



ANTI-DISCRIMINATION & ANTI-HARASSMENT POLICY

AFRICAN CIRCULAR BUSINESS ALLIANCE (ACBA)

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African Circular Business
Alliance.

CapeTown, South Africa

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www.acba.africa

POLICY STATEMENT

The African Circular Business Alliance (ACBA) is dedicated to creating a work environment that is free from any form of discrimination or harassment towards its employees. ACBA upholds a non-discriminatory policy towards its employees, which prohibits any discrimination or harassment based on factors such as race, ethnicity, religion, colour, sex, age, national origin, sexual orientation, disability, gender identity or expression, ancestry, pregnancy, or any other factors prohibited by law. This policy also extends to any employee who has engaged in a protected activity under the anti-discrimination statutes. ACBA maintains a zero-tolerance approach towards discrimination or harassment, and this policy covers all forms of discrimination or harassment, whether committed by a supervisor, officer, co-worker, or non-employee (such as a vendor, consultant, employee, or officer of an affiliate) or invitee to an ACBA sponsored activity, event or meeting.

Definitions

A. Discrimination

It is discrimination for an employer to base any decision regarding the terms or conditions of employment on an employee's race, ethnicity, religion, colour, sex, age, national origin, sexual orientation, disability, gender identity or expression, ancestry, pregnancy, or any other characteristic protected by law.

B. Harassment

Harassment consists of unwelcome verbal, visual or physical conduct that is based on another person's race, ethnicity, religion, colour, sex, age, national origin, sexual orientation, disability, gender identity or expression, ancestry, pregnancy, or any other characteristic protected by law. It may include, but is not limited to, actions such as the use of epithets, slurs, negative stereotyping, jokes, or threatening, intimidating or hostile acts that relate to sex, race, ethnicity, age, disability or other protected categories. Harassment also may include written or graphic material that denigrates or shows hostility toward an individual or group based on protected characteristics, whether that material is sent by email; placed on walls, bulletin boards, computer screens or other devices, or elsewhere on the premises; or circulated in the workplace.

Unwelcome conduct can constitute harassment if:

- It has the purpose or effect of unreasonably interfering with an individual's work performance;
- It creates an intimidating, hostile or offensive working environment; or
- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment

C. Sexual Harassment

Sexual harassment can involve unwelcome sexual advances, requests for sexual favours, and other verbal, visual or physical conduct of a sexual nature. It can involve conduct by a person of either gender toward a person of the same or opposite gender.

The following is only a partial list of sexually harassing conduct:

- Explicit sexual propositions
- Offering employment benefits in exchange for sexual favours
- Making threats or retaliating after a negative response to sexual advances
- Sexual innuendo or sexually suggestive or sexually degrading comments about a person's body, sex life, sexual prowess or sexual deficiencies
- Sexually oriented jokes, derogatory comments, epithets, slurs or catcalls
- Obscene language, letters, notes or invitations (including by email)
- Physical contact such as touching or impeding movements
- Conduct such as leering or making sexual gestures
- Displaying or distributing pornography or other sexually suggestive objects, pictures, cartoons or posters (including by email, or viewed or shared on a work computer or other device)
- Sexual content in text messages

Unwelcome sexual conduct can constitute harassment if:

- It has the purpose or effect of unreasonably interfering with an individual's work performance;
- It creates an intimidating, hostile or offensive working environment;
- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of the conduct by an individual is used as the basis for tangible employment actions taken toward her or him

Complaints and Investigation Procedure

As a means of ensuring a workplace that is free from discrimination and harassment, ACBA has established a formal procedure for the handling of discrimination or harassment complaints. This procedure is intended to supplement—not to replace or supersede—the other procedures available to employees under any applicable collective bargaining agreement.

A. General Principles

ACBA strongly encourages you to come forward with a complaint at the earliest possible point. You should not wait to report harassment until it becomes severe and pervasive. ACBA is committed to stopping discrimination and harassment even if the conduct has not risen to the level of a violation of law.

If you feel comfortable doing so, you should respond to the discriminatory or harassing conduct in a way that demonstrates that the conduct is unwelcome. However, you are not required to complain directly to the offending individual.

Efforts will be made to investigate and resolve complaints promptly, thoroughly, impartially and in as confidential a manner as is possible, consistent with proper investigation of the complaint.

If a person is accused of discrimination or harassment, he or she shall not play any role in administering or making decisions under this procedure.

If an individual is determined to have engaged in discrimination or harassment, appropriate corrective action will be taken promptly, and appropriate sanctions will be imposed, up to and including termination.

There will be no retaliation or other adverse action taken against any individual who makes a complaint, reports an incident of apparent discrimination or harassment, or provides information in the course of the investigation of such a complaint or report. Any such retaliation also can be the subject of a complaint under this procedure. If retaliation in fact occurred, prompt and appropriate corrective action will be taken and appropriate sanctions imposed, up to and including termination.

B. Procedure

The procedure for dealing with complaints of discrimination or harassment is as follows:

- If you believe that you have been the target of discrimination or harassment, ACBA encourages you to report the incident(s) in question as soon after the incident occurs as possible to ***hr@acba.africa***, or any supervisor or manager. You are not required under this procedure to complain directly to the offending individual. It is the responsibility of any manager or supervisor who receives a complaint to inform *hr@acba.africa* of the allegations so that a prompt investigation may be conducted
- The complainant shall provide *hr@acba.africa* with a description of the alleged discrimination or harassment in as much detail as possible, including a description of what occurred and the date(s), time(s) and place(s) of the incident(s). The complainant also should provide the names of individuals who he or she believes have information relevant to the investigation. *hr@acba.africa* may request that this information be provided in writing
- Where appropriate and possible, *hr@acba.africa* may attempt to resolve the matter informally
- If informal efforts are not appropriate or successful, *hr@acba.africa* will conduct an investigation to determine whether discrimination or harassment has occurred
- During the course of the investigation, *hr@acba.africa* will inform the individual alleged to have engaged in discrimination or harassment of the complaint, and will give her or him the opportunity to respond to the allegations and to submit the names of individuals who she or he believes have information relevant to the investigation
- The investigation may include meeting with the complainant, the accused and other individuals who may have relevant information. Relevant documents also may be reviewed. The investigation will be conducted promptly, thoroughly, impartially and in as confidential a manner as is possible consistent with proper investigation of the complaint

- If necessary, the hr@acba.africa will take steps to ensure that discrimination or harassment does not occur during the period of investigation
- At the conclusion of the investigation, hr@acba.africa shall make a determination of whether discrimination or harassment occurred.
- If the investigation establishes that discrimination or harassment has occurred, hr@acba.africa will take prompt and appropriate action. This may include corrective action designed to end and to remedy the discrimination or harassment and to prevent it from reoccurring. Action may include imposition of discipline on the discriminator/harasser, ranging from reprimand to discharge if that person is an employee. If the discriminator/harasser is an employee or officer of an affiliate, hr@acba.africa may inform the affiliate, including the affiliate's international, of the investigation and findings, and request further disciplinary actions be taken by those entities
- [Hr@acba.africa](mailto:hr@acba.africa) will inform both the complainant and the accused of the outcome of the investigation and, in general terms, of any measures taken to correct the discrimination or harassment
- If the investigation establishes that discrimination or harassment has occurred, hr@acba.africa will ensure that the discrimination or harassment has not resumed, and that neither the complainant nor any other individual has been subjected to any retaliation for having complained of the discrimination or harassment, reported an incident of apparent discrimination or harassment, or provided information during the investigation

This policy and procedure applies to all employees. If you have any questions about this policy and procedure, or if you want additional information concerning complaints of discrimination or harassment, ACBA encourages you to contact hr@acba.africa

Policy approved by the Directors on 25th March, 2023.