harassment – sexual or non-sexual, abuse & di and expects professional behaviour among employees at the workplace, which is free from bias, prejudice and discrimination.

B. Scope:

This policy applies to:

- B.1** All employees, managers, directors, consultants, volunteers, interns, and temporary staff.
- B.2** Contractors, suppliers, partners and other representatives acting on behalf of the organization.
- B.3** Conduct occurring at the workplace, during official travel, at work-related events.

C. Prohibited Conduct under the Policy

The following (but not limited) are considered forms of harassment and will warrant investigation and appropriate action:

C.1 Sexual exploitation

Sexual exploitation means using a position of power, authority, trust, or vulnerability to obtain sexual benefit or advantage. This includes offering money, employment, services, assistance, or other benefits in exchange for sexual activity.

C.2 Abuse

Abuse means any act or failure to act that causes, or may cause, physical, sexual, emotional, psychological, or other harm to another person. It includes:

- C.2.1** Sexual abuse or unwanted sexual contact.
- C.2.2** Physical assault, threats, or violence.
- C.2.3** Emotional or psychological abuse.
- C.2.4** Exploitation of a person's vulnerability, dependency, or unequal position.
- C.2.5** Abuse of power, authority, or trust.
- C.2.6** Denial or misuse of assistance, services, or benefits for personal or sexual gain.

C.3 Harassment

Harassment (including sexual harassment) means any unwelcome conduct that violates a person's dignity or creates an intimidating, hostile, humiliating, offensive, or unsafe environment. It may be verbal, physical, written, visual, online or the following forms:

- C.3.1** Sexual comments, jokes, advances, requests, gestures, images, or messages.
- C.3.2** Unwanted touching or repeated unwanted communication.
- C.3.3** Bullying, intimidation, threats, humiliation, or abusive language.
- C.3.4** Sharing offensive, threatening, or sexually explicit material.

C.3.5 Workplace violence.

C.4 Discrimination:

Any form of discrimination and offensive conduct towards an employee is strictly prohibited, including but not limited on the basis of race, skin colour, caste, religion, ethnicity, nationality, sex (including pregnancy), age, disability, class, place of birth, HIV status, sexual orientation, gender identity, marital status, religious belief or lack of religious belief, life expectancy, or any other status protected by the law so regulations in the locations where we operate.

C.5 Retaliation:

Retaliation of any sort towards a complainant filing a complaint of harassment will not be tolerated. No hardship, benefit or penalty be imposed on an employee for:

C.5.1 Filing or responding to a complaint of discrimination or harassment.

C.5.2 Appearing as a witness in the investigation of a complaint.

C.5.3 Serving as an investigator of a complaint.

D. Organizational Responsibilities:

D.1 Management

Management shall:

D.1.1 Demonstrate zero tolerance for ADAH.

D.1.2 Ensure that this policy is implemented and reviewed.

D.1.3 Provide adequate resources for prevention, reporting, and response.

D.1.4 Take appropriate action when an allegation is received.

D.1.5 Ensure that decisions are made fairly, promptly, and in accordance with applicable law.

D.2 ADAH Focal Point

Manager HR (hr@iccoa.org) will be the nodal officer responsible for the following:

D.2.1 Receive and record complaints and concerns.

D.2.2 Provide information about available support services.

D.2.3 Protect confidentiality and share information only on a need-to-know basis.

D.2.4 Refer matters to the Redressal Committee, management as appropriate.

D.2.5 Monitor follow-up actions, maintain secure records and respond to the complainant with redressal.

E. Redressal :

The Internal Complaints Committee (ICC), will be empowered to deal with all kinds of complaints. ICC comprises of 04 members headed by the Director operations and led by the General Manager Admin & Coordination alongwith 02 women employees each from the technical and HR or Admin departments. The decision of the Committee shall be final and binding. Their responsibilities include:

E.1 Conducting an immediate and thorough investigation and creating reports

E.2 Submission of the report to the management for initiating the desired action.

E.3 Making recommendations for remediation to designated company officials.

E.4 Exploring informal means of resolving potential harassment.

E.5 Notifying appropriate authorities when criminal activities are alleged.

F. Confidentiality:

All complaints and investigations shall be treated confidentially. The ICC will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the HR department.

G. Escalations & Classification of Disciplinary Action:

A complainant can challenge the decision of the ICC through a written representation to the Executive Director. Disciplinary actions can be recommended by the ICC as below:

G.1 : First time occurrences of inappropriate behavior. An act out of character. After investigation, co-workers still feel comfortable working with the offender. The attempt will be to sensitize first and facilitate for apology towards inflicted parties.

G.2: Recurring socially inappropriate behavior. It can lead to suspension (Paid/Unpaid based on country), mandatory course on Inclusivity, formal apology towards inflicted parties, written admonition, potential transfer to another team and even has potential of termination.

G.3 : Major infraction, including retaliation, or recurring socially inappropriate behavior after a written admonition. Can lead to termination of employment.

G.4 : Serious cases, including any criminal offence. Can lead to termination of employment and perpetrator will be reported to the Police/Authorities.

H. Training & Guidance:

Company will provide time-to-time training for understanding, preventing, and dealing with discrimination and sexual harassment.

I. Review of Policy:

The policy shall be reviewed every three years by the management or at the conclusion of a specific case following recommendations of Internal Complaints Committee.



Executive Director