ELOHIM FOUNDATION

Creating Alternatives, Promoting Sustainable Development.

Grievance, Disciplinary and Corrective Action Policy

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Approved by: Board of Trustees.

ADDRESS:

ABUJA OFFICE/HQ: BLK 5, Plot 458, Ibecheole Julius, Dutse Sangwari Layout, off Bwari Area Council. P. O. Box 12364 Garki Abuja. Telephone: 08088207940, 08037572517. Nigeria.

SULEJA MAIN OFFICE: No 13 Dabai Crescent, off Suleiman Baru Road, behind Federal Road Safety Office, Suleja Niger State. 08105508443.

OWERRI OFFICE: Suite 10/11, Anglican Diocesan Women Complex, Egbu, Owerri North, Imo State. Tel: +234-0803-3494865.

E-mail: info@elohimfoundation.org.ng , elohimfoundation@gmail.com

Web site: **www.elohimfoundation.org.ng**

BACKGROUND

Elohim Foundation was formerly known as The Carpenter's Foundation International, a non-for-profit development and humanitarian organisation founded on the 13th September, 2001 in Abuja –Nigeria. The foundation is the brainchild of Dr. Ibecheole, Julius a physically challenged Nigerian, set out to tackle the challenges of human family preservation through socio-economic intervention.

The Foundation was registered with Cooperate Affairs Commission as a non-for-profit organisation on the 29th April 2002 five years after it started operation in Egbu Owerri, Imo State on 27th of August, 1997. Following its registration, the foundation officially got inaugurated in Abuja on the 13th of September, 2001. And in 2006 its operational office in Niger state was established.

In 2005, 2010 and currently in 2024 Elohim Foundation has gone through strategic structural and program reviews by external consultant development firms with intent to strengthen its operational capacity, efficiency, productivity and impact in line with its broad goals and objectives while keeping in tune to emerging trends.

Elohim Foundation therefore is a system-based organisation with a history of best practices rooted through its dynamic operational policies and regulations, providing evidenced based services to a wide range of clients across Nigeria using dynamic strategic approaches such as partnerships, social movements, advocacy, right based approach, inclusivity, evidence based, research and conferencing.

GOAL

To contribute to the sustainability of the human community through eradication and impact mitigation of conflict and socio-economic challenges while promoting human capacity development.

VISION

Intact family for Sustainable human society.

MISSION

To provide intervention services that addresses the challenges of conflict and sustainable human society, through people centred approaches in both development and humanitarian setting.

OUR VALUES

a) **RESPECT:** We respect the various traditions and loyalties of our co-worker, partners and beneficiaries.
b) **EMPATHY:** We identify as deeply as possible with people's hurts and concerns.
c) **ACCOUNTABILITY & TRANSPARENCY:** We spare no effect to being reliable, accurate and open in our operational
d) **GENDER EQUITY**: We recognise and encourage God given gifts and the acquired skills/ knowledge in both male and female.
e) **NON-RACIAL, NON-DISCRIMINATORY**: Respect for all Races and ethnic groups.

7.1. Introduction

Elohim Foundation believe that staff members have a right to express their dissatisfaction with situations pertaining to them and should receive fair treatment in all such matters. The organisation shall provide an enabling environment for staff to put forward issues and expect resolutions. The aim of this policy is to set and maintain high standards of behaviour within Elohim Foundation.

This policy addresses situations where staff are aggrieved or discontented with work-related issues, disciplinary measures or issues that may adversely affect their performance. The policy shall ensure that appropriate corrective action is taken where standards are not met and ensure that all staff are treated fairly and consistently during the disciplinary process.

7.2. Grievance, Disciplinary and Corrective Definitions

For the purpose of this policy, the following definitions shall apply:

Grievance – A request by a staff member for an injury, injustice or wrong that gives ground for a complaint. The aim of the policy and procedures is to settle the grievance at its point of origin and to apply the principles of natural justice (procedural fairness).

Offence constituting misconduct – An offence happens when a staff member is in breach of Elohim Foundation laid down rules, guidelines, standards, policies and procedures. Offences shall normally be regarded differently depending on how *minor, serious* or *gross* including one that might result in dismissal for a first offence on the grounds of gross misconduct. A minor offence may be regarded as a serious offence if it is repeated, for example lateness.

Alleged Offender/Responding Staff Member – This is a staff member who is accused of breaking a rule or does not meet set standards and requires a particular reprimand.

Due process – Means having valid ground and giving Elohim Foundation staff the right to defend themselves before recommending a sanction. *It* balances the power of the employer and protects the individual staff from it.

Rules of Natural Justice – The principle of natural justice by implication or explicitly means that Elohim Foundation shall apply fair procedures and act reasonably at all times, particularly with regard to a disciplinary investigation concerning the staff.

Disciplinary Action – An approach used to deal with a staff member who commits an offence and may range from a verbal or written reprimand to summary dismissal. The purpose of disciplinary action is to rectify behaviour and document the process.

Corrective Action – Is the process of communicating with the responding staff in order to address undesirable behaviour or performance. Where the staff does not improve or if their behaviour continues to be unsatisfactory, appropriate disciplinary action shall be taken.

Sanction – Penalties or other means of enforcement used to provide incentives for obedience with the law, or with rules and regulations Is a reaction from others to the behaviour of an individual or group of individuals. This chapter outlines the negative sanctions against a staff member who shows nonconformity with set standards.

'Days' – Means any working hours or working days for the specific country in which staff member works or day that a staff member is carrying out work on behalf of Elohim Foundation

Supervisor – Means the immediate supervisor of the staff member. In this policy it may be appropriate for an alternative manager to act on their behalf in their absence.

Line Manager – Means the staff member's next higher supervisor to whom matters are escalated should immediate supervisor be unsuccessful in resolving them.

Senior Staff – Means all positions on Management including Team/Theme Leader, Unit Head/Hub Leaders/Regional Coordinator.

Protection – Covers matters pertaining to the staff member's terms and conditions of employment and staff member's rights including the right to a safe work environment and the right to be given advance notice of termination Elohim Foundation duty of care also includes protecting its staff from psychosocial risks such as bullying, violence and hostility.

Mediation – A structured and interactive process where disputing staff discuss and achieve a voluntary mutual agreement that finally and definitively resolves all their disputes, without resorting to adversarial procedures such as disciplinary hearings. It can be assisted by a neutral third-party assist.

Termination – The discontinuation of service either voluntarily by the staff or involuntarily following termination of contract by the employer.

Appellant staff – A responding staff member or alleged offender seeking further hearing of the Board Chair with the aim of reversing the decision of the disciplinary panel and/or the Director General.

Standard Dress Code – A grooming code that espouses neatness, tidiness, general hygiene and modesty, sensitivity and appropriateness in style taking into consideration local customs.

Lateness – A staff member shall be considered to be late when they fail to report for work at the scheduled work time, leaves work before the end of assigned work time without their supervisor's permission or takes an extended meal or break period without approval.

Harassment & Discrimination – Made by one or more persons, either on a one time or continuous basis that demeans, belittles or causes personal humiliation either through physical or verbal behaviour. Harassment creates a hostile, offensive and/or intimidating work environment.

7.3. Objectives

The main objectives of this policy are:

i. To contribute to and maintain high standards of performance of staff
ii. To nurture and maintain a culture that results in effective work and high productivity
iii. To promote Elohim Foundation image and core values

7.4. Scope and Terms

The scope and terms of this policy are as follows:

a. This policy and related procedures apply to all Elohim Foundation staff who have completed their probationary period. For staff on probation, all disciplinary issues shall be covered in the standard probationary conduct and performance reviews referenced in their contract.
b. This policy shall cover, inter alia, matters related to sexual harassment, discrimination and work performance concerns.
c. Complaints resulting from illness and absence related to sickness, should be dealt with under the policy on Work Environment.
d. Where matters relate to drug or alcohol abuse as it affects staff performance or the reputation of the Institution, but not abusive behaviors resulting from such abuse, are to be handled under the policy related to Work Environment. Abusive behaviors affecting other staff are to be handled under this policy.

e. All the above are subject to consideration of the local labour law requirements in relation to disciplinary proceedings, in line with the host country agreement where such grievances have taken place.

7.5. Principles

The following basic principles, due process, rules of natural justice, documentation and protection shall guide the implementation of the grievance, disciplinary and corrective action policy and procedures.

7.5.1. Basic Principles

7.5.1.1. Staff are encouraged to discuss problems with their supervisors first, because supervisors can often resolve these problems. Staff who have differences with their supervisors or colleagues may seek support from their line manager or staff association or Head/Team Leader of Human Resources. Only then should they consider opening a formal grievance process.

7.5.1.2. All matters pertaining to grievances shall be handled with utmost confidentiality.

7.5.1.3. Without prejudice, any unfounded allegations or malicious reporting based on lies shall result in disciplinary action.

7.5.1.4. Staff shall have the right to appeal against any formal disciplinary sanction taken against them. A staff member who is not satisfied with the DG's decision may file for an appeal. Any appeals against the DG's decision shall be referred to the Board Chair.

7.5.1.5. Staff shall only be suspended, if necessary, especially where the allegations are so serious as to warrant suspension or for the protection of other staff. Suspension may be without pay.

7.5.2. Due Process

7.5.2.1. Subject to Elohim Foundation respective HR manual on due process of disciplinary procedure, no disciplinary proceedings may be instituted against a staff member unless he or she has been formally notified of the allegations against him or her, as well as the right to seek assistance in their defense of another staff member or the representation of Staff Association (SA) and has been given reasonable opportunity to respond to those allegations.

7.5.2.2. No staff member shall be subject to disciplinary measures unless these are the recommendations of a duly constituted Disciplinary Panel, as appointed by the Director General, which has followed due process and whose recommendations are accepted by the requisite authority, typically the Director General.

7.5.2.3. If referral to the Disciplinary Panel is waived by mutual agreement between the staff member concerned and the Director General.

7.5.2.4. Due process should have taken place in respect of summary dismissal imposed by the Director General in cases where the seriousness of the misconduct warrants immediate separation from service.

7.5.2.5. The staff member shall be entitled to receive relevant reports, documents and recommendations, pertaining to any investigation and the deliberations of the panel.

7.5.3. Rules of Natural Justice

Where a case has potential disciplinary consequences, including and up to dismissal, the Head/Team Leader Human Resources shall do the following:

i. Present all allegations in full whether oral or written against the staff to the staff concerned
ii. Inform the staff of their right to staff association representation if they so wish
iii. Inform the staff of their right to a reasonable hearing to state their case in an enquiry which shall be held in good faith and without bias or arbitrariness
iv. Hear the case being made by the complaining staff
v. A judgement shall only be deemed right and final after all the facts disclosed have been considered to the satisfaction of the concerned parties
vi. No one shall be judge in their own case

7.5.4. Documentation

All complaints made shall be fully documented by the Head/Team Leader Human Resources and retained on a confidential basis. Documentation of any informal meetings shall also be kept by the Head/Team Leader Human Resources for reference and a copy given to the staff. The key information concerning the offensive acts to be included in the documentation includes:

i. Description of the specific offensive act
ii. The time and date of the offensive act
iii. The circumstances surrounding the offensive act
iv. The manner and location of the incident
v. Whether and under what circumstances the complainant made it clear to the alleged offender that the disputed behaviour was unwelcome
vi. Witnesses to the offence or persons to whom the offence was mentioned
vii. Other information relevant to the case

If the alleged offender is the immediate supervisor, the written complaint should be presented to the next level supervisor, with a copy to the Head/Team Leader Human Resources. Any complaint against any senior staff shall be presented to the DG.

7.5.5. Protection

Staff who violate a policy shall face the prospect of summary dismissal. However, in most cases and situations, a sense of proportion should prevail and minor sanction, coaching, mentoring or counselling should be considered if they can be expected to resolve the matter.

If a staff member continues to break rules or ignore work policies or continuously has performance problems, they typically should expect summary dismissal. However, before any such termination takes place, Elohim Foundation shall try to ensure that the staff has been given a chance to resolve their issues and reclaim their employment relationship. b Summary dismissal is to be viewed therefore as a last resort after following due process that is verbal warning, written warning and suspension.

7.6. Disciplinary Process

7.6.1. Informal Action

Where parties agree that an offence does not require a full disciplinary process including disciplinary panel, such offences shall be deemed to be ‘minor’. In such cases, the matter may be addressed quickly and informally through, for example, a discussion about expectations and standards of behaviour or through advice, training, coaching or mentoring. Those leading

these conversations are duty bound to advise offending staff that further misconduct may lead to formal action being taken in future.

It is expected that even such informal actions are documented and related documentation should be sent to the Head/Team Leader Human Resources who shall keep them securely either electronically or in hard copy. The Head/Team Leader Human Resources shall respond to the offended staff with a view of achieving closure, with or without a note to the relevant staff member's personnel file.

7.6.2. Formal Action

In all cases of alleged serious or gross misconduct, the formal action procedure must be followed.

7.6.2.1. Initial Assessment

Formal action commences when the Head/Team Leader Human Resources receives a complaint from a complainant and is charged with the duty of handling it with care and without prejudice towards the responding staff. The Head/Team Leader Human Resources shall assess the complaint if minor, serious or gross and document everything that is presented.

7.6.2.2. Mediation

Where it is determined that the offence can be resolved through mediation, a mediator shall be nominated by the Head/Team Leader Human Resources. Mediation resolves conflict using communication and negotiation techniques. An agreement to mediate shall not constitute an obligation to reach a binding conclusion. All the documentation on the mediation process shall be maintained by the Head/Team Leader Human Resources.

7.6.2.3. Investigation

The Head/Team Leader Human Resources may determine that the matter reported requires investigation in order to obtain more details of the case. This may happen especially if the matter cannot be concluded through mediation.

If differences of opinion on the seriousness of the grievance remain and supporting evidence in unavailable or remains inconclusive, the Head/Team Leader Human Resources shall nominate an investigation panel with the Director General's approval, that shall be charged with the task of obtaining additional information related to the matter. This panel shall include staff members with relevant and competent professional qualifications and experience. The investigation panel shall be constituted depending on the nature of the investigation and the competence or expertise required for the investigation.

Where the offence is serious or gross, the offending staff member may be suspended or sent on compulsory leave in order to allow for investigation to be conducted.

7.6.2.4. Recommend Grievance Process (Mediation or Disciplinary Action)

On completion of the initial investigation, the Head/Team Leader Human Resources shall determine whether the claim is malicious and may dismiss it or may determine that it is a legitimate complaint. If the complaint is legitimate and constitutes minor, serious or gross misconduct, the Head/Team Leader Human Resources shall recommend the appropriate grievance action depending on the findings and conclusion of the investigation panel's report as follows:

i. The Head/Team Leader Human Resources shall determine whether to recommend mediation for minor offences or institute further investigation for gross or serious misconduct.

ii. ii. Should the investigation come up with nothing substantial, mediation shall be recommended.

iii. If the investigation panel shows that there is reason to have a disciplinary hearing, then the Head/Team Leader Human Resources shall again nominate staff members to constitute the disciplinary panel. The investigation panel may transition to become the disciplinary panel or a disciplinary panel may be constituted, to consists of an odd number of staff members with relevant and competent professional qualifications and experience i.e.; one representative appointed by the Director General; one representative nominated by the Staff Association, other members proposed by HR and approved by the Director General.

iv. Who should advise the disciplinary panel but should not participate in the disciplinary process. The list of nominees to constitute the disciplinary panel shall come from the Head/Team Leader Human Resources and approved by the Director General.

v. The Head/Team Leader Human Resources shall present the disciplinary panel with findings from the investigation.

vi. The Head/Team Leader Human Resources may also determine that a disciplinary hearing can proceed without any investigation and use the *prima facie* evidence where it is difficult to carry out an investigation before the disciplinary hearing where the offense is serious or gross.

7.6.2.5. Determine next steps to be taken including timelines, duration

Any complaints that are considered legitimate shall be dealt with within 3 working days after reporting takes place. If it is determined that mediation shall resolve the concern, a Mediator shall be nominated by the Head/Team Leader Human Resources and the process shall begin in not less than 3 days of reporting the concern. Where an investigation is deemed necessary for further action to be taken, the investigation shall commence in not less than 3 working days after reporting is done and should be completed in not more than 1 week. Where the offence is serious or gross and it is determined by the Head/Team Leader Human Resources that it does not require any investigation and shall therefore rely on prima facie evidence, the disciplinary panel shall be nominated, approved and have its initial hearing in not less than 3 working days of reporting. The duration of the disciplinary process from reporting to conclusion shall be not more than six (6) weeks.

Any resignation tendered during ongoing investigations or disciplinary of a staff member shall be subject to the following conditions:

a. The resignation shall not take effect unless accepted by Elohim Foundation subject to the provisions of local labor laws applicable to staff and the Human Resource Policy Manual;

b. The resignation notice issued must be for such period as to allow for the investigation and/or disciplinary process to come to a logical end subject to the provisions of the local labour laws, Human Resource Policy Manual and the staff member's Letter of Appointment;

c. Any staff member who resigns to circumvent investigations and/or disciplinary action shall not be entitled to any terminal benefits which would be payable on regular termination;

d. The circumstances of the staff member's resignation shall be duly noted in the staff member's file.

7.6.2.6. Further Investigation

Where the Head/Team Leader Human Resources determines that the matter is complex, an external investigator (Auditor, Private Investigator, Lawyer) may be nominated by the Head/Team Leader Human Resources for approval by the Director General to conduct further investigation. Further investigation may be conducted after an initial investigation or after a disciplinary hearing. The aim of this is to ensure that there is adequate information to make a final assessment on the matter in a just and fair way. During the investigation process, all concerned staff shall be treated in a fair and equitable manner in accordance with the rules of natural justice. Further investigation should be concluded within 1 week.

7.7. List of Actions that Constitute Minor, Serious and Gross Misconduct

7.7.1. Offences constituting minor misconduct

Minor misconduct may include, but not be limited to the offences below:

i. Occasional absence from work
ii. Repeated lateness
iii. Repeated extended rest breaks without prior notice

iv. Inappropriate standards of dress

7.7.2. Offences constituting serious misconduct

Serious misconduct may constitute repeated minor offences or misconduct of a more serious nature which includes but is not limited to:

i. Frequent absence from the workplace
ii. Serious neglect or poor work standards
iii. Neglect of safety and security precautions iv. Insulting behaviour towards colleagues or stakeholders
v. Inappropriate or unauthorized use of Elohim Foundation property and position
vi. Rowdiness at work that is disobedient to those placed in authority
vii. Misuse of Elohim Foundation staff or vendors' staff for activities not directly connected with their official duties unless authorized by the person in charge of administration

7.7.3. Offences constituting gross misconduct

Gross misconduct inconsistent with the fulfilment of the expressed or implied conditions of a staff member's contract of employment such that it would be unreasonable to continue the employment relationship. Gross misconduct may include but is not limited to the following offences:

i. Financial or scientific dishonesty or fraud
ii. Release of confidential information
iii. Habitual or substantial neglect of duties
iv. Assault on any other staff and fighting

v. Reporting to work under the influence of alcohol or drugs or using illicit drugs in Elohim Foundation premises

vi. Willful disobedience and insubordination

vii. Lack of the skills that the staff expressly or by implication made the employer believe he or she possessed before being hired

viii. Absence from work at least three times without permission of the employer and without reasonable excuse

ix. Gambling on Elohim Foundation property or elsewhere using its assets

x. Theft or embezzlement of Elohim Foundation property or attempts to do so to the prejudice of Elohim Foundation or their stakeholders even in the absence of legal proceedings

xi. Manipulation or falsification of information and official records to facilitate employment, theft or embezzlement of Elohim Foundations property or aimed at hiding or delaying discovery of theft and embezzlement

xii. Contravention of instructions or necessary work for the security of operations

xiii. Leaking of professional secrets in cases where an important, material or moral prejudice may ensue for Elohim Foundation or their stakeholders

xiv. Discrimination and harassment of all types including sexual harassment, physical violence or bullying etc.

Any serious misconduct and gross misconduct above shall be brought to the attention of the staff in writing and the disciplinary procedure to be undertaken stated. The Supervisor, Line Manager or Team Leader shall initiate recording of the serious misconduct and/or gross misconduct.

7.8. Disciplinary Action

Before the disciplinary hearings take place, the Head/Team Leader of Human Resources shall ensure the disciplinary panel members sign Non-Disclosure Forms and then explain to the members the details of the complaint or concern and give the responding staff member's names. Staff from Human Resources, Legal, Protocol, Audit or an officer from Human Resources as the Chairperson; one representative appointed by the Director General; one representative nominated by the Staff Association and approved by the Director General (where applicable) teams shall not be part of the panel by may provide guidance with the Director General's approval. The external investigators may also be called upon to give evidence. The disciplinary panel shall then proceed to have formal hearings and thereafter recommend appropriate action to the Head/Team Leader of Human Resources. The Head/Team Leader Human Resources shall review the recommendations, approve and submit the recommendation to the Director General for final approval. In the DG's absence, the Director General's designate and one other director shall make the final decision. All disciplinary matters shall be approved by the Director General or two (2) designated signatories from Elohim Foundation.

7.9. Corrective Action

Once communication with the responding staff commences, corrective action shall be deemed to have started. The corrective actions and sanctions are as follows:

Type of Culpability	Sanctions as Guided by HR Policy	Possible Options within the Sanctions (To be used as a guide by the Panel for Final Recommendations)

Minor Offences i. Occasional absence from work ii. Repeated lateness iii. Repeated extended rest breaks without prior notice iv. Inappropriate standards of dress	Minor offense Verbal warning	Written warning
Serious Misconduct i. Frequent absence from the workplace ii. Serious neglect of duties or poor work standards iii. Neglect of safety precautions iv. Insulting behaviour towards colleagues or stakeholders v. Inappropriate or unauthorized use of Elohim Foundation property vi. Rowdiness at work that is disobedient to those placed in authority vii. Misuse of Elohim Foundation staff or vendors' staff for activities not directly connected with their official duties unless authorized by the person in charge of administration Gross Misconduct i. Financial or scientific dishonesty or fraud ii. Gambling on Elohim Foundation property or elsewhere using its assets iii. Theft or embezzlement of Elohim Foundation and property or attempts to do so to the prejudice of Elohim Foundation and or their stakeholders even in the absence of legal proceedings iv. Manipulation or falsification of information and official records to facilitate employment, theft or embezzlement of property or aimed at hiding or delaying discovery of theft and embezzlement v. Gambling on property or elsewhere using its assets vi. Release of confidential information vii. Contravention of instructions or necessary work for the security of operations	Serious misconduct inconsistent with fulfilment of the expressed or implied conditions of employment contract Summary Dismissal Serious neglect or poor work standards Serious offense • Written warning • Failure to perform as expected Repeated minor offense • Unacceptable conduct • TBD by panel guided by policy Summary Dismissal • The offender may be required to provide a private or a written public apology. • The offender may receive a verbal warning and professional counselling. • The Director General may give a written warning to the offender with a copy for his or her personal file. i. The offender's contract may be terminated.	General guideline is below but decisions to be made based upon severity of Failure to Perform: • First Written Warning with the following sanctions: • Ineligible for Merit Bonus, Promotion, In-Grade Progression, Reclassification, Training Opportunities or Education Loans for 2 years (including suspended ineligibility) • Second Written Warning with the following possible sanctions: • Suspension without pay for xx months • No salary increases for xx years • Demotion to lower grade (no change in salary) Other suitable actions • Suspension without pay for xx months • No salary increases for xx years • Ineligible for Merit Bonus, Promotion, In-Grade Progression, Reclassification, Training Opportunities or Education Loans for xx years • Demotion to lower grade (no change in salary) • Other suitable actions • Dismissal with terminal benefits

Type of Culpability	Sanctions as Guided by HR Policy	Possible Options within the Sanctions (To be used as a guide by the Panel for Final Recommendations)
viii. Leaking of professional secrets in cases where an important, material or moral prejudice may ensue for Elohim Foundation or their stakeholders ix. Habitual or substantial neglect of duties x. Reporting to work under the influence of alcohol or drugs or using illicit drugs in Elohim Foundation premises xi. Willful disobedience and insubordination xii. Lack of the skills that the staff member expressly or by implication made the employer believe he or she possessed before being hired; xiii. Absence from work at least three times without permission of the employer and without reasonable excuse (Intentional or Unintentional) Harassment and Discrimination • Harassment is, made by one or more persons, either on a one time or continuous basis that demeans, belittles or causes personal humiliation. Harassment creates a hostile, offensive and/or intimidating work environment. Harassment encompasses a range of physical or verbal behaviour including communication (e-mail, voice or text messages) and may include but is not limited to sexual or ethnic comments or jokes, inappropriate written or graphic material, discriminatory remarks, religious and/or racial insults, stalking, bullying including cyber bullying) and sexual advances. • Treatment of, or making a distinction in favour of or derogatory remarks against a staff member or colleague based on gender, sexual orientation, race, nationality, ethnic group, political or other opinion, social origin, disability, pregnancy, mental status or HIV/AIDS or health status shall constitute discrimination.	ii. The offender may be dismissed summarily	• Dismissal without terminal benefits • Legal action can be taken where determined necessary • Dismissal with terminal benefits • Dismissal without terminal benefits • First Written Warning with the following sanctions: • Ineligible for Merit Bonus, Promotion, In-Grade Progression, Reclassification, Training Opportunities or Education Loans for xx years • Second Written Warning with the following possible sanctions: • Suspension without pay for xx months • No salary increases for xx years • Demotion to lower grade (no change in salary) Other suitable actions

7.10. Objective of Corrective Action

The objective of taking corrective action is to turn around undesired behaviour or performance by identifying causes of problems and solutions.

7.11. Responsibility of Various Persons

Every staff member is responsible for creating and maintaining a work environment that is free of harassment, intimidation and discrimination and in which dignity is fully respected.

7.11.1. Responsibility of Every Staff Member

i. Taking assertive action if they feel they are being subjected to harassment, regardless of who the alleged offender is or the nature of the harassment, by making the offensiveness of the unwelcome conduct immediately known to the offender and by reporting it to the supervisor or any other party as per the reporting procedures;
ii. Adhering to policy guidelines;
iii. Maintaining a professional working attitude towards all other staff and external stakeholders;
iv. Treating other staff and external stakeholders with respect and adopting a nonjudgmental outlook.

7.11.2. Role of Supervisors and Line Managers and Team Leaders

Supervisors, Line Managers and Team Leaders have a key role in this effort by ensuring that any reported incident of unacceptable behaviour, including sexual harassment or intimidation, is promptly dealt with and that corrective action is taken. Managers and supervisors bear added responsibilities of:

i. Serving as role models and making it clear that no form of harassment shall be tolerated;
ii. Promoting and enhancing a positive working environment in which harassment does not occur;
iii. Treating every complaint seriously and ensuring prompt attention and complete adherence to the policy;
iv. Listening carefully to both sides and assisting in the resolution of any complaint

Corrective Action – The table of sanction definitions is outlined as Annex IV.

Policy Review:

This policy will be reviewed annually or as required by changes in legislation, donor requirements, or organizational needs.

APPROVED BY:

10/09/2022 **10/09/2022**





Mrs. Ngozi Obilor
President Board of Trustees.

Dr. Ibecheole, Julius PMD. NES.
Chief Executive Officer/Founder