

3.4. Welfare and Relief Committee - WRC's Workplace Harassment Policy

3.4.1. Overview

Welfare and Relief Committee-USA is committed to a positive and collegial working environment in which all employees are treated with respect and dignity. All employees have the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including workplace harassment.

Welfare and Relief Committee-USA is equally committed to preventing or eliminating sexual harassment and harassment based on race, color, religion, gender, national origin, sexual orientation, age, disability or any other characteristic protected by law.

Prohibited behavior includes verbal or physical conduct that denigrates or shows hostility, violence, or aversion towards an individual because of his or her race, color, religion, gender, national origin, sexual orientation, age, disability, or other protected characteristic, or that of his or her relatives, friends, or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment
- Has the purpose or effect of unreasonably interfering with an individuals' work performance
- Otherwise adversely affects an individual's employment opportunities

3.4.2. Definition

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and any other unwelcome verbal or physical conduct of a sexual nature. Sexual Harassment may include a range of subtle and not so subtle behaviors and may involve individuals regardless of gender.

3.4.3. Scope of the Policy

Welfare and Relief Committee-USA's Workplace Harassment Policy is applicable to:

- all employees, officers, directors and board members, irrespective of where they are based or working
- any person acting on behalf of Welfare and Relief Committee (e.g. interns, volunteers, consultants).
- individuals and organizations working as a partner or supplier for Welfare and Relief Committee (e.g. Project implementing partners, suppliers, evaluators, consultants and auditors)

A victim of the harassment may be other than the employee who is the direct target of the harassment. Other employees who observe or learn about the harassment can also be the victims. Anyone who is affected by the conduct can potentially complain of sexual harassment.

3.4.4. Full Text of the Policy

The complete text of Welfare and Relief Committee-USA's Workplace Harassment Policy can be found in **Annex A**, section A.3.