ELOHIM FOUNDATION

Creating Alternatives, Promoting Sustainable Development.

Anti-Harassment Policy.

Effective Date: August, 2026.
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Approved by: Board of Trustees**.**

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Document Control

The Head of Human Development will be responsible for the periodic review of this document.

Document Responsibility

Title	Anti-Harassment Procedure
Directorate	Board of trustees
Unit	Human Development
Manager	Head of Human Development
Applicable to	All Staff Members, Board of Trustees members, consultants, secondees and other stakeholders

Document Revision History

Version	Approved By	Meeting Reference	Date Approved	Effective Date	Sections Modified
1	Board of trustees	Online	27-Jan-26	1-Aug-26	New Procedure

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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.

PURPOSE

1.1. The objective of the 'no-harassment' procedure is to create a positive working environment that is free of hostile, offensive, intimidating or harassing conduct that would unreasonably interfere with staff's work.

1.2. Human rights at the Centre's are governed by the universal principle of human rights and, in particular, by the constitution, laws and regulations in force in the countries in which the Centre's implement their strategic intent. The basic values of integrity, impartiality, independence and discretion should govern all aspects of staff members' conduct in their work. Staff members – whether supervisors, peers or subordinates- are expected to treat one another with courtesy and dignity. They are also expected to act with tolerance, sensitivity and respect towards other persons' cultures and backgrounds.

1.3 All formal complaints of harassment, intimidation or discrimination shall be addressed immediately after they are received.

SCOPE

1.1 This procedure applies to all areas of employment, including recruitment, hiring, training, promotion, compensation and benefits. Staff may not discriminate against or harass other staff, job applicants, customers, other stakeholders or visitors. This procedure applies to all staff as well as persons who are not the Centre's staff but have business contact with the Centers.

Parent Policy

3.1. Safeguarding Policy.

Definitions

4.1. Harassment is made by one or more person, 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 behavior, 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 favor of, or derogatory remarks against a staff 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.

4.3. Intimidatory harassment involves the thoughtless or intentional use of physical or organizational power to coerce a person into performing a particular action or to instill in the person a feeling of humiliation or intimidation. Intimidatory harassment should not be confused with legitimate comment or advice (including relevant negative comment or feedback) delivered in a reasonable manner by a supervisor or colleague on work performance or work-related behavior.

4.4. Within the policy statement of terms and conditions of employment for national, regional and international staff, discrimination in employment refers to the inequitable and inconsistent application of the terms and conditions of employment, such as promotion, job application, etc., within the respective staff groups.

4.5. Harassment, intimidation and discrimination can arise from a broad range of physical or verbal behavior, a one-time incident or a series of incidents that include, but are not limited to:

a) Physical or mental abuse.
b) Racial insults.
c) Comments relating to one's ethnicity.
d) Comments relating to another's religious convictions.
e) Gender-related comments and putdowns.
f) Unwelcome sexual advances or touching.
g) Sexual comments or repeating of sexual jokes.
h) Requests for sexual favors used as a condition for employment or affecting any personnel decision, such as hiring, promotion or compensation.

Display of sexually explicit or otherwise offensive posters, calendars or materials that are inappropriate for display in the workplace

Procedure

1.3. Human rights at the Centre are governed by the universal principle of human rights and, in particular, by the constitution, laws and regulations in force in the countries in which the Centre implement their strategic intent. The basic values of integrity, impartiality, independence and discretion should govern all aspects of staff members' conduct in their work. Staff members – whether supervisors, peers or subordinates- are expected to treat one another with courtesy and dignity. They are also expected to act with tolerance, sensitivity and respect towards other persons' cultures and backgrounds.

1.2. The Centre's are committed to ensure a multicultural work environment free from any form of abuse, discrimination or harassment. It is particularly serious when behavior of this kind is engaged in by any official who is in a position to influence the career or employment conditions of a staff member. Conduct which constitutes abuse, discrimination or harassment shall not be tolerated and shall be dealt with in a manner consistent with the severity of the infraction, including appropriate administrative and disciplinary measures.

1.3. It is the policy and procedure of the Centre's Board and management to maintain a work environment that is efficient, effective, equitable, respects the dignity of the individual, and is free of all forms of discrimination, intimidation and harassment based on ethnic, social or political background, color, nationality, religion, age, gender, disability, marital status, sexual preferences or any other trait protected by law.



Types of Abuse

6.1 All staff must be allowed to work in an environment free of unsolicited and unwelcome sexual overtures. Sexual harassment does not refer to occasional compliments or other generally acceptable social behavior. It refers to behavior that is not welcome, is personally offensive, undermines or weakens morale, and therefore unreasonably interferes with the work effectiveness of its victim and their co-workers. It also includes harassment of a person by another person of the same gender.

6.2 Sexual harassment may include such conduct as:

a) Offensive flirtation, suggestive remarks, sex-oriented verbal 'kidding', repeated jokes, innuendos, lewd comments, or abuse.

b) Offensive and unwelcome physical conduct of a sexual or gender-based nature, such as touching, patting, pinching, repeated brushing against another's body, sexual assault or rape or impeding or blocking an individual's movement.

c) Demands of sexual favors accompanied by implied or overt promises of preferential treatment in employment, such as offering employment benefits or favorable assignments, reviews, promotion or the like, in exchange of sexual favors.

d) Denial or threats to deny employment benefits to someone who rejects sexual advances;/Making or threatening reprisals after a negative response to sexual advances.

e) Unwanted sexual advances, propositions, flirtation or repeated unwanted requests for or efforts to make social contact.

f) Verbal conduct of a sexual or gender-based nature, such as using sexually degrading, vulgar or discriminatory language to describe an individual, making

sexually suggestive comments about an individual's body, discussing sexual activity, or making derogatory, sexual, gender-related or discriminatory comments, taunts, jokes or epithets.

g) Non-verbal conduct of a sexual or gender-based nature, such as whistling; unwelcome staring; leering; displaying sexually suggestive, gender-based or discrimination-based objects, pictures, posters or cartoons; or sending sexual, derogatory, obscene or discriminatory letters, email messages, voicemail messages, gifts, notes or invitations.

h) Making inappropriate written communications via phone, text, email or other computer system messages or social media channels.

i) Having unnecessary close physical proximity, including persistently following a person or blocking movements.

j) Retaliation or threats of retaliation for protesting about sexual harassment or gender based conduct or for making a complaint about such behavior.

k) Where any of the above actions occur in conjunction with one or more of the following:

i. Submission to such conduct is made an express or implied term or condition of employment.

ii. Submission to or rejection of such conduct is used as a basis of employment

ORGANISATIONAL RATIONALE:

a) That life in general is a costly gift of God, which need be preserved and cherished.

b) That as God's ambassadors on earth, we are called to complement creation by giving our all towards its sustenance for today and tomorrows generations

c) That human development is a broad band spectrum that requires the input of all sectors, as governments of nations cannot do it alone.

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.

f) **SELFLESS SERVICE:** Determination and boldness to services requiring us to be creative, radical, excellent and attractive without being ostentatious and sensational.

OBJECTIVES

1. **Public Health:** To provide community based public health intervention: health promotion and point of care services, palliative healthcare services while promoting universal access to healthcare for the general public and people with special needs.
2. **Child Development & Gender Programming:** To provide child focused family-based interventions in promotion of a safe environment for the comprehensive development and wellbeing of children, in households; while promoting gender integrations and protection (GBV/GHR) and anti-human trafficking.
3. **Environmental Protection & Agriculture:** To promote green practices towards the protection, sustainability of the earth environment, environmental safety and support smart agriculture while mitigating disaster impact and providing recovery services.
4. **Research and innovation:** To contribute to the sustainability of the human race and society through research and innovation while advancing capacity building through trainings and conferencing, in its fields of operation.

SERVICES

- **Community and Public Health Services**: HIV/AIDS TB, Viral Hepatis, Malaria (Prevention education, testing and diagnosis, treatment and referral), Maternal and infant Morbidity/Mortality reduction programming (Nutrition, Immunization, health education, vitamin supplementation, deworming, wash and family planning, adolescent sexual and reproductive health)

- **Environment/ Agriculture:** Environment protection, Forestation, Biodiversity protection, Agroforestry, Climate change adaptation research and programming, Environmental safety, Disaster impact mitigation and recovery. Promoting SMART Agricultural practices for food security and nutrition while upholding agricultural research and value chain promotion.

- **Child Development & Gender Programming:** Child protection, gender rights and protection (GBV/GHR), human trafficking, child abuse, legal child adoption programming, care for orphans and vulnerable children services, and irregular migration while mitigating its impact among victims in promotion of the rights and dignity of human life. Training workshops, skill acquisition program, VSLA & financial literacy education aimed at improving the socio-economic livelihood status of the rural and urban poor.

- **Research and innovation:** Applied, basic research, impact evaluation, trainings, seminars, webinar and conferences.

Standard Operating Approaches:

- Partnership/Collaborations.
- Policy Advocacy & Accountability.
- Capacity Building, Research & Conferences.
- Right base approach
- Gender Integration & Social inclusion
- Participatory Monitoring, Evaluation, Adaptation and Learning

PROGRAMME BENEFICIARIES

Communities, victims of disaster, children, women of reproductive age, adolescent youths, single female parents, widows, marginalised persons (Physically challenged persons).

GOVERNANCE STRUCTURE

Elohim Foundation structure consists of 4 distinct but inter related organs/strata namely: (1) Board of Trustees (BoT), the Office of the (2) Chief Executive Officer/Founder, the (3) Management Board, and the (4) Volunteer Team. The Management Board (MB) is led by the Project Director and supported by 4 departmental managers: the Operations Manager, the Programmes Manager, the Grants/Assets Manager and the Research & Data Management Manager. The MB is supported by the Team Leads/Senior Program/Technical Officers, the Officers, intermediate/Junior Staff. The Project/Community Volunteers are the life-line/foot soldiers of the Foundation. Communication within this structure is both vertical and horizontal within and across organs, departments and personnel.

The BoT is the highest decision organ of the foundation and is vested with the responsibility of issuing institutional ratification & approvals for policy tools, strategic & annual plans and budgets, and have over-sight function of monitoring the overall operations of the management team lead by the Project Director. The MB is responsible for the day-to-day running of the foundation's operations and programmes through the support of the various coordinating programme/operational units that is led by a Senior Program/Technical Officers or Team leaders across the units within the 4 departments. Each of this unit is tasked with implementing the operations and programmes of the foundation, they are the field officers. In-line with the

operational policy of Elohim Foundation, each of the organs in the structure is manned by classified category of professional skilled personnel with adequate experience suited for their task.

Membership to the BoT is through nomination by existing members and the management board of the foundation through an open nomination circular while the composition of the MB and the coordinating programme unit is by employment. Whereas the Volunteers engagement is project specific and voluntary. The BoT meets twice a year while the MB meets monthly and the unit teams meets weekly.

Elohim Foundation board is composed of seasoned professionals from diverse field. Its team of board members are a group of 7 passionate and pragmatic trustees, with each as members of a technical working group within the four (4) departments of the foundation which are namely: TWG on Programmes, TWG on Finance, TWG on Research and Data Management and TWG on Human Resource & Administration. Since registration with CAC in 2002, the Board have been reconstituted twice, first in 2010 and now in 2024 still under process with Cooperate Affairs Commission (CAC).

Policy Statement

Elohim Foundation is committed to creating and maintaining an inclusive, equitable, and respectful working and service environment where everyone—regardless of background—feels valued, empowered, and able to contribute. We believe that diversity enriches our mission and strengthens our work with communities across Nigeria and beyond.

Purpose of the Policy

This policy ensures that:

- All staff, volunteers, and stakeholders are treated fairly and without discrimination.
- Diversity is actively promoted in recruitment, programming, leadership, and decision-making.
- Inclusive practices are embedded into all aspects of our work—from project design to community engagement.

Scope of the Policy

Applies to:

- All staff, board members, volunteers, interns, contractors, and partners.
- All activities and relationships across the organization’s programs, governance, and operations.

Definitions

- **Diversity**: The presence of differences that include—but are not limited to—gender, ethnicity, religion, disability, age, socio-economic background, education, language, and sexual orientation.
- **Inclusion**: Creating an environment where all individuals feel respected, accepted, supported, and able to thrive.
- **Equity**: Recognizing and addressing structural inequalities to ensure fair treatment, access, and opportunity for all.

Our Commitments

Elohim Foundation commits to:

- Providing equal opportunity in recruitment, training, promotion, and retention.
- Reflecting the diversity of our communities in our staff and leadership.
- Challenging discrimination, prejudice, and inequality wherever encountered.
- Supporting underrepresented groups to access opportunities and leadership roles.
- Integrating gender equity and social inclusion (GESI) in all program designs and delivery.

Organizational Practices

- **Recruitment:** All hiring will be based on merit and inclusivity. Job ads will encourage diverse applicants.
- **Inclusive Culture:** Team members will be encouraged to share ideas and experiences, and be supported to lead regardless of background.
- **Program Design:** Community projects will be co-designed with diverse beneficiary voices and needs, including women, youth, and persons with disabilities.
- **Reasonable Accommodation:** Adjustments will be made where necessary to support the inclusion of staff or beneficiaries with disabilities.

Roles and Responsibilities

- **Board of Trustees:** Oversight of policy implementation and periodic review.
- **Executive Director:** Leads implementation and ensures alignment across departments.
- **HR/Admin Officer:** Monitors staff practices, supports inclusive recruitment, and manages training.
- **All Staff and Volunteers:** Expected to uphold inclusive values and report any discrimination or exclusion.

Complaints and Grievances

Any incidents of discrimination, harassment, or exclusion should be reported promptly to the HR/Admin Officer or through the confidential grievance mechanism. All complaints will be treated seriously, investigated, and addressed fairly and promptly.

Monitoring and Evaluation

- Inclusion indicators will be embedded into program M&E systems.
- Periodic audits and staff/beneficiary feedback will inform policy updates.
- Progress will be reported to management and included in annual organizational reports.

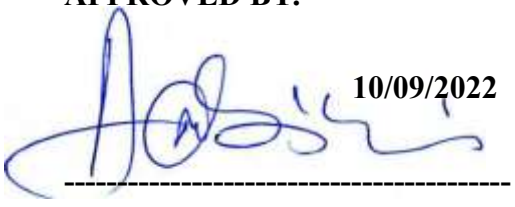
Training and Awareness

- Mandatory induction training on diversity and inclusion for all new staff.
- Annual refresher training sessions.
- Specialized workshops on unconscious bias, gender equity, and disability inclusion.

Policy Review

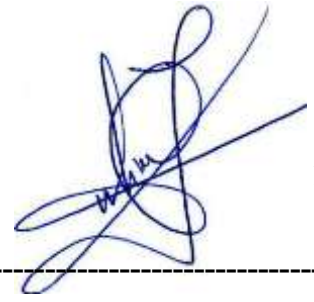
This policy will be reviewed annually or as required by changes in legislation, donor requirements, or organizational needs.

APPROVED BY:



10/09/2022

Mrs. Ngozi Obilor
President Board of Trustees.



10/09/2022

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