

Policy name: <b>Anti-Harassment Policy</b>	
Policy owner: <b>Sr. Director, Global HR</b>	Effective: October 1, 2018
Version: <b>2.0</b>	Last Reviewed:

**Audience:** All FH personnel, directors, partners, representatives, board members, consultants, volunteers, and anyone else (“personnel”) associated with the delivery of Food for the Hungry (FH) work. This policy applies to personnel at all times, including when they are on duty, off duty, or on leave.

---

**Purpose:**

FH believes all people are made in the image of God and should be treated with respect, honored for their intrinsic value, and cared for in ways that glorify God.

FH strives to maintain an environment free of harassment and discrimination so personnel can thrive in their work towards ending all forms of human poverty. FH holds a strong, zero-tolerance policy against harassment.

**Key terms:**

- a. Discrimination  
Unjust, harassing, or prejudicial treatment based on an individual's race, sex, color, religion, national origin, disability, age, or any other applicable status protected by law.
- b. Harassment  
Verbal, physical, or visual conduct that has the purpose or effect of creating an intimidating, hostile, or offensive environment.
- c. Sexual harassment  
Unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature that has the purpose or effect of creating an intimidating, hostile, or offensive environment.

**Policy:**

All personnel are expected to conduct themselves in a professional and businesslike manner at all times; FH will not tolerate any harassment, and/or discrimination.

Additionally, FH will not tolerate any sexual harassment and inappropriate sexual behavior. This includes sexual harassment that is made explicitly or implicitly as a term of employment or is used as the basis for decisions regarding an individual's employment.

Prohibited behaviors are ones that are unwanted, discriminatory, intimidating and/or unlawful and may include physical actions or gestures; words and jokes--verbal or in writing; distribution or display of offensive materials; and/or inappropriate, demeaning or provocative behaviors. FH also prohibits discrimination in the provision of employment opportunities, benefits, or privileges based on an individual's legally-protected characteristics or opposition to harassment.

Such behavior or tolerance of such behavior, may result in disciplinary action including termination.

### Duty to Report

- A. All personnel and non-personnel are required to report, verbally or in writing, within two business days, of any suspicion or allegation.
- B. Reporting options:
  - a. Anonymous reporting: <https://fh.ethicspoint.com>
  - b. The confidential reporting mechanism available in their location
  - c. Their FH Human Resources Representative
  - d. The supervisor of personnel (who must then forward the allegation or suspicion to the reporting site at: <https://fh.ethicspoint.com> within one business day)
- C. If personnel learn of potential harassment, he/she must report, even if the alleged survivor does not want it investigated. While FH strives to respect the alleged survivor's wishes, FH may need to investigate to ensure protection and prevention of future mistreatment. FH may be required to report the potential misconduct to local authorities for investigation.
- E. Personnel must report suspected or alleged incidents. If the alleged perpetrator is not personnel, FH will refer the matter to appropriate authorities.
- F. Personnel are to report suspected or alleged incidents and not investigate on their own.
- G. Failure to report can result in criminal liability and/or discipline, including termination.

### Retaliation

FH prohibits retaliation against anyone who:

- Opposes any act of harassment;
- Reports in good faith any suspected or alleged harassment; and
- Participates in the investigation of any alleged incident.

Retaliation is grounds for discipline of personnel, including termination.

Anyone who believes that he/she has been retaliated against should promptly inform FH using the reporting options listed previously.

**Associated Policies and Laws:**

- FH Global Code of Conduct
- FH Whistleblower Policy
- FH Safeguarding Policy
- FH Gender Policy