

BWI Policy Against Discrimination and Harassment



The BWI is committed to providing an environment free of discrimination and harassment. We oppose discrimination and harassment based on nationality, race or skin colour, sex, age, pregnancy, marital or relationship status, sexual orientation, gender identity, religious belief, political affiliation.

Among trade unions there is a high degree of appreciation for the need to respect the dignity and worthiness of every individual. Nevertheless, in all organisations there should always be vigilance to ensure that all participants feel they are able to operate in an atmosphere that is welcoming, comfortable, and safe.

The BWI is committed to creating and maintaining work environments based on dignity and mutual respect. The BWI neither condones nor tolerates behaviours that undermines the dignity or esteem of any individual or creates an intimidating, humiliating, hostile, abusive threatening or offensive workplaces or work-related environment.

This commitment and policy cover all leaders, members, participants, delegates, and employees of BWI at all BWI activities, functions, meetings, and at social gathering wherever they may take place around the world. We ask all participants in BWI meetings and activities to embrace values of equity, tolerance and mutual respect and thus conduct themselves in the course of BWI activities consistent with these values.

The Policy also covers acts of harassment and discrimination that may arise in all BWI global, regional, sub-regional, project offices, affiliates' offices, field activities or locations, where acts are conducted in context of working relationship or while fulfilling duties or missions including travel provided by BWI for undertaking such duties. BWI encourages every person who believes they are harassed or discriminated to use the redress mechanism as provided in this policy.

Unacceptable Behaviour

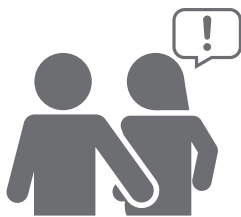
The BWI is a democratic institution that values an open discussion of issues facing working people and the labour movement. We do not wish to restrict free and open debate but rather are concerned with preventing unacceptable behaviour such as the following:



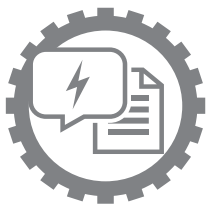
- ▶ Discriminatory or harassing speech or actions, including cyber bullying or cyber harassment;
- ▶ Harmful or offensive verbal or written comments related to race, ethnicity, religion, colour, sex, age, national origins, sexual orientation, disability, gender identity or expression, ancestry, pregnancy or any other discriminatory expression;



- ▶ Unwelcome gestures, indecent exposure, and the unwelcome display of sexually explicit pictures and objects;
- ▶ Bullying or stalking;



- ▶ Harassing use of photography or recording;
- ▶ Unwanted physical contact of a sexual nature including touching, brushing, and kissing;
- ▶ Physical assaults including uninvited touching;
- ▶ Real or implied threat of physical harm;
- ▶ Unwelcome comments or suggestions of a sexual nature —jokes, unwelcome remarks, hints, sexual advances, unwelcome graphic comments and about a person's body, attire, age, etc., unwelcome and in appropriate enquiries about a person's sex life; and
- ▶ Attempts or promises to provide a job or to influence the process of employment, promotion, training, discipline, dismissal, salary increment or other benefit of an employee or job applicant, in exchange for sexual favours.



Policy Procedures and Workplan

The International Women's Committee will work with the Presidium to develop a comprehensive procedural policy to accompany the Policy. The procedural policy will include guidelines to file complaints as well as mechanisms to address complaints filed; workshops and training on both the Policy and procedural guidelines; and a workplan to implement the policy at all levels.

Building and Wood Workers' International

Route des Acacias 54
CH-1227 Carouge GE
Switzerland

Tel.: +41 22 827 37 77
Fax: +41 22 827 37 70
Email: info@bwint.org
URL: www.bwint.org



BWI
Building and Wood
Workers' International
www.bwint.org



BWI Policy Against Discrimination and Harassment

The BWI is committed to:



- ▶ Providing an environment free of discrimination and harassment. We oppose discrimination and harassment based on nationality, race or skin colour, sex, age, pregnancy, marital or relationship status, sexual orientation, gender identity, religious belief, political affiliation.



- ▶ Creating and maintaining work environments based on dignity and mutual respect. The BWI neither condones nor tolerates behaviours that undermines the dignity or esteem of any individual or creates an intimidating, humiliating, hostile, abusive threatening or offensive workplaces or work-related environment.

The BWI Policy covers:



- ▶ All leaders, members, delegates, and employees of BWI at all BWI activities (statutory meetings, trainings and workshops, demonstrations and rallies, political and project missions, social functions, and any activities sponsored by BWI functions)



- ▶ Acts of harassment and discrimination that may arise where acts are conducted in context of working relationship or while fulfilling duties or missions including travel provided by BWI for undertaking such duties.

Unacceptable Behaviour according to the BWI Policy



- ▶ The BWI is a democratic institution that values an open discussion of issues facing working people and the labour movement. We do not wish to restrict free and open debate but rather are concerned with preventing unacceptable behaviour which are detailed in the policy.

Policy Procedure



- ▶ Any person who believes they are harassed or discriminated based on the policy should use the redress mechanism as provided in the BWI policy.



BWI
Building and Wood
Workers' International
www.bwint.org



Implementing the BWI Policy on Harassment and Discrimination



BWI's safeguarding commitment

The Building and Wood Workers' International (BWI) strives to ensure that its working environment is welcoming, safe and comfortable, free of all forms of discrimination and harassment. BWI expects all its leaders, employees, members, participants, delegates at all BWI offices, during meetings, missions and all other activities, including social events, to conduct themselves in a manner consistent with the values of equity, tolerance and mutual respect.

The BWI is a democratic institution that values free and open debate and upholds the right to freedom of expression. However, BWI strongly condemns all forms of discrimination and harassment whether based on nationality, race, ethnicity, skin colour, migrant status, sex, age, disability, pregnancy, marital or relationship status, sexual orientation, gender identity, religious belief or political affiliation. BWI will not condone nor tolerate behaviour that undermines the dignity of an individual and which is intimidating, humiliating, abusive, or offensive.

To this end, BWI adopted a policy against discrimination and harassment at its 2019 World Council and encourages any person who considers they are a victim of discrimination or harassment to report any unacceptable behaviour and use the redress mechanism provided by the BWI.

What is unacceptable behaviour?

- ▶ Discriminatory or harassing verbal or written comments or actions, including cyber-bullying or cyber-harassment, based on nationality, race, ethnicity, skin colour, migrant status, sex, age, disability, pregnancy, marital or relationship status, sexual orientation, gender identity, religious belief or political affiliation;
- ▶ Unwelcome gestures, indecent exposure, and the display of sexually explicit pictures and objects;
- ▶ Bullying or stalking;
- ▶ Harassing use of photography or recording;
- ▶ Unwanted physical contact of a sexual nature including touching, brushing, and kissing;
- ▶ Physical assaults including uninvited touching;
- ▶ Real or implied threat of physical harm;



- ▶ Unwelcome comments or suggestions of a sexual 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; and
- ▶ Attempts or promises to provide a job or to influence the process of employment, promotion, training, discipline, dismissal, salary increment or other benefit for an employee or job applicant, in exchange for sexual favours.

The complaints procedures

Setting up the Investigation Committees

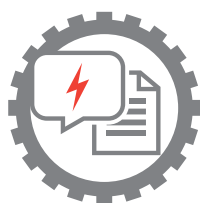


In 2020, the BWI will establish World and Regional Anti-Harassment and Discrimination Investigation Committees, which will report to the World Board or the respective Regional Committee. Each Investigation Committee will comprise a member of the International or Regional Women's Committee, selected from among themselves, a member of the BWI World Board and a member of BWI staff, and the relevant contact person (see below) ensuring that both genders are represented on the Committee.

At each BWI-sponsored event, a contact person will be named by the BWI staff member responsible for organising the event, in consultation with the host affiliate(s), to whom any complaints of discrimination or harassment can be reported. BWI will also create a confidential email address where complaints may be submitted.

The responsibilities of the contact person will be:

- Receive the complaint and acknowledge receipt within 24 hours;
- Submit the complaint to the relevant regional or global investigation committee.



The responsibilities of the Investigation Committee will be:

- Carry out an initial investigation to consider whether the complaint is admissible;
- Inform the complainant that the investigation will be carried out;
- File the formal accusation to the alleged perpetrator;
- Investigate and conduct hearings within a period of no less than 7 days;
- Submit the findings of the investigation and any recommendations for action to the respective BWI World or Regional Committee within a period of no less than 14 days.

How to file a complaint?



Submitting a complaint:

Any person who considers they are the victim of unacceptable behaviour at a BWI-sponsored event may file a complaint either directly to the World or Regional Investigation Committee or to the contact person at the BWI-sponsored event.

The complaint can be made verbally or in writing. If the complaint is made verbally, the contact person will record the details provided by the alleged victim and submit to the Investigation Committee as a formal complaint. The complainant should be prepared to provide details describing what happened, when and where it happened, how often and if there were witnesses or written or other evidence.



In the case of physical or sexual violence or assault, BWI is committed to abide by national legal requirements to refer the case to the statutory authorities.

Investigation Committee convenes

The Investigation Committee will convene a case conference within 24 hours and assign one person to lead the investigation of the complaint



Suspension of alleged perpetrator from BWI-sponsored event

The Investigation Committee can decide to suspend the participation of the alleged perpetrator from the BWI-sponsored event while the investigation is taking place. This suspension will take place with immediate effect and be carried out in a sensitive and discreet manner.



Investigation of the complaint

The investigator will first interview the complainant, either by a face-to-face interview or by electronic means and assess whether there are grounds to carry out an investigation of the alleged unacceptable behaviour. The investigator will report to the other members of the Committee who will then decide whether the investigation is admissible and to proceed with an investigation.

If it is agreed to proceed, the investigator will then interview the alleged perpetrator, and any witnesses that have been identified. The complainant and alleged perpetrator will have the right if they so wish to be interviewed in the presence of their union or another representative. All people who are interviewed will have the right to review their statement, as recorded by the investigator, to ensure its accuracy and will be requested to sign the statement to confirm its accuracy. The investigator will also carry out any further fact gathering, review of records or other evidence in order to prepare a report within a period of 14 days that will include:



- ▶ a description of the allegations;
- ▶ the response of the alleged perpetrator;
- ▶ a summary of information and facts according to witnesses (if applicable); and
- ▶ a decision about whether, on a balance of probabilities, discrimination or harassment did occur.

This report will then be submitted to all members of the Investigation Committee. Both parties to the complaint will also be given a copy. The identity of the complainant or the witnesses can be withheld if they so wish.



Communication of the decision

All members of the Investigation Committee will meet (in person or through a conference call) and decide whether the complaint is valid or not. The decision will be taken by consensus if possible, or if not, by a simple majority vote. If the complaint is upheld, the members of the Investigation Committee will recommend what action(s) to take.



Both parties to the complaint will be advised in writing, and if possible, verbally as well, of the decision. If the case is upheld, the perpetrator will be excluded from all BWI-sponsored events for the next 12 months. Where applicable, the report of the investigation will be submitted to the perpetrator's organisation with recommendations for any potential additional disciplinary actions, appropriate training or other forms of support.

If a complainant is found to have made false allegations maliciously, with intent to harm the alleged perpetrator, the report of the investigation will be submitted to the complainant's organisation with recommendations for any potential disciplinary action.

The perpetrator will have the right to appeal to the BWI World Board which holds the final binding and executive decision-making power.

In the case of a repeated offence, the Investigation Committee may recommend that the perpetrator be excluded from all BWI-sponsored events in perpetuity.



BWJ is the Global Union Federation grouping free and democratic unions with members in the Building, Building Materials, Wood, Forestry and Allied sectors.

BWJ brings together around 334 trade unions representing around 12 million members in 130 countries. The Headquarters is in Geneva, Switzerland while the Regional Offices are in Panama, Malaysia, and South Africa.

Our mission is to defend and advance workers' rights, and to improve working and living conditions in our sectors. The BWJ, above all, has a rights-based approach. We believe that trade union rights are human rights and are based on equality, solidarity and democracy, and that trade unions are indispensable to good governance.

BWJ goals include 1) to promote and defend human and trade union rights; 2) to increase trade union strength; 3) to promote a stable and high level of employment in our sectors; and 4) to influence policy and strengthen the capacity of institutions and tripartite structures in our sectors.