



SAFEGUARDING POLICY

1. The CAA Commitment

At Clean Air Asia, we want to provide a safe and supportive working environment for all our colleagues; and we are committed to providing a safe environment free from discrimination on any ground and free from intimidation and bullying at work. Any person found to have intimidated or bullied another will face disciplinary action, up to and including dismissal from employment.

All complaints of intimidation, harassment or bullying will be taken seriously and treated with respect and in confidence. No one will be victimised for making such a complaint.

2. Definitions

Examples and definitions of what may be considered bullying and intimidation are provided below for guidance. For practical purposes, those making a complaint usually define what they mean by bullying or intimidation – something has happened to them that is unwelcome, unwarranted and causes a detrimental effect. If employees complain that they are being bullied or intimidated, they have a grievance which must be dealt with regardless of whether or not their complaint accords with a standard definition.

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

Behaviour that is considered bullying or intimidation by one person may be considered firm management by another. Most people will agree on extreme cases, but it is sometimes the 'grey' areas that cause most problems. It is good practice for employers to give examples of what is unacceptable behaviour in their organisation and this for CAA includes:

- spreading malicious rumours, or insulting someone by word or behaviour
- ridiculing or demeaning someone – picking on them or setting them up to fail
- exclusion or victimisation
- unfair treatment and/or attention
- misuse of power that affects staff
- making rude, degrading or offensive remarks including yelling or shouting
- threat of loss of pay/job/privilege

3. Application of the Policy

CAA staff who feel that they have been subject to bullying or intimidation can make a complaint by following the appropriate procedure outlined in the CAA Operations Manual section 6.8 as outlined below:

1. Any staff member who feels he or she has been intimidated or bullied should report this to his or her supervisor unless the supervisor is the subject of complaint. In this case, the issue should be brought directly to the attention of the Executive Director. If the Executive Director is the subject of the complaint then, the issue should be brought directly to the attention of the Chair of the CAA Board of Trustees who then may take action based on the below process (without the involvement of the ED)
2. The immediate supervisor and the Deputy ED shall undertake an investigation, clarify the circumstances with the complainant and if appropriate interview the staff member about whom the complaint has been made. The Deputy ED and the immediate supervisor makes a recommendation and submits this to the Executive Director for review and action.
3. If the issue cannot be resolved by the above steps, the Executive Director will constitute a committee to review the case. Such committee shall include as members, the Executive Director, Deputy ED and an outside member if necessary and appropriate. The Chair of the CAA Board of trustees will be notified of the investigation.
4. The committee makes a recommendation and submits this to the Executive Director for review.
5. In consultation with the Chair of the CAA board of trustees, the Executive Director shall make a final recommendation for implementation and provide a written report to the Chair of the CAA Board of Trustees.
6. The internal process will terminate whenever the staff member's concern(s) have been resolved and appropriate agreement reached.

Contractors and consultants to CAA are also subject to this policy and its procedures.

Anyone who has been found to have bullied or intimidated by another person under the terms of this policy is liable to any of the following sanctions:

- verbal or written warning
- adverse performance evaluation
- transfer
- suspension
- dismissal

The nature of the sanctions will depend on the gravity and extent of the issues.

If a complainant is deemed to have known or to have reasonably been expected to know that a complaint was unfounded, the allegation may be judged to be vexatious or malicious, and disciplinary action may be

taken against the complainant. No action will be taken if a complaint which proves to be unfounded is judged to have been made in good faith.

4. Scope of the policy

CAA staff, as well as contractors and consultants to CAA, are subject to this policy and its procedures.