

OCI Foundation International

Sponsors of the: (i) Cyfed Undergraduate Scholarships (ii) CBH Scholarships (iii) IFOMSSA Junior Awards (iv) IFOMSSA Senior Awards and (v) Annual JAMB Awards (vi) ArOF Health Campaign (vii) LAMS Initiative (viii) The Gynocular Project



Anti-Bullying Policy (March 2025)

A. Introduction

The OCI Foundation has a zero-tolerance policy on discrimination, harassment, and bullying. This Policy Document, along with the OCI Foundation's Code of Conduct, intends to support the building of a positive, respectful, safe, and motivating environment.

The OCI Foundation is committed to equality and the provision of a workplace free of discrimination, harassment, sexual harassment, bullying, and victimisation. This commitment includes the active promotion of policies and procedures that monitor the workplace on a regular basis to prevent the occurrence of discrimination, harassment, bullying, and victimisation.

B. Scope

This policy applies to all OCI Foundation employees, contractors, volunteers, board members, and personnel with work experience. Workplace discrimination can occur as a result of:

- The recruitment and selection of staff.
- Terms, conditions and benefits offered as part of employment.
- Who receives training and what sort of training is offered.
- Who received development, and what sort of development is offered.
- Who is considered and selected for transfer, promotion, retrenchment or dismissal.

From a legal perspective, whether or not the discrimination was intended is irrelevant.

C. Bullying

Workplace bullying is repeated, unreasonable behaviour directed toward an employee or group of employees that creates a risk to health and safety.

- "Unreasonable behaviour" means behaviour that a reasonable person, considering all the circumstances, would expect to victimise, humiliate, undermine or threaten the other person.
- "Behaviour" includes actions of individuals or a group, and may involve using a system of work as a means of victimising, humiliating, undermining, punishing or threatening.
- "Risk to health and safety" includes risk to the mental or physical health of the employee.

The following types of behaviour, which are repeated or occur as part of a pattern of behaviour, could be considered to be workplace bullying:

- Physical or verbal abuse, including intimidation, yelling, screaming or offensive language.
- Excluding or isolating employees.
- Psychological harassment.
- Assigning meaningless tasks unrelated to the job.
- Giving employees impossible jobs.
- Deliberately changed work rosters to inconvenience particular employees.
- Undermining work performance by deliberately withholding information vital for effective work performance.

Workplace bullying can occur between a worker and a manager or supervisor (and vice versa), or between co-workers.

Bullying is not an acceptable part of the OCI Foundation's work culture. It is a significant occupational health and safety issue of concern as it can cause harm to a person's health and well-being, both physical and psychological. Bullying may also be unlawful if it is linked to, or based on, one of the above-specified protected attributes covered by anti-discrimination legislation.

Bullying may also include abuse of authority, which is the improper use of a position of influence, power or authority by an individual against another colleague or group of colleagues. This is particularly serious when an individual misuses their influence, power or authority to influence the career or employment conditions of another negatively. This may include, but is not limited to, appointment, assignment, contract renewal, performance evaluation or promotion. It can include a one-off incident or a series of incidents.

Abuse of authority may also include misuse of power that creates a hostile or offensive work environment. This includes, but is not limited to, the use of intimidation, threats, blackmail or coercion.

Bullying and harassment do not include situations where an employer raises an issue or concern with an employee in relation to legitimate and reasonable:

- Employee performance, including constructive feedback, setting performance goals, standards and deadlines.
- Inappropriate behaviour.
- Organisational change.
- Disciplinary action.

D. **Policy**

The OCI Foundation and all its personnel and representatives:

- 1) Must do everything in their control to ensure they do not conduct or partake in any activity that is or leads to discrimination, harassment, sexual harassment, bullying or abuse of authority.
- 2) Immediately report to senior management any instances of observed or reported activities that include or lead to discrimination, harassment, sexual harassment, bullying or abuse of authority.
- 3) Ensure that staff, volunteers, partners and donors are treated with respect and that no offences mentioned in this policy are committed against such stakeholders inside

and outside the workplace.

- 4) Understand that the OCI Foundation implements a zero-tolerance policy on all forms of discrimination, harassment, sexual harassment, bullying or abuse of authority.

E. **Reporting/Treatment Of Complaints**

- 1) The OCI Foundation's senior management will treat all concerns and complaints quickly, fairly, and seriously.
- 2) Complaints or reports will be treated in line with the OCI Foundation's Discrimination, Harassment, and Bullying Complaint Resolution Procedures. This document also outlines the process for employees to raise issues of concern.
- 3) Employees will not be disadvantaged in their employment conditions or opportunities due to complaining.
- 4) No employee will be penalised or disadvantaged for raising legitimate concerns or complaints about discrimination, harassment, sexual harassment, bullying, or abuse of authority.
- 5) Where a complaint is substantiated, it may result in disciplinary action up to and including termination of employment. If unsubstantiated or found to be vexatious, it may also result in disciplinary action against the complainant.

F. **Review of Policy Document**

This policy is subject to review in March 2028, three years after its implementation. Our appraisal tool will be used as part of that review. However, it can be sooner if legislation or other events warrant it.

G. **Feedback**

If you have any feedback on the OCI Foundation on this document, please contact us immediately via the link [HERE](#).

This document was partly developed courtesy of a similar document from Kokoda Track Foundation, KTF