

Prevention of Harassment in the Workplace Regulation

Regular General Body Meeting

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Preamble:

Every employee has the right to do his/her work while preserving his/her dignity and private freedoms that do not affect the freedoms of others.

Our study on harassment in the workplace indicates that some of the women have been subjected to harassment. Figures also indicate that most of the abused women left the workplace without lodging a complaint.

Infringement of employees' dignity does not only mean sexual harassment, as there are other forms of abuse that have become evident in the workplace, such as bullying from a superior to an inferior, or even at the same job level. These forms of abuse have become one of the motives for leaving work or being bullied and humiliated.

Bullying and harassment can be experienced by employees of both sexes, but women are often more vulnerable to these forms.

Accordingly, and in order to preserve the dignity of employees, workers, and those dealing with our programs, we made this regulation, which condemns and criminalizes such acts, and it constitutes protection for all employees from any form of the aforementioned abuse.

Since our Union does not depend in its internal relations on employees only, this regulation applies to volunteers as well, whether they are in leadership positions or committees. This regulation protects all beneficiaries of the programs as well. In addition, it does not apply to any behavior that occurs during working hours or in Jordan only, but it criminalizes the entire act, whether it takes place during working hours or outside of it, if the one involved is of the workers or volunteers, and it applies to them whether the act is inside or outside Jordan. It also preserves the dignity and freedom of women and men.

Article 1: Definition of harassment in the workplace:

In the world of work, the term "violence and harassment" refers to a set of unacceptable behaviors, practices, or associated threats, whether they occur one time or multiple times. These unacceptable behaviors, practices, or associated threats have the aim, lead to, or are likely to result in physical, psychological, sexual, or economic harm, and they include violence and harassment on the basis of gender (International Labor Organization Convention 190, issued in 2019).

Article 2

Some of the harassment forms are:

- Physical: approaching and touching people without being welcomed.
- Unwelcomed comments or jokes.
- Unwelcomed questions.
- Online harassment, sending videos, sending messages, and making calls.
- Threatening.
- Sarcasm.

Article 3: Duties of the employees and members:

All employees of the Union are directly responsible for having the Union free from any form of harassment, and they are responsible for keeping the environment clean from any form of bullying. They must also report any form of such practices, whether directed against themselves or others.

If the abused was a beneficiary, the employee bears double responsibility and exposes himself/herself to punishment in the event of concealing any information related to this.

Article 4:

1. Complaints shall be submitted by the employee to the direct official, or any of the higher departments based on the employee's preferences.
2. The defendant shall be informed of the content of the complaint, and s/he shall be given the opportunity to defend himself/herself.

Article 5:

1. An investigation committee shall be formed for each case.
2. The two parties shall be informed of the nature of the investigation committee and its members.
3. The committee includes the Administrative Body of the Union and the General Manager.
4. The investigation committee shall examine the complaint and the defense of the abuser. It also may turn to witnesses and complete all procedures related to the case.
5. All investigations and complaints shall be handled with complete confidentiality, and none of their secrets or documents may be disclosed, under penalty.

Penalties:

Penalties shall be determined in accordance with the list of penalties set by the Union, which, according to the gravity of the act, may lead to dismissal, without the necessity of committing to the gradation of penalties.

The punishment imposed by the Union does not prevent the victim from following other legal methods to obtain his/her right, and does not, therefore, exempt the abuser from criminal punishment.

The investigation papers shall be of the Union's ownership.