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# **BWI SEXUAL HARASSMENT POLICY AND PROCEDURES**

## ***POLICY STATEMENT***

BWI has zero tolerance policy towards sexual harassment. This means that sexual harassment is not an acceptable behaviour by any BWI staff member at any time. In addition, sexual harassment is not an acceptable by any affiliate at any BWI function including congress, statutory meetings and seminars

## ***DEFINITION***

Sexual harassment is any unwanted conduct of a sexual nature that is offensive, patronizing and threatening, and causes the recipient discomfort or humiliation or which interferes with the recipient's job performance, or creates an intimidating work environment.

Sexual harassment encompasses a wide range of unwanted sexual conduct or behavior including but not limited to:

Unwelcome comments or suggestions which are sexual in nature – jokes, unwelcome remarks, hints, sexual advances, unwelcome graphic comments about a person's body, attire age, etc., unwelcome and inappropriate enquiries about a person's sex life.

Unwelcome gestures, indecent exposure, and the unwelcome display of sexually explicit pictures and objects

Attempts or promises to provide a job or to influence the process of employment, promotion, training, discipline, dismissal, salary increment or other benefit of any employee or job applicant, in exchange for sexual favours.

## ***PROCEDURES TO RESOLVE SEXUAL HARASSMENT CLAIMS***

All regions will designate a contact person who will be responsible for resolving any sexual harassment claims that are made; a contact person will also be designated for each BWI activity. These persons will be made known to all BWI staff and participants at the beginning of each activity. If a claim is made it will be immediately investigated and if possible resolved on the spot informally. If this is not possible, a written report will be made based on discussions with both victim and the perpetrator. This report will be submitted to the World Board for its consideration and action Training and detailed procedures will be provided to all contact persons.