



Save the Children



Bullying, Harassment, Discrimination and Exploitation Policy

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Where can I get help?

Please contact the People and Culture team for further advice or support:

people.culture@savethechildren.org.au

PART 1: POLICY STATEMENTS

Why do we need this policy?

We want a safe and respectful workplace for everyone. We do not allow bullying, harassment, discrimination, or exploitation.

This policy explains:

- what inappropriate behaviour is
- how to report it
- how we handle it.

When we refer to 'inappropriate behaviour', we mean **bullying, harassment, discrimination, and exploitation**.

Scope

This policy covers the behaviour of employees, representatives and partners **in the workplace**. It does not include children or young people or adults in the communities that we engage with through our programs or service delivery.

- For children and young people, read the [Child Safeguarding Policy](#)
- For community members, read the Prevention of Sexual Exploitation, Abuse and Harassment Policy.

Our principles

1. **Safety and respect.** Everyone should feel safe and respected.
2. **Zero tolerance.** We do not allow inappropriate behaviour.
3. **Reporting options.** You can report inappropriate behaviour in different ways.
4. **Person-centered approach.** We involve you in deciding how to handle situations.
5. **Investigation.** All reports will be looked into quickly.
6. **Fairness and confidentiality.** We handle reports fairly and keep them private.
7. **Disciplinary action/outcomes.** Inappropriate behaviour can lead to warnings or termination.
8. **Completion.** We finish investigations even if the person resigns.
9. **No retaliation.** No one will be punished for reporting a concern.

Zero tolerance

We do not allow bullying, harassment, discrimination, or exploitation.

What is your responsibility?

This Policy applies to all employees, representatives, and partners of SCA.

1. You must follow our [Code of Conduct](#) at all times.
2. You must not engage in inappropriate behaviour.
3. You must report any incidents of inappropriate behaviour (witnessed or experienced).
4. You must acknowledge this Policy and complete all related training.

5. Managers must set a good example and create a safe workplace.
6. Managers must monitor the workplace for safety and respect.
7. Managers must take all reports seriously and respond quickly.
8. Contact the People and Culture team to report inappropriate behaviour.
9. The People and Culture team will investigate reports fairly and privately.
10. The People and Culture team will help managers handle reports.
11. The People and Culture team will help managers report critical incidents confidentially. This may be required by the Board, or external funding bodies.



PART 2: TYPES OF INAPPROPRIATE BEHAVIOUR

Bullying

Bullying at work happens when:

- someone repeatedly behaves unreasonably towards another person
- this behaviour creates a risk to health and safety.

Examples of bullying:

- aggressive behaviour
- threatening body language
- physical violence or intimidation
- name-calling or insults
- teasing or practical jokes
- excluding someone from work events
- unreasonable work demands
- spreading gossip or rumors
- abusive emails or messages
- undermining someone's work
- withholding necessary information.

Reasonable management action is not bullying. A manager can make decisions about poor performance and direct work in a reasonable way.

Harassment

Harassment is behaviour that is:

- unwelcome
- offends, humiliates, or intimidates someone
- creates a hostile environment.

Examples of harassment:

- insulting jokes about racial groups
- offensive posters or screen savers
- rude comments about someone's race
- intrusive questions about personal life.

Examples of sexual harassment:

- unwelcome touching
- staring or leering
- explicit or suggestive messages, comments, jokes, pictures, or posters
- unwanted invitations
- requests for sex
- sexual insults or taunts.

Discrimination

Discrimination is when a person is treated unfairly because they:

- belong to a particular group
- have a protected personal characteristic.

Discrimination is against the law. Examples of protected personal characteristics include:

- race
- religion
- ethnicity
- age
- disability
- sexuality
- gender identity
- [see a full list of characteristics here.](#)

Examples of discrimination:

- Direct: Not hiring someone because of their age.
- Indirect: A uniform policy that is hard for a pregnant employee to follow.

Exploitation

Exploitation is taking advantage of someone's weakness or trust to benefit yourself. This can also involve sexual exploitation.

Examples of exploitation:

- asking someone to do a personal task for you that is not related to their job
- underpayment or not being paid at all
- discrimination because of race, religious or political beliefs
- bullying or harassment
- working in an unsafe environment.

The workplace

Behaviours covered by this Policy may occur:

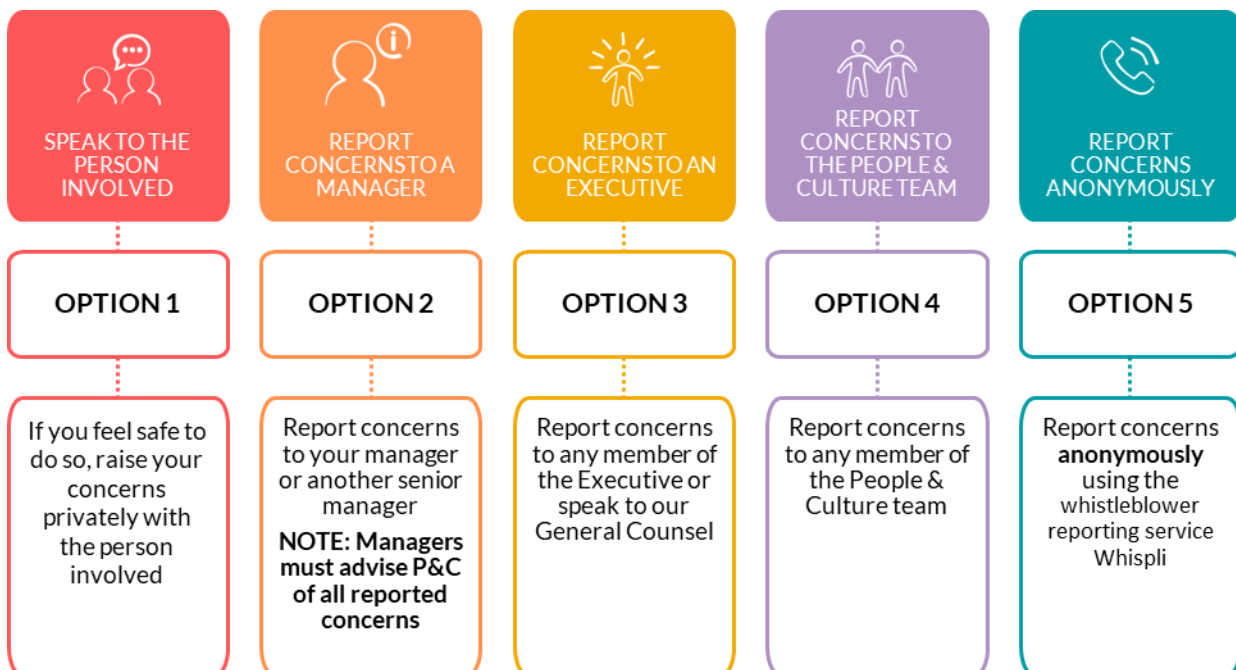
- in the workplace during work hours or after hours

- during a lunch break
- when working remotely (from home or offsite)
- at staff drinks or staff functions (at work or somewhere else)
- between colleagues outside the workplace and outside work hours
- during work-related travel.



PART 3: REPORTING A CONCERN

You have different ways to report inappropriate behaviour. You can choose the one you feel most comfortable with.



What to include in a report

Reports about inappropriate behaviour can cover:

- details of the incident(s)
 - date and time
 - location
 - what happened
- name of person behaving inappropriately
- names of any witnesses
- impact on you (emotional/physical/professional)
- evidence (e.g. emails, messages, medical)
- previous actions taken
- your desired outcome (what do you want to happen as a result of making a report).

Keep notes

Keep notes of any discussions you have about inappropriate behaviour at work. This can include date/time, what was discussed and what was agreed.

Key contacts and support

- [People and Culture Team](#)
- [Executives](#)
- [General Counsel](#)
- [Whispli \(anonymous reporting\)](#)
- [Employee Wellbeing Program](#)



PART 4: INVESTIGATING REPORTS

If you make a report, here is what we will do.

What is an investigation?

A workplace investigation is a process to find out if the complaints made about someone at work are true or not. It involves collecting facts and evidence to decide if the incidents really happened.

All complaints will be investigated

We take all complaints seriously. We will start by talking with you about the best way to address your concerns.

We don't want fear of a formal investigation to stop anyone from speaking up. If you prefer, we can start with an informal process, as long as it's fair to everyone. An informal process can become formal if you or the accused ask for it.

We may also choose to start a formal investigation to make sure everything is fair and safe. This decision will look at:

- your wishes
- how serious the behaviour is
- the situation
- how it affects people
- the safety of others.

If the behaviour could be criminal, we may need to inform the police.

We keep things confidential

Only those directly involved will know the details. We'll explain who needs to know from the start. We keep sensitive information confidential by:

- sharing private information only with those who need it and with permission
- keeping files secure and only accessible to authorised people
- discussing matters in private places.

Those involved must keep information private and ask People and Culture who they can talk to. Confidentiality means you might not know what actions are taken.

We'll keep you informed

We keep everyone informed by being transparent about how we handle reports. We will:

- tell you the steps and timeframes for investigating your report
- give you a contact person's name and details
- update you on progress and explain any delays
- tell you the outcome of our actions and why we made certain decisions
- let you know about your right to review if you're not happy with the outcome.

We will be fair

We will treat everyone fairly when dealing with a problem or situation by:

- listening to both sides
- giving everyone a chance to speak
- making decisions based on facts

- making sure investigators have not been involved in an incident
- being open and honest about the process
- not favouring one side over the other.

You will be supported

When a report is made, everyone involved should be informed about available support. This includes the Employee Wellbeing Program.

Everyone involved can have a support person with them at interviews or meetings.

We will keep records

We will record the following information:

- who made the report
- when the report was made
- who the report was made to
- details of the issue
- actions taken to respond
- any further actions needed, including what, when, and by whom.

We will record who attended meetings and interviews and the agreed outcomes.

You can ask for a review

Investigations will be handled by the People and Culture Advisor or Business Partner. For fairness, complex decisions will be checked by an independent team member. Anyone involved can ask for a review. Serious issues will be reviewed by the People and Culture leadership team or legal team. At times, an external independent investigator may be appointed.

PART 5: OUTCOMES

Perpetrators

If an investigation shows inappropriate behaviour happened, we will respond quickly and appropriately. This might require the person to:

- attend counseling or training
- apologise
- participate in mediation
- do different work.

SCA may also give warnings or terminate employment.

Impacted team members

If you are impacted by inappropriate behaviour, SCA may offer you:

- counseling
- recrediting of lost entitlements (for example leave)
- work in a different area of the organisation.

Did you know?

We assume reports are made in good faith and we investigate all concerns. False or malicious complaints can lead to disciplinary action.