



Global Anti-Harassment Policy

Policy Statement

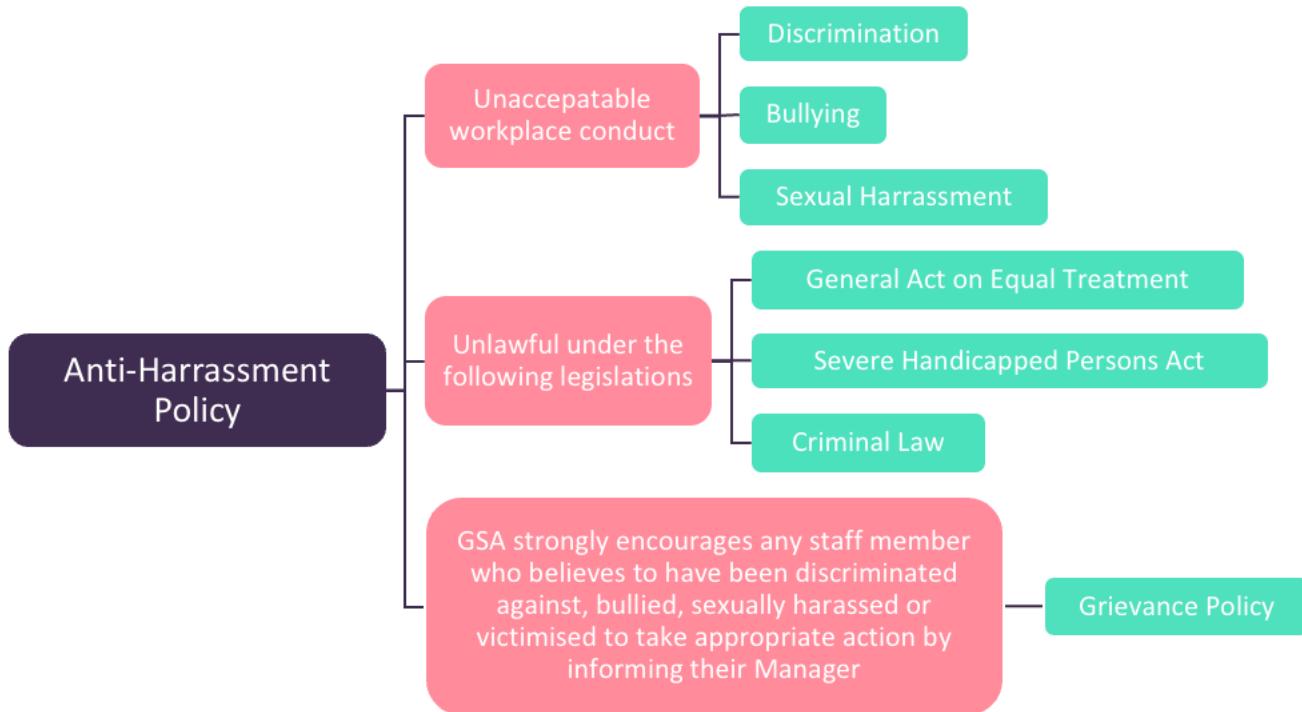
- By effectively implementing our Anti-harassment policy we will attract and retain talented Yugoers and create a positive environment for all.
- This policy ensures that all Yugoer's and students are entitled to an environment that is free from discrimination, bullying and sexual harassment.
- This policy applies to all employees, whether fixed-term, or permanent, on behalf of or associated with Yugo.

Yugo Commitments

• Yugo is committed to providing a safe, flexible and respectful environment for Yugoer's and stakeholders free from all forms of discrimination, bullying and sexual harassment.
• We are committed to creating and maintaining a workplace environment that encourages and empowers each individual Yugoer to perform at his or her best. Harassment, therefore, has no place at Yugo. We aim to: <ul style="list-style-type: none">• prevent harassing conduct before it becomes severe or pervasive, i.e. harassment within the meaning of antidiscrimination laws;• conduct a prompt, thorough, and impartial investigation into allegations of harassing conduct; and• take immediate and appropriate corrective action when Yugo determines that harassing conduct has occurred.
• Yugoer's and students alike can only flourish when their basic needs such as having a safe environment are met.
• An environment where Yugoer's treat others with dignity, courtesy and respect has no room for harassment. All forms of harassment create an unwelcoming environment which can have long-lasting physical or psychological effect on individuals.
• We improve our social and environmental wellbeing by being inclusive, supportive and respectful. Good intentions do not pardon offensive or inappropriate behaviour.
• All reported cases of harassment must be treated as legitimate and with care. However, we must avoid placing blame before we have full understanding of the situation. To avoid prolonged distress, we should not delay reaching an appropriate resolution.



Process



Yugoer rights and responsibilities

All Yugoer's are entitled to:

- recruitment and selection decisions based on merit and not affected by irrelevant personal characteristics
- work free from discrimination, bullying and sexual harassment
- the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised
- reasonable flexibility in working arrangements, especially where needed to accommodate their, disability, religious beliefs or culture.

All Yugoer's must:

- follow the standards of behaviour outlined in this policy
- offer support to people who experience discrimination, bullying or sexual harassment, including providing information about how to make a complaint
- avoid gossip and respect the confidentiality of complaint resolution procedures
- treat everyone with dignity, courtesy and respect.



Managers and Supervisors Additional Responsibilities

Managers and supervisors must also:

- model appropriate standards of behaviour;
- take steps to educate and make Yugoer's aware of their obligations under this policy and the law;
- intervene quickly and appropriately when they become aware of inappropriate behaviour;
- act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard;
- help Yugoer's resolve complaints informally;
- refer formal complaints about breaches of this policy to the appropriate complaint handling officer for investigation;
- ensure Yugoer's who raise an issue or make a complaint are not victimised;
- ensure that recruitment decisions are based on merit and that no discriminatory requests for information are made;

Unacceptable workplace conduct

Discrimination, bullying and sexual harassment are unacceptable at Yugo and are unlawful under different legislations of countries that we operate in. Some of these may include:

- General Act on Equal Treatment
- Severe Handicapped Persons Act
- Criminal Law
- Disability Discrimination Acts
- Sex Discrimination Acts
- Racial Discrimination Acts

Yugoer's found to have engaged in such conduct might be counselled, warned or disciplined. Severe or repeated breaches can lead to formal discipline up to and including dismissal.

Discrimination

- Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as sex, age, race or disability. It is also against the law to treat someone unfavorably because you assume, they have a personal characteristic or may have it at some time in the future.



Bullying

If someone is being bullied because of a personal characteristic protected by equal opportunity law, it is a form of discrimination.

Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, or unfair work practices.

Under Federal law, this behaviour does not have to be repeated to be discrimination – it may be a one-off event.

Behaviours that may constitute bullying include:

- sarcasm and other forms of demeaning language
- threats, abuse or shouting
- coercion
- isolation
- inappropriate blaming
- ganging up
- constant unconstructive criticism
- deliberately withholding information or equipment that a person needs to do their job or access their entitlements
- unreasonable refusal of requests for leave, training or other workplace benefits

Sexual harassment

- Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written. It can include:
 - comments about a person's private life or the way they look
 - sexually suggestive behaviour, such as leering or staring
 - brushing up against someone, touching, fondling or hugging
 - sexually suggestive comments or jokes
 - displaying offensive screen savers, photos, calendars or objects
 - repeated unwanted requests to go out
- Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour. Sexual harassment is covered in the workplace when it happens at work, at work-related events, between people sharing the same workplace, or between fellow Yugoer's outside of work.



- All incidents of sexual harassment – no matter how large or small or who is involved – require employers and managers to respond quickly and appropriately.
- Yugo recognises that comments and behaviour that do not offend one person can offend another. This policy requires all Yugoer's and volunteers to respect other people's limits.

Victimisation

- Victimisation is subjecting or threatening to subject someone to a detriment because they have asserted their rights under equal opportunity law, made a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, sexual harassment or victimisation. Victimisation is against the law.
- Victimisation is a very serious breach of this policy and is likely (depending on the severity and circumstances) to result in formal discipline against the perpetrator. Yugo has a zero-tolerance approach to victimisation.

References and Further Reading

- Occupational Health and Safety Policy
- Grievance Policy
- Disciplinary Policy
- Equality and Diversity Policy
- Disciplinary Policy
- <https://www.equalityhumanrights.com/en/advice-and-guidance/what-harassment-and-victimisation>
- <https://www.ilo.org/global/topics/violence-harassment/lang--en/index.htm>
- <https://www.citizensadvice.org.uk/law-and-courts/discrimination/what-are-the-different-types-of-discrimination/harassment/>
- <https://www.humanrights.gov.au/quick-guide/12040>
- <https://eige.europa.eu/gender-based-violence/regulatory-and-legal-framework/legal-definitions-in-the-eu/germany-sexual-harassment>