



Workplace Bullying & Violence Prevention Policy

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RISDA-Bangladesh

Registered Office: House # 18, Road # 1, Block # B, Section # 6, Mirpur, Dhaka-1216

Permanent Office: 26/2, Kaliakoir, Birulia, Savar, Dhaka

Phone # +88-02-48033958-9, Cell: 01552 350687

Email: info@risda.org.bd, risda.bangladesh@yahoo.com,

Website: www.risda.org.bd

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1. Policy Statement

RISDA-Bangladesh (“the Organization”) is committed to upholding the right to a safe workplace for its employees, program participants, and partners where no one is subjected to any form of harassment, bullying, threats and violence in the Organization. The Organization also recognizes that prevention of workplace bullying and violence is everyone’s responsibility and that it has an obligation to put in place reasonable measures to ensure, as far as possible, the safety and wellbeing of vulnerable staff with whom we work and those in the communities in which we live.

The policy document presents the standard policies and procedures for the prevention of workplace bullying and violence in the Organization. This is a guiding instruction for all projects/programs, staff, and members of EC which serves the interest of all its stakeholders. Each section of this policy defines the policies and procedures for workplace bullying and violence issues; however, not all events can be incorporated. As such, under special cases management shall try to remain true to the intent of welfare of the stakeholders.

2. Purpose of the Policy

The primary goal of the policy is to protect the well-being of staff and program participants that protect them from harassment, bullying, threats, and violence in the workplace. The specific purpose of the policy is:

- ❑ To ensure a friendly environment in the workplace where people are working in a good natured condition and protect the people working in the Organization are protected from any form of violence.
- ❑ To sensitize all level staff, board members, volunteers, interns, consultants, visitors, and other individuals/organizations involved with the Organization to the workplace violence issues
- ❑ To reflect Workplace Bullying and Violence Policy to all the policies, strategies, and planning of the organization as well as implemented and monitored.

3. Scope of the Policy

This policy is mandatory for all employees of the Organization. For the purposes of this policy, ‘employee’ is defined as anyone who works for or on behalf of the Organization, either in a paid or unpaid capacity. This, therefore, includes directly employed staff, EC members, suppliers, employees and volunteers, partner agency workers, consultants, volunteers, interns, and all visitors to the programs and offices of the Organization.

4. Definition

Workplace Harassment: Direct or indirect behavior which can be a significant one-time occurrence, repetitive, pestering, unwelcome, threatening, targeted, belittling, and physically and/or emotionally harmful to the person subjected to it.

Bullying: Behavior that seeks to belittle, dominate, target or single out someone. The behavior can be indirect, aggressive and /or threatening. The use of electronic communication/ social media which

is referred to as “Cyberbullying” is also covered under this policy

Violence: The threat of physical assault or direct aggressive unwelcome physical contact in the workplace

5. Behavior considered violence in the workplace

The following includes a non-exhaustive list of types of behaviors that may constitute a breach of the policy-

- The threat of physical violence
- Physical assault
- Repetitive targeted behavior that belittles or humiliates someone
- Derogatory comments on behavior

6. Prevention interventions

6.1. Training on Workplace Bullying and Violence Prevention Policy and Procedure

The Workplace Bullying and Violence Prevention Committee (WBVPC) will assess the training need of all members of General Committee, Executive Committee and Staff Members and arrange orientation/training course on Workplace Bullying and Violence Prevention Policy and Procedure among all level of organizational people of the organization. Refresher training will be organized for all employees after certain intervals.

6.2. Signing Code of Conduct

All level of Staff of the Organization, GC members, EC members, consultants, volunteers, interns, service providers must sign the code of conduct as soon as the agreement is done with them.

6.3. Campaign from Digital Platform

The Workplace Bullying and Violence Prevention Committee (WBVPC) will create campaigns to support and create awareness on workplace bullying and violence issues among staff and stakeholders on regular basis with maximum support from digital platforms

6.4. Circulation of the Policy

The Workplace Bullying and Violence Prevention Committee (WBVPC) will circulate/display a short version of the Workplace Bullying and Violence Prevention Policy at all locations within the establishment of the Organization

7. Response to Sexual Harassment Protection

7.1. Reporting the incidence

Anyone who is subject to workplace bullying and harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. The Organization recognizes that workplace bullying and harassment may occur in unequal relationships (i.e. between a supervisor and his/her employee) and that it may not be possible for the victim to inform the alleged harasser. If a victim

cannot directly approach an alleged harasser, he/she can approach the chief of the Workplace Bullying and Violence Prevention Committee (WBVPC) of the Organization.

7.2. Investigation

The Workplace Bullying and Violence Prevention Committee (WBVPC) will form an investigation committee to investigate the incidence which was reported by any means. If possible, there is a female member in the committee. For serious issues, an investigation will be carried out within six hours and for less serious issues, it will be done within three days of the incidence. The team will submit a report with proper evidence not more than three days after the investigation.

7.3. Action following Investigation:

The Workplace Bullying and Violence Prevention Committee (WBVPC) will review the report and recommend taking necessary action for protection and prevention of workplace bullying and violence. For any disciplinary measure, prior approval of Executive Director will be a must.

8. Implementation of Policy

8.1. The Workplace Bullying and Violence Prevention Committee (WBVPC)

There will be a Workplace Bullying and Violence Prevention Committee (WBVPC) comprising of 5 (five) members where at least 2 (two) members will be female. The committee will implement and monitor the policy. The chief of the committee will be the focal person of the organization in this regard.

8.2. Budget Allocation

As per the recommendation of the Workplace Bullying and Violence Prevention Committee (WBVPC), the management of the organization will make necessary budgetary provisions for undertaking the promotion of protection activities for workplace bullying and violence.

8.3. Monitoring & Evaluation

The Workplace Bullying and Violence Prevention Committee (WBVPC) will review the progress of workplace harassment and bullying issues at the organizational level at quarterly meetings. The outcomes of the meetings will be documented in black and white. The management will publish a circular with the decisions of the meeting to all levels of the offices.

Regular monitoring will be arranged with the help of proper specific guidelines and indicators to assess the present workplace bullying and violence issues. In that assessment, a format will be developed involving some common issues and indicators. On the basis of the assessment report, WBVPC will review and make recommendations. After the recommendation of the committee, the management will take proper initiative and necessary action as per policy. An evaluation will be arranged every three years by a specialist and the recommendation will be included in the next review.

8.4. Confidentiality

All documents and information on workplace bullying and harassment will be kept in absolute confidentiality. No person or organization shall communicate any information concerning the alleged event except as necessary to ensure proper and neutral investigation. Limited additional disclosure can be made as an example to protect other vulnerable people from harassment in the near future. Any breach of confidentiality shall be cause for utmost punishment as per the policy of the Organization.