

Safeguarding and Anti-Harassment Policy

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Safeguarding and Anti-Harassment Policy

1. Introduction

1.1 Purpose

The purpose of this Safeguarding and Anti-Harassment Policy is to articulate the firm commitment of TI Korea Chapter to create a safe and respectful environment for all its staff, volunteers, partners, beneficiaries, and other stakeholders. TI Korea Chapter recognizes that harassment and the lack of safeguarding measures can cause significant emotional and physical harm. This policy sets forth the guiding principles and procedures to prevent, identify, report, and respond to any incidents of harassment, abuse, or neglect.

1.2 Scope

This policy applies to all individuals associated with TI Korea Chapter, including but not limited to:

- Employees at all levels
- Volunteers and interns
- Consultants and contractors
- Partners and collaborators
- Participants and beneficiaries in TI Korea Chapter's programs and activities

The policy encompasses all forms of harassment, including but not limited to:

- Sexual harassment
- Verbal or written harassment
- Physical harassment
- Discriminatory harassment based on race, gender, religion, or other protected characteristics
- Cyber harassment or online abuse

The policy also includes safeguarding measures to protect vulnerable individuals, such as minors or those with disabilities, from exploitation and abuse.

1.3 Commitment to Safeguarding and Anti-Harassment

TI Korea Chapter pledges to foster a culture that promotes respect, dignity, and safety for everyone involved in its activities. This commitment aligns with the organization's core values of integrity, transparency, and accountability, and it resonates with its mission to combat corruption and promote good governance.

1.4 Legal Context

This policy complies with relevant local and national laws and regulations concerning harassment, discrimination, and safeguarding in South Korea. It is also consistent with the international standards set forth by Transparency International and other relevant bodies.

1.5 Policy Objectives

Through this policy, TI Korea Chapter seeks to:

- Raise awareness about harassment and its potential impact.
- Clearly define what constitutes harassment and the procedures for reporting and responding to it.
- Establish preventive measures and training to minimize the risk of harassment.
- Provide support and protection to those who experience or report harassment.
- Foster an organizational culture where everyone feels safe, respected, and valued.

The introduction to the Safeguarding and Anti-Harassment Policy establishes the essential framework for TI Korea Chapter's commitment to a safe and respectful environment. It lays the foundation for the rest of the policy, ensuring that everyone involved with the organization understands the importance of safeguarding and the zero-tolerance stance on harassment. It serves as a vital tool in maintaining the trust, integrity, and reputation of TI Korea Chapter in its mission to fight corruption and promote transparency in South Korea.

2. Definitions

2.1 Safeguarding

Safeguarding refers to the proactive measures taken to protect the well-being, human rights, and dignity of individuals, particularly those who may be more vulnerable due to age, disability, or other factors. It encompasses both preventive actions and responsive measures to minimize the risk of harm, abuse, or exploitation.

2.2 Harassment

Harassment is defined as unwanted conduct that creates an intimidating, hostile, degrading, humiliating, or offensive environment. It may be related to gender, race, nationality, religion, sexual orientation, disability, or any other characteristic. Harassment can occur in various forms:

Sexual Harassment: Unwanted sexual advances, comments, or conduct, including verbal, non-verbal, written, visual, or physical behavior that is of a sexual nature.

Verbal or Written Harassment: Offensive remarks, jokes, threats, or comments, whether spoken or written, that demean or belittle a person.

Physical Harassment: Unwanted physical contact, assault, or behavior that threatens or intimidates another person.

Discriminatory Harassment: Conduct that discriminates against individuals based on legally protected characteristics, such as age, gender, ethnicity, religion, or disability.

Cyber Harassment: Harassment that occurs through digital channels, such as email, social media, or other online platforms.

2.3 Vulnerable Individuals

This refers to individuals who may be at increased risk of exploitation or harm due to their age, mental or physical disabilities, or circumstances that may render them less able to protect themselves. TI-Korea Chapter recognizes its responsibility to take extra measures to ensure the safety and well-being of vulnerable individuals engaged in its activities.

2.4 Reporter

A reporter is an individual who makes a report or complaint concerning harassment or safeguarding concerns. This includes victims, witnesses, or any other person who becomes aware of potential issues. The policy ensures confidentiality and protection for reporters.

2.5 Respondent

A respondent is an individual or entity that is the subject of a report or complaint concerning harassment or safeguarding issues. They are entitled to fair treatment and due process under this policy.

3. Principles

3.1 Zero Tolerance

TI Korea Chapter upholds a zero-tolerance approach towards any form of harassment, abuse, or exploitation. This means:

No Exceptions: No individual or activity associated with TI Korea Chapter is exempt from this policy, regardless of position or status.

Immediate Action: Any reported incident will prompt a prompt, thorough, and impartial investigation.

Strict Consequences: Violations of this policy may lead to disciplinary actions, including termination, legal action, or other appropriate measures.

The zero-tolerance principle reinforces TI Korea Chapter's commitment to a safe and respectful environment, reflecting its core values of integrity, transparency, and accountability.

3.2 Respect and Dignity

Respect and dignity are at the core of TI Korea Chapter's interactions and relationships. This principle underscores:

Inclusiveness: Embracing diversity and ensuring that all individuals are treated with respect regardless of their race, gender, religion, age, disability, or other attributes.

Empathy: Demonstrating compassion, empathy, and understanding towards others.

Professionalism: Maintaining professional boundaries and interpersonal relationships that honor the dignity and worth of each individual.

3.3 Confidentiality

Confidentiality is crucial in handling reports or concerns related to harassment, abuse, or exploitation. The principles of confidentiality include:

Privacy Protection: Ensuring that all personal information, details of reports, or investigations are kept confidential and shared only with those who need to know.

Non-Disclosure: Restricting unauthorized access, sharing, or dissemination of information related to a report or investigation.

Trust Building: Encouraging individuals to come forward with concerns, knowing that their privacy will be protected and that they will not face retaliation or stigma.

Confidentiality ensures that the rights and well-being of reporters, respondents, and others involved are safeguarded throughout the reporting, investigation, and resolution process.

4. Responsibilities

4.1 Leadership

The leadership team at TI Korea Chapter is responsible for implementing and enforcing the Safeguarding and Anti-Harassment Policy. This includes:

Policy Oversight: Ensuring that the policy is aligned with legal requirements and best practices, and is effectively communicated to all stakeholders.

Resource Allocation: Providing the necessary resources, such as training, support, and tools, to implement the policy.

Monitoring and Evaluation: Regularly reviewing and assessing the policy's effectiveness and making necessary adjustments.

Support and Guidance: Creating a culture of respect, safety, and accountability by leading by example and offering support and guidance where needed.

Responding to Reports: Ensuring that reports are handled promptly, impartially, and with due diligence.

4.2 Employees and Volunteers

All employees and volunteers of TI Korea Chapter are expected to understand and adhere to the Safeguarding and Anti-Harassment Policy. Their responsibilities include:

Compliance: Familiarizing themselves with the policy and adhering to its guidelines and principles.

Reporting: Promptly reporting any witnessed or experienced incidents of harassment, abuse, or neglect, in accordance with the reporting procedures outlined in the policy.

Cooperation: Participating and cooperating in any investigations or other processes related to the policy, if required.

Respectful Conduct: Treating all individuals with respect and dignity, and actively contributing to a safe, inclusive, and positive environment.

Ongoing Education: Participating in training and continuous education regarding safeguarding, anti-harassment, and related topics, as provided by TI Korea Chapter.

5. Reporting and Response

5.1 Reporting Mechanism

Reporting mechanisms are crucial for addressing any incidents of harassment or abuse. At TI Korea Chapter, the reporting mechanism includes:

Confidential Reporting Channels: Providing multiple ways to report incidents, such as a confidential hotline, email, or direct communication with a designated officer.

Clear Guidelines: Offering detailed guidance on how to make a report, what information is required, and what to expect after reporting.

Accessibility: Ensuring that the reporting channels are accessible to all stakeholders, including external parties, and that support is available if needed for making a report.

Non-Retaliation Assurance: Committing that individuals who make a report will not face retaliation or adverse consequences.

5.2 Investigation

Investigations are a critical part of the response process. TI Korea Chapter commits to:

Prompt Action: Initiating an investigation promptly upon receiving a report.

Impartiality: Ensuring that investigations are conducted impartially and without bias.

Skilled Investigators: Engaging trained and experienced investigators who are knowledgeable in handling sensitive issues.

Thoroughness: Conducting a comprehensive and meticulous investigation to ascertain the facts.

Due Process: Respecting the rights of all parties involved and following fair procedures in accordance with legal requirements and best practices.

Regular Updates: Keeping the parties informed about the status and outcome of the investigation, as appropriate.

5.3 Support and Protection

Support and protection for all parties involved are essential components of the reporting and response process. This includes:

Support Services: Providing access to counseling, legal advice, or other support services, as needed.

Protection Measures: Implementing measures to protect the safety and well being of those involved, such as temporary reassignment, adjustments to work arrangements, or security measures.

Respect for Privacy: Handling all information related to the report and investigation with strict confidentiality and sensitivity.

Aftercare: Offering ongoing support and monitoring, as needed, to ensure that individuals involved in a report continue to feel safe and supported within the organization.

6. Prevention and Education

6.1 Training

Understanding the importance of continuous learning and skill building, TI Korea Chapter focuses on training as a key part of its prevention strategy. This includes:

Regular Training Sessions: Providing ongoing training to employees, volunteers, and associated parties on the principles, policies, and practices related to safeguarding and anti-harassment.

Specialized Training: Offering specialized training for specific roles, such as management or those working directly with vulnerable individuals, to ensure that they are equipped to handle sensitive issues appropriately.

External Expertise: Engaging external experts or organizations specializing in safeguarding and anti-harassment training, if necessary, to provide comprehensive and up to date insights.

Evaluation and Feedback: Monitoring the effectiveness of training programs through regular evaluations, assessments, and feedback to ensure that they meet the organization's needs and standards.

6.2 Communication

Clear and effective communication is vital for fostering an environment where safeguarding and anti-harassment are understood, respected, and practiced. TI Korea Chapter's approach includes:

Policy Dissemination: Ensuring that the Safeguarding and Anti-Harassment Policy is readily available and accessible to all stakeholders, and that it is communicated clearly and concisely.

Regular Updates: Keeping all members of the organization informed about any changes to the policy, relevant laws, or best practices through regular updates, newsletters, meetings, or other appropriate channels.

Open Dialogue: Encouraging open dialogue and discussion on safeguarding and anti-harassment topics to foster a culture of awareness, empathy, and shared responsibility.

Visibility of Reporting Channels: Maintaining visible and clear information about reporting channels and procedures, so that all members are aware of how to report concerns or incidents.

Engagement with External Parties: Communicating the organization's commitment to safeguarding and anti-harassment to external stakeholders, partners, and the broader community to align expectations and promote a consistent approach.

By focusing on prevention and education through targeted training and clear communication, TI Korea Chapter is investing in building a culture where respect, safety, and dignity are integral to its mission and daily operations.

7. Monitoring and Review

7.1 Regular Review

Regular review is essential to ensure that the Safeguarding and Anti-Harassment Policy remains effective and aligned with current needs, laws, and best practices. TI Korea Chapter's approach to regular review includes:

Scheduled Assessments: Conducting periodic assessments of the policy, procedures, and practices to identify areas for improvement or adjustment.

Stakeholder Input: Seeking input from employees, volunteers, partners, and other stakeholders to ensure that the policy reflects their perspectives and experiences.

Compliance Checks: Monitoring compliance with the policy through random checks, surveys, and other methods to ascertain adherence and identify potential issues.

Alignment with Legal Requirements: Reviewing the policy regularly to ensure that it remains in compliance with relevant laws and regulations.

Consideration of External Developments: Updating the policy as needed in response to changes in best practices, societal norms, or other external factors that may impact safeguarding and anti-harassment considerations.

7.2 Review

In addition to regular review, TI Korea Chapter recognizes the need for an ongoing review process to respond to specific incidents, concerns, or changes. This encompasses:

Incident Triggered Review: Conducting a review in response to specific incidents or concerns to identify root causes and implement corrective actions.

Changes in Organizational Structure or Activities: Reviewing the policy if there are significant changes within the organization or its activities that may impact safeguarding and anti-harassment considerations.

External Audits or Assessments: Engaging external experts, if necessary, to conduct independent audits or assessments of the policy and practices to ensure impartiality and comprehensiveness.

Feedback Mechanism: Establishing a feedback mechanism that allows all stakeholders to provide insights, concerns, or suggestions related to the policy and its implementation.

The Monitoring and Review section of the policy emphasizes the dynamic and responsive nature of TI Korea Chapter's approach to safeguarding and anti-harassment. By committing to continuous monitoring and review, TI Korea Chapter ensures that its policy and practices remain relevant, effective, and aligned with its mission to promote integrity, transparency, and accountability.