



Fairtrade Finland

Anti-Bullying and Anti-Harassment Policy

Administration

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A. Objectives

Both harassment and bullying can have a detrimental impact on working lives by adversely affecting the confidence, health and safety, dignity, self-respect and job performance of those affected by them, including those that witness it. It can result in creating an intimidating working environment which can lead to demotivated and demoralized staff who feel undermined, demeaned and are fearful of making decisions or using their initiative. Ultimately harassment and bullying can lead to high levels of occupational, health and safety issues, absenteeism, stress related illness, reduced productivity, high staff turnover, low morale and costly legal proceedings in either the civil or criminal courts.

Fairtrade Finland recognizes that it has a legal and social responsibility to ensure that its board members, employees and associated personnel are not subjected to such treatment at work. However, the intention of this policy is to prevent and remediate all forms of offensive and unfair conduct, whether or not such conduct is unlawful. We will monitor the implementation of this policy to ensure reductions in incidences and improvements in the effective handling of incidences as they arise.

This policy is complemented by Fairtrade Finland's Protection from Sexual Exploitation and Abuse Policy and Child and Vulnerable Adult Protection Policy.

B. Scope

It is an expectation that all persons within the scope of this policy to familiarize themselves with the policy, which is available on the Fairtrade Finland Intranet and Website.

This Policy aims to prevent, detect and address bullying and harassment involving:

- Board members and Board Committee members
- Employees of Fairtrade Finland ("staff members")
- Consultants, Contractors and Vendors
- Volunteers and other associates
- Interns and Student Assistants
- Partners and responsible parties engaged/contracted by Fairtrade Finland for a project or activities ("implementing partners" and "responsible parties", respectively).
- Programme visitors including journalists, politicians, celebrities and fund raisers

and applies to any behavior relating to work or in the context of work. Fairtrade Finland is committed to taking a systematic and robust approach to combat workplace or work-related bullying and harassment.



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C. Definitions

1. What is Bullying?

Bullying is any offensive, intimidating, malicious or insulting behaviour and talk. It involves the misuse of power and can make the person being bullied feel upset, threatened, humiliated, angry, vulnerable or powerless, and may undermine their self-confidence and dignity.

Bullying results from the misuse of power or position and is therefore most often perpetrated by a person in authority abusing their subordinate(s). However, individuals may also bully peers or even possibly more senior staff and groups of staff can also be collectively responsible for bullying. Fairtrade Finland expects all board members, staff, particularly managers, and associated personnel to comply with the principles of treating employees and each other fairly and respectfully.

Unlike harassment, bullying behaviour does not necessarily need to be based on specific grounds (e.g. gender, sexual orientation, race, disability age etc.) but refers to repeated, persistent unwelcome conduct or behaviour over a period of time. One incident alone may be deemed as unacceptable; however, a single isolated incident would not ordinarily constitute bullying.

2. What is Harassment?

Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It may be persistent or a single incident.

Harassment can be carried out by individuals or groups and can equally be directed at individuals or groups, whether colleagues or subordinates, managers or supervisors, board members or staff. It can refer to an isolated incident or repeated actions. The unwanted conduct towards an individual or group is based on distinguishable 'grounds' such as their colour, race, gender, sexual orientation, age, nationality, ethnic origin, disability, religion, social background, physical appearance, trade union membership etc.

Harassment may be deliberate and conscious, but it can also be unintentional. It is possible that someone may not be aware that their conduct or behaviour is offensive to others. The essential characteristic of harassment is that it is unwanted, unreasonable and offensive to the recipient and not reciprocated. Broadly speaking it is the recipient's perception that determines what 'harassing behaviour is' to them. It is the effect of the behaviour and not the motives of the perpetrator that is the determining factor. It therefore follows that behaviour, which is acceptable in one context, could be perceived as harassment in another.



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D. Policy Statement

Fairtrade Finland regards harassment and bullying as unacceptable forms of behaviour that will not be tolerated or condoned. If they do occur, it is hoped that it will be through a lack of thought, rather than deliberate action. It is also hoped that most these incidences can be resolved fairly and speedily once it has been made clear that the behaviour is unwanted and regarded as offensive.

Any repeated or serious cases of harassment or bullying will be treated by Fairtrade Finland as misconduct that may result in disciplinary action up to and including criminal prosecution.

Harassment or bullying of Fairtrade Finland's board members and staff by associates, consultants, contractors, their relatives/ friends or visitors is an equally unacceptable behaviour and Fairtrade Finland's board members and personnel will be supported appropriately by management in the event that this occurs. In respect of private contractors, associates, service level agreements with other employers and successful tenderers, their employees will be expected to comply with the principles of this policy while working on Fairtrade Finland's business or sites.

The aim of this policy is to prevent and reduce the incidences of harassment and bullying within Fairtrade Finland. Where incidences occur, we will ensure that they are promptly and effectively dealt with and recurrence prevented.

E. Responsibilities

1. Board

The Board will have overall responsibility for communicating this policy within the Organization of Fairtrade Finland, monitoring the outcomes of this policy and ensuring that Fairtrade Finland effectively works towards reductions in incidences of harassment and bullying. Executive lead responsibility will rest with CEO.

2. Occupational Safety and Health team

Occupational Safety and Health team has a key role in supporting and advising all parties on how to effectively implement the policy and how to effectively address any concerns using the Fairtrade Finland's procedures. Occupational Safety and Health team is also be responsible for collating information on the incidences of harassment and providing regular updates to the Board.

3. Line Managers



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All line managers have a key role in implementing this policy and actively bringing this policy to the attention of all staff in order to promote the aims of this policy.

4. All Employees

Every member of staff is responsible for contributing to a working environment in which the dignity of others is respected.

F. Complaint Procedures

Any member of staff who believes that he/she has suffered any form of harassment or bullying should address the matter in accordance with the Whistle Blower Protection Policy. Confidential advice on how to proceed can be obtained from Managers or the Occupational Safety and Health team members. Please refer also to the Complaint and Allegation Policy.

G. Document Change History

Document version	Date approved and by whom	Mandatory Review	Creator
1.1	10.11 2021, Fairtrade Finland Board	Fairtrade Finland Board approves all changes.	Administration