



IsraAID Prevention of Sexual And Moral Harassment in the Workplace

The purpose of this policy is to ensure cross organization understanding and buy in to the mechanism the organization puts in place in cases of sexual harassment issues. In order to increase awareness and compliance, every staff member is required to sign the below policy.

INTRODUCTION

As part of the policy against sexual abuse and exploitation, IsraAID is committed to preventing, and enforce a zero-tolerance policy against, sexual and moral harassment in the workplace.

The purpose of this document is to bring forth to every member or volunteer related to the organization the principles of sexual harassment prevention in the workplace, including the actions and points of contact that the organization has appointed for this purpose.

(A) What are sexual harassment and harassment?

1. What is sexual harassment?

According to the State of Israel 1998 Sexual Harassment Prevention Act, sexual harassment is one of five prohibited behaviors, and these are:

(1) Extorting a person to perform an act of a sexual nature.

(2) An indecent act.

(3) Repeated suggestions of a sexual nature despite the person to whom the suggestions are directed at has shown that they are not interested.

However, there is no need to show disagreement in following cases:

1. Exploiting authority relationships at work.
2. Exploiting authority, dependency, education, or treatment of a minor, a helpless person, or patient.

(4) References to a person's sexuality, although the person to whom the references are directed at showed that they were not interested in them.

(5) Disgraceful or degrading treatment towards a person's sexual orientation or disposition, whether one has shown that they are disturbed.

(B) What is harassment?

- (1) An employer, or a supervisor on their behalf, offends an employee or an employment candidate - where the source of the offense is sexual harassment
- (2) An employer, or a supervisor on their behalf, offends an employee or an employment candidate - where the source of the offense is a complaint of harassment as provided in this section or by legal claim for such harassment as stated in this section
- (3) An employer, or a supervisor on their behalf, offends an employee or an employment candidate - where the source of the offense is an employee's assistance to another employee in connection with the complaint or by legal claim for harassment as stated in this section.

(C) Sexual harassment and harassment constitute:

- (1) A criminal offense, which could result in the harasser's imprisonment or liability to be fined.
- (2) A civil wrong for which a legal claim may be filed.
- (3) A disciplinary offense.
- (4) A contradiction to the employer's policy.

(D) Employer's responsibility:

- (1) Preventing sexual harassment and harassment.
- (2) Effective treatment of sexual harassment or harassment known about (see Part F).
- (3) Correcting the injury due to sexual harassment or harassment, or due to a complaint or prosecution thereof.

(E) Preventive measures

- (1) The employer requires every supervisor on their behalf and every employee to refrain from acts of sexual harassment and harassment within the workplace and to do all in their power to prevent such acts
- (2) Obtaining information: Any employee and staff member may obtain material and information in the matter from the sexual harassment and prevention point of contact, which is: **Shlomit Tron, Senior Director of Human Resources. Telephone No. +972-(0)54-568-8085, sttron@israaid.org**

(F) Employer complaint procedure and employer liability in treatment

The complaint can be filed by one of the following:

- (1) An employee who claims that an employer, supervisor, or other employee has sexually harassed or harassed them, as part of an employment relationship.
- (2) Another person who claims that the employee's employer or supervisor on their behalf has sexually harassed or harassed them as part of an employment relationship.
- (3) A person on behalf of a person as stated in paragraph (1) or (2) - in such case it is proposed to provide evidence that the person agrees to file the complaint (For example, a letter signed by that person).

(G) To whom do you complain?

- (1) A complaint must be made to the person responsible as stated in section E paragraph (2).
- (2) If the person responsible is the person who complaint is targeted at, the complaint shall be filed to the point of contact replacement, and in their absence, to the employer.

(H) Content of the complaint

The complaint will include the description of the case, including:

- (1) Identification of individuals involved and witnesses, if any.
- (2) The location of the event.
- (3) In case it is alleged that an act of sexual harassment has been committed - one of the following:
 - A. The harassed employee communicated to the harasser that the behavior was disturbing to them.
 - B. Is there authority and dependency relationship between the harassed employee and the harasser?

(I) How to file the complaint

- (1) A written or oral complaint may be filed.
- (2) In case of an oral complaint was filed:
 - (A) The sexual harassment and prevention point of contact would record the content of the complaint;

(B) The complainant or the person making the complaint on their behalf will sign the statement of the point of contact to confirm the content of the matter;

(C) The person responsible shall provide the complainant with a copy of the signed record.

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I confirm that I have read the contents of the document and understand its meaning.

Name: _____

Date: _____

Signature: _____