



# HFSPO BYLAWS

## SECTION I: Harassment

### *General*

1. All HFSPO staff members have the right to be treated with dignity and respect and to work in an environment which fosters professional respect and courtesy.
2. Harassment of any kind at work, or in connection with work performed on behalf of HFSPO will not be tolerated and may give rise to disciplinary action. Any member of HFSPO staff found to have committed an act of harassment at work, or in connection with work performed on behalf of the Organization, is liable for disciplinary action.
3. All staff, regardless of their grade and contract status, share the responsibility for preventing harassment and maintaining a harmonious working environment. This means that they shall treat each other with respect and due regard for individual dignity so as to ensure that the workplace is free of intimidation, hostility or offensive behaviour and, in particular, of any form of harassment.
4. In an international environment like HFSPO, all staff members must all be aware of the fact that their own cultural norms and values may not be shared by colleagues and therefore be sensitive to misunderstandings or differences of opinion based on those differences of culture. However these differences cannot be used as an excuse for harassing behaviour.
5. Directors have a key role and bear special responsibility for preventing the occurrence of any form of harassment. They should foster a positive working environment and, in their leadership, display a willingness and ability to deal effectively with harassment when it does occur, in particular by being responsive to and supportive of any staff member who complains about such conduct. They must set a good personal example and pay attention to signs of a deteriorating work atmosphere. They shall ensure that HFSPO's policy and guidelines on harassment are communicated to and understood by all their staff and that they are applied in the workplace.
6. Any retaliation or threat of retaliation against individuals making formal or informal complaints of harassment or participating in the investigation of such complaints (for example, as witnesses) will be considered a violation of acceptable standards of conduct and will result in disciplinary action. At the same time, any accusation or complaint shown to be made in bad faith will also be considered a violation of acceptable standards of conduct and will be treated in the same manner.
7. All employees must acquaint themselves with the texts of article 222-33-2 of the Criminal Law Code on moral harassment and of article 222-33 of the Criminal Law Code on sexual harassment. These are posted on the first floor and available on the HFSPO intranet. Staff members should also make themselves aware that legal actions may apply.
8. HFSPO will provide for mediation if requested. Mediation procedure can be implemented either

at the request of the complainant or by the person accused. The choice of mediator is to be agreed by the parties (see the HFSP0 Guideline to staff for specific details).

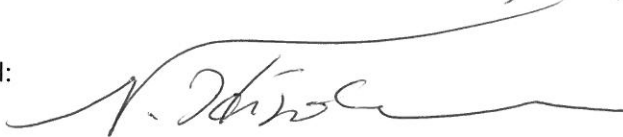
9. This policy will regularly be reviewed in order to ensure its effectiveness.

### ***Complaints***

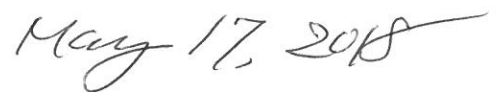
10. HFSP0 has established a system to hear and attend to complaints, in accord with the law, to deal fairly with all concerned.
11. HFSP0 commits to an environment in which informal and formal complaints about harassment may be made safely, free from retaliation or threat of retaliation. This includes those bringing the complaints, and those who may be participating in the investigation of complaints (for example, witnesses or the accused).
12. Any threat of retaliation or intimidation will be considered a violation of acceptable standards of conduct and will result in disciplinary action
13. HFSP0 will appoint a member of staff (Harassment adviser) who can support those contemplating a complaint. She/he is not part of the investigation, but instead can offer informal advice and counselling.
14. HFSP0 also supports a mediation process.
15. False accusations or complaints, made in bad faith, will be considered a violation of acceptable standards of conduct and result in disciplinary action.
16. Throughout the investigation, the principle of presumption of innocence applies.

Date of Board approval: 30 November, 2017

Signed:

A handwritten signature in black ink, appearing to be 'N. White', written over a horizontal line.

Date:

A handwritten date 'May 17, 2018' in black ink.