



FAME FOUNDATION SEXUAL HARASSMENT POLICY

1. Policy Brief & Purpose

FAME Foundation Sexual Harassment Policy aims to protect all employees, volunteers, partners, and anyone interacting with our organization from unwanted sexual advances, harassment, or discrimination. It provides clear guidelines on reporting incidents, handling complaints, taking action against offenders, and supporting survivors.

Sexual harassment will not be tolerated in any form. FAME Foundation's culture is based on mutual respect, collaboration, and safety. Any act of sexual harassment violates these principles and will be addressed seriously.

2. Scope

This policy applies to all individuals associated with FAME Foundation, regardless of gender, sexual orientation, level, function, seniority, or other protected characteristics.

Sexual harassment is prohibited:

- Within the organization, among employees, volunteers, and management.
- By external stakeholders, including partners, sponsors, vendors, and anyone interacting with FAME Foundation.

All individuals are obliged to comply with this policy.

3. What is Sexual Harassment?

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or non-verbal conduct of a sexual nature when:

- The behavior creates an intimidating, hostile, or offensive environment, or interferes with work performance.
- Employment decisions (hiring, promotion, compensation, or benefits) are made in response to an individual's acceptance or rejection of sexual advances.

Examples include:

- Proposing or demanding sexual favors.
- Invading someone's personal space inappropriately.
- Stalking, coercing, or threatening someone to engage in sexual activity.
- Sending or displaying sexually explicit content.
- Commenting on someone's appearance, sexual orientation, or gender in a derogatory or objectifying way.
- Making obscene jokes, gestures, or comments that humiliate or offend.
- Persistent flirting or unwanted advances, including in professional settings (e.g., team meetings).

Important: Anyone can be a victim or perpetrator, regardless of gender or sex. Sexual assault is the most extreme form of harassment and is a criminal offense. FAME Foundation will support victims who choose to press charges.

4. Organizational Rules on Sexual Harassment

- No one has the right to harass employees. Serious harassment by employees will result in termination. External harassers from partner organizations may lead to disciplinary actions or cessation of partnerships.
- All harassment claims will be treated seriously, regardless of perceived severity.
- Harassment is determined by how it affects the victim. Even seemingly minor comments or behavior can constitute harassment.
- All claims are presumed legitimate until proven otherwise. Investigations will be thorough and fair.
- Retaliation against anyone reporting harassment is strictly prohibited. Victims will be fully supported.
- Witnesses or those aware of harassment are expected to report it. Managers are required to prevent and act on harassment reports.

5. Reporting Sexual Harassment

If you experience sexual harassment:

1. **Direct Communication (Optional):**

- Inform the offender (except in cases of sexual assault) verbally or in writing that the behavior is unwelcome and must stop.

2. **Reporting to FAME Foundation:**

- Report to your supervisor or the Office Manager.
- For serious cases (e.g., sexual assault), involve law enforcement and notify the Office Manager.

3. **Methods:**

- **Meeting:** Schedule a meeting with your supervisor/Office Manager to explain the situation. Bring any evidence (emails, photos, screenshots).
- **Email:** Send a written complaint to your supervisor with the Office Manager cc'd, attaching any evidence.

Complaints should be documented and resolved promptly, generally within three (3) business days. Confidentiality will be maintained to the fullest extent.

6. **Inadvertent Harassment**

Sometimes individuals may not realize their behavior constitutes harassment. Awareness does not remove responsibility.

- If you suspect unintentional harassment, notify the individual in writing to stop the behavior.
- Do not use this approach if the harasser is your manager, sponsor, partner, or if the behavior is extreme (e.g., sexual assault or threats).

7. **Investigation Process**

Upon receiving a report, FAME Foundation will:

1. Record dates, times, and details of incidents.
2. Explain procedures and options to the complainant.
3. Investigate thoroughly and confidentially.
4. Check for similar past reports.
5. Meet with the alleged offender to explain the complaint.
6. Consider mediation if both parties agree.
7. Launch formal disciplinary actions depending on severity.

Note: In cases of sexual assault or coercion, termination is immediate, regardless of internal investigation.

8. Penalties for Sexual Harassment

- **First offense (non-assault):** Written warning, performance review impact, loss of promotion or salary increase.
- **Repeat offenses:** Termination.
- **Sexual assault or criminal harassment:** Immediate dismissal and potential legal action.

9. HR & Manager Responsibilities

HR/Managers must:

- Prevent harassment by fostering a culture of respect and safety.
- Maintain confidential documentation of reports and evidence.
- Investigate complaints impartially and promptly.
- Communicate options and procedures to victims.
- Ensure victims are not moved, penalized, or retaliated against.
- Report misconduct to the Executive Director if HR or managers fail to act appropriately.

10. Support Structures for Survivors

FAME Foundation provides support for victims, including:

- Mental health leave or sick days for recovery.
- Assistance accessing relevant evidence for legal proceedings.
- Assurance that job status and benefits will not be affected.

11. Speak Up, We Listen

Reporting harassment can be challenging. FAME Foundation encourages employees to speak up without fear of retaliation. Every report helps create a safe, respectful, and thriving workplace.

Acknowledgment of Policy

I have read, understood, and agree to abide by this policy.

Employee Name & Signature: _____