



Date: 5th February 2020

Network of Asia and Pacific Producers

Anti- Harassment, including Anti-Sexual Harassment, Code of Conduct for Travel

Purpose of this Code of Conduct for Travel

The purpose of this Anti-Harassment, including Sexual Harassment Code of Conduct for Travel is to lay down the norms and rules that guide behavior and conduct while travelling for our organization (“NAPP”) or representing NAPP.

It contains NAPP’s statement of commitment, definitions, travelers’ commitment on the code of conduct, reporting and complaints mechanism and sanction/disciplinary measures.

This Code of Conduct for Travel is part of NAPP’s Anti-Harassment and Anti-Bullying Policy and NAPP’s Protection Policy for Children and Vulnerable Adults, as such, those policies must be read in full and followed.

Statement of Commitment

Each person has a role to play in embodying the values for our organization (“NAPP”) and protecting the people who work for and with us and those we represent through NAPP. The behaviour and conduct of each person impacts our business success and reputation.

NAPP is committed to providing a safe environment for all its members, staff, consultants, volunteers and partners free from discrimination on any ground and from harassment, including sexual harassment and misconduct at work, while travelling for work and in any context which involves NAPP work. NAPP will operate a zero tolerance policy for any form of sexual harassment, treat all incidents seriously and with respect and confidence. It will promptly investigate all allegation of harassment, including sexual harassment which would be considered gross misconduct under the NAP HR policy. No one will be victimized for making such complaints and all persons involved in the processing of complaints will be regarded with respect and dignity and no harm will come to them in carrying out their duties on behalf of NAPP.

Application

Everything we do not only reflects on us as individuals, but also directly reflects on NAPP and our peers, including all involved in the Fairtrade system. We are all responsible for our actions and its implications on the reputation of NAPP and our partners. NAPP expects everyone associated with the organization to abide by this Anti- Harassment, including Anti-Sexual Harassment Code of Conduct for Travel, that includes but is not limited to; employees, external consultants, board members, producers and their



representatives, funders, partners, advisors and attendees of our events or any event representing NAPP, Fairtrade International, other Producer Networks or National Fairtrade Offices. This code of conduct also applies in any setting associated with NAPP, such as offices, work events, social outings, conferences, Trade fairs, homes, lodgings, phone calls, video conferences, emails, chat, social media, blogs, or other online communications.

Definitions

Harassment

Harassment means any inappropriate conduct, comment, display, action or gesture by a person that is either based on race, gender, religion, colour, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin

Sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favors

Verbal conduct

- Comments on a worker's appearance, age, private life, etc.

Sexual comments, stories and jokes

- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)



Non-verbal conduct

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling
- Leering

Anyone can be a victim of sexual harassment, regardless of their gender and of the gender of the harasser. NAPP recognizes that sexual harassment may also occur between people of the same gender. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

NAPP recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee. Anyone, who work with NAPP or represents the organization will be sanctioned in accordance with this Code of Conduct for Travel.

All sexual harassment is prohibited whether it takes place within NAPP premises or outside, including at social events, business trips, hotels, training sessions, producer site visits, conferences or any other places represented or sponsored by NAPP.

Discrimination

Discrimination is a form of harassment.

Discrimination is defined as treating a person differently based on some facet of their identity (e.g. race, gender, class, age, sexual orientation etc.), usually in a negative manner. This can include viewing and treating members of a specific demographic based upon stereotypes or misconceptions, purposely treating them as less than others, and denying them the same rights and respects as given to their peers. Discrimination can impact not just the general treatment of a person while at work, but may involve denying them employment, benefits, or opportunities. Many people who harass others in the workplace in a discriminatory manner are discounting their victims as equals and are focusing on a particular part of their identity. Discrimination serves as the reasoning behind the action taken by the harasser against their victim.

Examples of discrimination includes **but is NOT limited to:**

1. Negative comments or discrimination based on gender, race, ethnicity, age, status or family role or Nationality
2. Deliberate misgendering (e.g., using different pronouns than requested)
3. Discriminating against pregnant people or mothers
4. Racial or ethnic or gendered slurs or jokes
5. Discriminatory comments against members of marginalized religions as a group
6. Misogynist comments



7. Homophobic or transphobic comments or slurs

Commitment to abide by this Code of Conduct

In committing to abide by this NAPP code of conduct for travel, I will

1. Receive an orientation of this Code of Conduct before travel
2. Be given time to ask questions and my questions will be respected and answered with dignity and respect before I sign this Code of Conduct
3. Take responsibility for all my actions
4. NOT view or download or upload sexually harassing obscene, offensive or otherwise illegal and unauthorized materials, including movies, music, material or software on NAPP owned property or while on NAPP work time.
5. NOT send any insulting, discriminatory or harassing messages and content to anyone.
6. NOT make or partake in telling, hearing or sending through any means sexual jokes, malicious gossip and improper comments while working for or representing NAPP
7. NOT engage in and/or be a party to harassment, including sexual harassment and discrimination
8. NOT use drugs and alcohol as an excuse for any behavior that is harassing, sexually harassing, discriminatory or otherwise illegal as defined by both the country of citizenship and country of travel, including NAPP Policies.
9. NOT engage in any sexual relations with any person under the age of 18 years
10. NOT pay or exchange anything of value for sex or sexually related behavior of any person while working for or representing NAPP
11. NOT accept any gifts or invitations to events from any person which can be defined as harassing, sexually harassing, discriminatory or illegal by this Code of Conduct for Travelers or any other related NAPP Policies
12. Accept request to travel for NAPP work related business on the grounds that if I am found engaging in any action or behavior as defined in this Code of Conduct for Travel, my work or related relationship with NAPP will be terminated effective immediately.
13. Abide by this Code of Conduct for Travel and understand that NAPP has a zero tolerance for any form of sexual harassment.
14. Report any form of harassment, including sexual harassment, discrimination or illegal actions that I am witness to or suspect and understand that NAPP will treat all incidents seriously and with respect and confidence. I also understand that NAPP will promptly investigate all allegation of harassment, including sexual harassment and that no one will be victimized for making such complaints, including those persons involved in the processing of complaints.



Reporting

Any individual either external or internal to NAPP should report any harassment allegation or concern via email to **Mr. Sanjeet Singh Khurana**, Chief Operating Officer, NAPP, Sanjeet.khurana@fairtradenapp.org AND **Mr. Gnanasekaran Rajaratnam** – chair@fairtradenapp.org

If you want to report anonymously, you may do so by sending your email to compliance@fairtradenapp.org. You must report any knowledge or suspicion of harassing behavior. If you are unsure about whether a particular act, the treatment of individuals, or their working conditions within any tier of our supply chains constitutes harassment, you must raise it with your Chief Operating Officer, COO as soon as possible. If there is a conflict of interest or you still feel afraid to report please discuss this with NAPP's HR person and any other senior team member at NAPP or at the NAPP board.

Incident reports will be acknowledged in writing via email within five business days and actioned within 20 business days.

Report Confidential - All reports of alleged breaches of the Code of Conduct will be treated by the Management and Board or any person receiving the information as confidential until a finding has been made.

Confirming Notice Given - Before considering a reported breach, the Management or Board will confirm that the person who is the subject of the alleged breach is informed of the complaint.

Processing

When an allegation or complaint is received, the date should be immediately recorded, including the time of the report and facts of the incident as reported. It is paramount that the victim's views are not challenged. It is essential that all those who report, including victims understand the process and procedures for dealing with the allegation or complaint and timelines. Provide clear sanctions list for the particular harassment behavior, including the zero tolerance sanctions for sexual harassment, which would result in immediate termination of contract if proven, without honoring any prior agreements.

Depending on the degree of violation, actions may vary, depending on the type of allegation or complaint made:

- No sanction – if no violation has occurred
- Verbal warning – If the allegation or complaint is proven but is minor
- Written warning –if the allegation or complaint is proven but minor, but repeated more than twice
- Temporary or permanent ban from events/spaces/boards – if the allegation or complaint is proven but minor, and the written warning is not heeded



- Suspension – if the allegation or complaint is of a more egregious nature and occurred even once
- Termination of employment – if the allegation or complaint involves sexual or physical harassment and is proven.

A person who has been subject to sexual harassment can also make a complaint outside of NAPP and the organization will support this person should the victim request this support.

Opportunity to Explain or Rectify - The Management and Board representatives or any other person receiving the report must provide the person who is alleged to have committed the offense must be given an opportunity to rectify or explain the offending behavior.

Findings of the Management or Board -Once it has carefully investigated the alleged breach of the Code of Conduct for travel, the Management AND Board may decide that (a) no such breach has in fact occurred, or (b) determine that the person has in fact engaged in alleged behavior. Once this determination is made the HR person of the organization was be informed and involved in decision making on sanctions.

Patterns of Minor Misconduct - Where the Management or Board finds a pattern of minor misconduct, it/he/she may decide that such a pattern in total constitutes serious or gross misconduct.

Sanctions for Misconduct -Where the Management or Board finds that an alleged breach of the Code of Conduct by a Member constitutes misconduct, it/he/she may exercise the authority specified in NAPP Constitution to either suspend or terminate, or specify other remedies deemed to be reasonable in the circumstances.

Implementation

The five cornerstones to implement this Code of Conduct for Travel are: -

- a policy document
- training to consultants and all associated with or work on behalf of NAPP
- information provided to all participants of trade shows, conferences, meetings, forums and visits
- Enabling producer organizations to include a clause against Anti-Harassment, including AntiSexual Harassment and Bulling in their organization that have codes of conduct or similar. ☐
Annual reporting.



Mr. Gnanasekaran Rajaratnam

Chairperson

Network of Asia and Pacific Producers

Date: 12/09/2020

Mr. Sanjeet Singh Khurana

Chief Operating officer

Network of Asia and Pacific Producers

Date: **12 - 09 - 2020**