



Healthy Niños  
Honduras

## Harassment Policy

**PURPOSE:** Healthy Niños Honduras (hereinafter referred to as HNH) is committed to providing an environment for its Director, Board Members, Officers, employees, volunteers and persons served by HNH (“Covered Persons”) that is comfortable, safe and free from harassment of any kind. Any type of harassment is a violation of this policy.

**DEFINITIONS:** Harassment can take many forms. It may be, but is not limited to, the following: words, signs, jokes, pranks, intimidation, physical contact or violence. Harassment does not have to be sexual in nature. Sexual harassment may include unwelcome sexual advances; requests for sexual favors; or other verbal or physical contacts of a sexual nature when such conduct creates an intimidating environment or prevents and individual from effectively performing the duties of his or her position, or when such conduct is made a condition of position, employment, compensation or volunteer duties, either implicitly or explicitly. It is not the intent of the behavior by the offender that determines if harassment has occurred but whether the behavior is welcome by the receiver.

**RESPONSIBILITY:** A covered person is responsible for helping keep HNH’s work environment free of harassment, including the work environment of HNH’s persons associated with its operations / functions and clients with whom you have contact. If you become aware of an incident(s) of harassment, whether by witnessing the incident(s) or being told of any incident(s), you must report it to a HNH Director or Officer with whom you feel comfortable. When HNH becomes aware of harassment, HNH is obligated by law to make prompt and appropriate action, regardless of whether the victim wants HNH to do so.

**COMPLAINT PROCEDURE:** Any Covered Person, who believes that he or she has suffered harassment in violation of the Harassment Policy, should take the following action:

- a. If you are able to do so without conflict or danger, tell the harasser as clearly as possible that the behavior is unwelcome;
- b. If the behavior continues, advise the HNH Director or Officer of your complaint. Clearly identify the behavior surrounding the complaint;

**CONFIDENTIALITY:** HNH, including all persons to whom a violation of the Harassment Policy has been reported and persons who have become aware of a complaint, must maintain confidentiality, to the extent possible given the need to investigate. All complaints shall be considered confidential to the maximum extent possible.

**RETALIATION:** HNH, or any Director, Board Members, Officers, employees, volunteers may not retaliate against any victim, or witness, who reported a violation of this Harassment Policy. Any person who believes that he or she has been retaliated against shall consult with the Director or an Officer of HNH.