

Anti-Bullying Policy

About us

The Adsum Foundation was established in 2008 to support communities in the developing world, with our sole focus within Madagascar. We deliver projects in the areas of education, WASH, sustainable livelihoods and health.

Purpose of our Anti-Bullying Policy

The organisation aims to: prevent bullying from happening between stakeholders who are a part of our organisation, or take part in our activities; to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need; to provide information to all stakeholders about what we should all do to prevent and deal with bullying.

This policy statement applies to anyone working on behalf of the Adsum Foundation, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

Adsum Foundation will not in any instance tolerate bullying behaviour. Employees or volunteers found in violation of this policy will be disciplined, up to and including termination. Such behaviour violates Adsum Foundation's policies, which clearly state that all employees, volunteers and beneficiaries will be treated with dignity and respect; with the organisation having the responsibility to ensure these are upheld.

Bullying

The organisation defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

- Threatening, humiliating, or intimidating behaviours.
- Work interference/sabotage that prevents work from getting done.
- Verbal abuse.

Examples:

- Verbal bullying. Slandering, ridiculing, or maligning a person, or their family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying. Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- Gesture bullying. Nonverbal gestures that can convey threatening messages.
- Exclusion. Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace/field:

- Persistent singling out of one person.
- Shouting or raising one's voice at an individual in public or in private.
- Using obscene or intimidating gestures.

- Not allowing the person to speak or express himself of herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumours and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Assigning menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse, or threats of abuse to an individual or an individual's property (defacing or marking up property).

Individuals who feel they have experienced bullying should report this to the Director, or their Line Manager before the conduct becomes severe or pervasive. All employees and volunteers are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow Adsum Foundation to take appropriate action.

This is the Anti-Bullying Policy of the Adsum Foundation. It will be reviewed and updated, if required, at a minimum every three years; the next review is due June 2026.

A handwritten signature in cursive script that reads "Gavin Kneeger".

Signed:

Position: Director

A handwritten signature in cursive script that reads "Emma Johnston".

Signed:

Position: Grants & Partnerships Manager