

## ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY

Fórum Animal is committed to providing a working environment for all team members, including employees, contractors, volunteers, interns, and other collaborators of the organization, as well as future candidates for our positions, that is free from discrimination and harassment, including sexual harassment.

All allegations of discrimination or harassment will be taken seriously, and there will be no retaliation for making allegations, as established in the [Whistleblower Policy](#). Complaints will be kept as confidential as reasonably possible and records will be kept in a confidential file. If anyone covered by this policy is found to have harassed or discriminated against another, they will face disciplinary action up to and including the possibility of termination of employment/contract with Fórum Animal.

Fórum Animal recognizes that harassment, particularly sexual harassment, can be a manifestation of power relationships. And while it most often occurs by an individual who holds power over another individual, it can occur between any two or more people, regardless of sex or gender identity, and whether or not they are in a position of power. No policy can prescribe what should be done on every occasion because circumstances vary. If complainants need advice about a particular situation or circumstance, they are encouraged to contact the President, their supervisor, or a board member or members.

### Definitions

Discrimination is the differential treatment on the basis of race, color, religion, sex, gender identity, national origin, age, disability, genetic information, or any other legislatively protected factor. Discrimination is illegal in work-related decisions, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other terms or condition of employment. Fórum Animal further defines discrimination as differential treatment with regard to work-related decisions based on any characteristics outside of professional qualifications.

Harassment is unwelcome conduct including physical, verbal, and non-verbal behaviors, and results in a hostile environment. Harassment is illegal when unwelcome conduct is related to any of the protected factors, when enduring the conduct becomes a condition of continued employment, or the conduct is so severe or pervasive that a reasonable person would consider the working environment intimidating, hostile, or abusive.

The workplace is any place where work-related activities are conducted, including, but not limited to, physical work premises, work-related conferences or training sessions, work-related travel, work-related social functions, such as dinners with donors, and work-related electronic communications, such as emails, chat, text messages, phone calls, and virtual meetings.

A **Complainant** is the person who allegedly experienced harassment.

A **Respondent** is the person who allegedly committed the harassment.

A **Designated Person** is the President, supervisor, and/or board member(s) who Fórum Animal determines is qualified to receive and investigate discrimination and harassment complaints.

The names and contact information for Designated Persons of Fórum Animal are listed below.

Executive Board Members:

Elizabeth Suzanne MacGregor - [emacgregor@forumanimal.org](mailto:emacgregor@forumanimal.org)

Rita de Cassia Maria Garcia - [adm@forumanimal.org](mailto:adm@forumanimal.org)

Taylison Alves dos Santos - [tsantos@forumanimal.org](mailto:tsantos@forumanimal.org)

Vania de Fátima Plaza Nunes - [vnunes@forumanimal.org](mailto:vnunes@forumanimal.org)

Ana Paula Vasconcelos - [avasconcelos@forumanimal.org](mailto:avasconcelos@forumanimal.org)

Examples of harassment Include, but are not limited to:

- Humiliation in front of colleagues;
- Repeated unwelcome remarks or jokes, including bullying;
- Exercising, attempting to exercise, or threatening to exercise physical force against a team member in the workplace that causes or could cause physical injury to the collaborator;
- Work interference or sabotage that prevents work from getting done;
- Comments that promote stereotyping;
- Comments related to an collaborator's ethnic, racial, religious affiliation, sexual orientation, gender identity, or age, that are publicly humiliating, offensive, threatening, or that undermine the team member's role in a professional environment.

Sexual harassment is unwanted conduct that is sexual in nature. Examples of sexual harassment include, but are not limited to:

- Unwelcome physical contact, including touching, patting, pinching, stroking, kissing, hugging;
- Sexual comments, stories, and jokes, including bragging about sexual prowess;
- Repeated and unwanted social invitations for dates or physical intimacy;
- The use of job-related threats rewards to solicit sexual favors;
- Comments on a team member's appearance or private life;
- Display of sexually explicit or suggestive material;
- Insults based on the sex or gender identity of the worker;
- Physical violence, including sexual assault;
- Sending sexually explicit messages;
- Sexually-suggestive gestures;
- Whistling;
- Leering.

## **Team Travel**

During business travel, no team member will be required to share a room. The choice to share rooms is entirely up to the individuals involved.

## **Implementation**

Fórum Animal will provide this policy to all team members, including contractors, volunteers, interns, and other collaborators of the organization.

Designated Persons will report the number of incidents, their resolutions, and any recommendations to the President.

The President will report this information to the entire Deliberative Board and the Executive Board, except when the case involves one of the participants.

Fórum Animal will regularly review the policy and make necessary changes.

## **Complaint Procedure**

Those covered by this policy may attempt to resolve their concerns by direct communication with the person(s) engaging in unwelcome conduct. If the complainant feels comfortable doing so, communicate disapproval to the person(s) whose conduct or comments are/have been offensive. Keep a written record of the date, time, details of the conduct, and witnesses, if any.

For complainants who are not comfortable with self-help and believe they are victims of discrimination or harassment, or become aware of situations where such conduct may be occurring, they are encouraged to seek advice from and report these matters to a Designated Person. The Designated Person will assist the complainant directly in carrying out the following activities:

- Recording the dates, times, and facts of the incident(s);
- Ensure that the complainant understands the procedure for resolving the complaint;
- Discuss the next steps with the understanding that resolving the matter in this manner will not prevent the complainant from pursuing a formal complaint if they are not satisfied with the outcome;
- Keep a confidential record of all discussions;
- Ensure that the above is completed as promptly as possible.

If the alleged respondent is a Designated Person, the complainant must file their complaint with another Designated Person. Further, any respondent(s), regardless of their position within Fórum Animal, will be excluded from administering and managing the investigation and resolution process (save and except for their involvement as a respondent).

## **Formal Complaint - External Investigation**

If the complainant chooses to make a formal complaint, or if previous attempts to resolve the matter do not lead to a satisfactory outcome, they should inform their supervisor or a Designated Person. At the time of the formal complaint, the Designated Person who initially received the complaint will provide information to the external investigator, who will be responsible for conducting and leading the investigation independently, including interviews with the involved parties and witnesses. If, at any point, the Designated Person presents a conflict of interest or any relationship that may affect the impartiality of the investigation, it will be transferred to another Designated Person.

It is important to note that Fórum Animal is committed to conducting an external and impartial investigation, carried out by an independent professional, of all sexual harassment complaints involving its leadership (Executive Board and/or Board members), as well as when they involve any Designated Person and/or situations with potential conflicts of interest, aiming to ensure a fair, transparent, and effective process in handling these allegations.

## **Discipline**

Disciplinary action for violations of this policy will take into consideration the nature and impact of the infractions, and may include a verbal or written reprimand, a suspension (paid or unpaid), or termination of the employment contract for cause as determined by Fórum Animal. Similarly, deliberate false

accusations are of equally serious nature and will also result in disciplinary action up to including termination of contract for cause. Note, however, that an unproven allegation does not mean that the conduct did not occur or that there was a deliberate false allegation. It may simply mean that there was insufficient evidence to proceed.

### **Duty to Report**

Each and every person is responsible for creating and maintaining a respectful workplace. As such, anyone who becomes aware of discrimination or harassment in the workplace, even if they are not directly involved, is expected to report the incident to a Designated Person.

### **Complaints Against Third Parties**

Fórum Animal recognizes that collaborators can be subject to harassment from third parties, such as donors, contractors, consultants, or volunteers. If a team member believes that they have been discriminated against or harassed by third parties, is encouraged to file a complaint with a Designated Person.

If the complainant prefers, they may choose to file a formal complaint, which will be reviewed by an external investigator to ensure a transparent and effective process, as mentioned in the Formal Complaint - External Investigation section.

### **Confidentiality**

We are committed to promoting a transparent, safe, and respectful work environment. In line with this commitment, the use of Non-Disclosure Agreements (NDAs) to cover sexual harassment allegations is strictly prohibited. This measure aims to ensure a responsible and ethical approach in handling sensitive issues, preserving mutual trust and respect among the members of our organization.

We understand that confidentiality is an important tool in many contexts, however, using NDAs to silence sexual harassment allegations is counterproductive to our values of integrity and justice. We emphasize that NDAs related to other topics, provided they are properly evaluated and approved, are considered acceptable - for more information on the subject, please access our [Confidentiality Agreement](#).

### **Timeframe to Submit a Complaint**

There is no time restriction on when to file a complaint about a discrimination or harassment incident, however, early reporting and intervention are strongly encouraged so that Fórum Animal can take appropriate action to prevent further harassment.

Fórum Animal endeavors to grow and learn, providing room for improvement in writing and implementing this policy, in the hope that all associated with our organization will contribute to a fair and respectful culture.