

Equality and Anti-Harassment 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 Equality and Anti-Harassment Policy

The Adsum Foundation is committed to encouraging equality, diversity, and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our beneficiaries, and for each employee to feel respected and able to give their best. The organisation - in providing services is also committed against unlawful discrimination of customers or the public.

The organisation believes that the working environment should at all times be supportive of the dignity and respect of individuals. If a complaint of harassment is brought to the attention of management, it will be investigated promptly, and appropriate action will be taken.

Harassment

Harassment can be defined as conduct, which is unwanted and offensive, and affects the dignity of an individual, or group of individuals.

Sexual harassment is defined as “unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of a person at work”. This can include unwelcome physical, verbal, or non-verbal conduct.

People can be subject to discrimination and/or harassment on a wide variety of grounds including:

- Race, ethnic origin, nationality, refugee status, or skin colour.
- Sex, or sexual orientation.
- Religious, ethical, moral, or political convictions.
- Disabilities, sensory impairments, or learning difficulties.
- Status as ex-offenders.
- Age.
- Gender, or gender reassignment.
- Marriage and civil partnership status.
- Parental/carer status.
- Economic background/status.
- Pregnancy.
- Care-leaver status.
- Membership of a trade union, or activities associated with membership.
- Willingness to challenge harassment, leading to victimisation.

Forms may include:

- Physical contact ranging from touching to serious assault.
- Verbal and written harassment through jokes, offensive language, gossip and slander, sectarian songs, letters and so on.
- Visual display of posters, graffiti, obscene gestures, flags, and emblems.
- Isolation or non-cooperation at work, exclusion from social activities.
- Coercion ranging from pressure for sexual favours, to pressure to participate in political/religious groups.
- Intrusion by pestering, spying, following someone.
- Bullying – please refer to the Anti-Bullying Policy for further information.
- Pay and benefits.
- Terms and conditions of employment.
- Dealing with grievances and discipline.
- Dismissal.
- Redundancy.
- Carer's leave/absence.
- Requests for flexible working.
- Selection for employment, promotion, training, or other developmental opportunities.

If you feel you are being discriminated against, and/or harassed, you are strongly encouraged to seek early advice/support from your line manager. If you feel your line manager is harassing you, then you should contact their immediate line manager/trustee.

You should also keep a written record detailing the incidents of harassment and any requests made to the harasser to stop. This written record should be made as soon as possible after the events giving rise to concern and should include dates, times, places, and the circumstances of what happened.

The organisation has a formal procedure for dealing with these issues which you can discuss with your line manager.

This is the Equality and Anti-Harassment 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