



IFWEA IVA FIAET

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INTERNATIONAL FEDERATION OF WORKERS' EDUCATION ASSOCIATION (IFWEA) POLICY ON MUTUAL RESPECT¹

At the IFWEA, we are committed to creating and maintaining an environment based on equality, dignity and mutual respect.

We promote behaviour that fosters dignity and self-esteem, that is positive for individuals and the wider working environment. When we convene meetings/workshops/study circles/seminars or conferences, we do not make unfair distinctions on the basis of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, nationality, race, religion or beliefs, sexual orientation, parental and caring responsibilities.

IFWEA's Policy on Mutual Respect is set out below, including accompanying guidance and the procedure for making, and responding to, complaints under this policy. This policy defines and prohibits various behaviours – in particular, harassment, bullying and victimisation. It expects pro-active contribution to the creation of a culture of mutual respect in which everyone is treated equally and with dignity. The policy applies to everyone at IFWEA (including affiliates and the delegates of trade unions and organisations they work with, who have a relationship with IFWEA).

What we ask of you

As an organisation, individual, or group with a relationship to IFWEA, you are expected to uphold our policy. It applies in IFWEA's Secretariat workplace, IFWEA conferences, meetings and education activities, and social events linked to IFWEA wherever they may take place in the world.

The IFWEA policy

- Treat everybody equally with respect and dignity regardless of their status or role.

¹ We thank the ITF for sharing their policy with us and acknowledge its contribution to this document.

- Ensure that your behaviour is positive and does not cause offence.
- Respect the wide and diverse background of IFWEA affiliates and the trade unions and organisations they work with, inclusive of all linked to IFWEA activities.
- Report behaviour which breaches the policy whether you are directly affected by it or are a witness or third party to it.

Examples of behaviour that is against the ethos of the IFWEA policy and which could create an intimidating, hostile, degrading, humiliating or offensive environment. This is not an exhaustive list.

- Jokes, banter, gossip, name calling or mimicry which could be taken as offensive;
- Offensive, abusive or patronising language, insults and gestures;
- Deliberate exclusion of an individual;
- Misuse of power, position or authority;
- Unwanted physical contact;
- Physical attack or assault;
- Inappropriate remarks or propositions;
- Intrusive questions or comments;
- Unwelcome gifts;
- Intrusion by pestering or stalking;
- The display of pictures or images which could be considered offensive;
- Threats or intimidation.

The focus of this behaviour could be anything (for example, age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, nationality, race, religion or beliefs, sexual orientation, parental and caring responsibilities). In other cases, the behaviour may have no connection with any of the grounds listed above.

If the recipient (an individual or a group of people) feels their dignity has been violated then the behaviour is against the ethos of the IFWEA policy. Do not forget that what you consider to be acceptable might not be to others. Alternatively, appreciate that the behaviour may not be personally targeted at you, or at an individual or group, but instead may form part of an agreed, specific working environment or culture.

Behaviour which is against the ethos of the IFWEA policy could happen face-to face. It could also be by telephone or through electronic communications including email or social media.

Dealing with breaches of the IFWEA policy on mutual respect

If you are treated in a way which you consider to be in breach of the IFWEA policy, or you have witnessed or been told about behaviour which is of concern, report the

incident to the appointed IFWEA contact person if you are at an IFWEA meeting or activity. You should be told at the start of the event who this person is.

IFWEA commits to investigating reports of incidents which are considered to be in breach of the IFWEA policy on mutual respect. After any investigation parties involved will be told about the outcome and next appropriate steps.

For example, if the complaint is against an IFWEA employee, the IFWEA's internal disciplinary rules may be invoked. If the complaint involves a representative or an employee of an affiliate, the case will be taken up with the affiliate to ensure that they are aware of the facts and are able to take any action which they deem appropriate in the circumstances. Any other situation involving visitors not coming from affiliates will be dealt with directly by as is deemed appropriate.

At IFWEA we work to uphold labour's values of dignity, respect and solidarity for workers around the world. We believe those same values should be upheld within IFWEA.

Adopted at the IFWEA Executive Committee Meeting, Helsinki, Finland.
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