



Sexual exploitation and sexual abuse protection policy

Approved by: the Board of the organization

Date: February 28, 2020

Preamble

Tanadgoma is committed to ensure a safe working environment for all its employees, free from all forms of discrimination and harassment, including sexual harassment. The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. Similarly, the term “sexual abuse” means the actual or threatened physical violation of a sexual nature, whether by force or under unequal or coercive conditions.

Tanadgoma has a zero-tolerance to any form of sexual harassment in the workplace, considers all cases of incidents seriously, and investigates all allegations of sexual harassment immediately. Any employee who is incriminated to sexual or other harassment of another person (employee, beneficiary of the organization, etc.) will be subjected to various disciplinary penalties, including dismissal. All complaints of sexual harassment received from an employee will be seriously considered by the administration, with full respect of confidentiality.

Types of sexual harassment

Sexual harassment is unwanted sexual behavior that makes a person feel embarrassed, abused, humiliated, and / or intimidated. It includes situations where an employee is asked to be engaged in various sexual activities against their will and / or situations that create an awkward, humiliating or unfavorable environment for the employee. Sexual harassment can involve one or more incidents and can be physical, verbal and non-verbal. Examples of sexual harassment include:

Examples of physical harassment:

- Unwanted physical contact, including kissing, hugging, touching intimate areas, touching hair, and / or awkward touching;
- Physical violence, including sexual violence, rape;
- Intimidation or encouragement based on position to achieve sexual favors with employee.

Examples of verbal harassment:

- Comments on the employee's appearance, age, personal life, etc .;
- Jokes of sexual nature;
- Repeated and unsolicited requests for personal meetings;
- Abusive statements about the sex and/or gender of the employee;
- Sending sexually explicit messages (by phone or email), etc.

Examples of non-verbal harassment:



- Showing materials (video, picture, etc) of erotic or pornographic nature;
- Using gestures of sexual nature;
- Whistling;
- Sexually insistent gaze, staring, etc.

Anyone can become a victim of sexual abuse regardless sex and gender of them and the perpetrator. It is important that sexual behavior towards any person is unacceptable.

Tanadgoma recognizes that sexual harassment is a manifestation of power, and often occurs in unequal relationships in the workplace, such as between a manager and his/her subordinate employee. Also, considering specifics of the organization's work (service provision) Tanadgoma recognizes that various forms of harassment can occur between a service provider and program beneficiary.

Any employee convicted to sexual harassment, will be subject to disciplinary action or punishment (if confirmed), according with internal regulations, the content of this policy and the legislation of Georgia.

Tanadgoma prohibits any kind of sexual abuse, be it on Tanadgoma/s premises (offices), or at any event conducted by the organization, with its funding or participation outside its premises, such as training, conferences, working meetings, social and cultural events, etc.

Sanctions and disciplinary measures

Any employee of Tanadgoma, who is found guilty of sexual harassment, is liable under this policy for any of the following sanctions:

- Verbal or written warning;
- Reprimand;
- Salary reduction;
- Temporary suspension;
- Dismissal.

The nature of the sanctions will depend on the severity and size of the harassment.

Policy implementation and oversight

Tanadgoma is committed to create an environment free from sexual harassment. The management team of the organization is responsible for developing a system that ensures creation and maintenance of a safe working environment. Managers of the Head Office and regional departments shall maintaining an environment free from sexual violence and harassment and inform each employee about existing policy.

Administration of Tanadgoma appoints a special staff member who is responsible for implementing and overseeing this policy. This person is known to all employees and they can refer to him/her in case of any workplace harassment. In case of receiving a complaint of sexual harassment from an employee, the appointed employee is obliged to:

- Immediately record the date, time and fact of the incident
- Determine expectations of the victim regarding case revision by the organization
- Ensure that the victim is re-informed of the organization's procedures for similar complaints



- Consider and agree with the victim the following steps, such as possibility of resolving the complaint informally or formally. Explain to the victim that resolving the issue informally will not prevent the victim from filing a formal complaint if he or she is not satisfied with resolving the issue informally and/or other circumstances arise.
- Keep a record of all discussions confidential
- Respect the victim's choice
- Explain to the victim that he/she can file a complaint outside the organization, even in the relevant law enforcement agencies, in accordance with the law of the country
- Inform the management of the organization (executive director, administration, board) based on the specifics of the issue

Tanadgoma ensures that all employees are aware of the content of this policy and confirm it by signing. All new employees are obliged to get familiar with all policy documents, including the present one, together with the employment contract, and shall confirm with the signature that they have read and agree to it. Tanadgoma organizes annual meeting/training aimed at updating staff on any changes to the existing policies and on newly approved ones. It is the responsibility of every manager to ensure that all subordinates are informed of this policy.