

# Prevention of Discrimination and Harassment, including Sexual Harassment Policy

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INTERNATIONAL CROPS RESEARCH  
INSTITUTE FOR THE SEMI-ARID TROPICS

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## 1. Version Control

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### Policy Formulation:

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### Policy Amendments:

Date	Version	Changes made by	Changes approved by	Description of change

The Institute reserves the right to amend, suspend or rescind this policy at any time. Whilst, the Institute has made best efforts to define detailed procedures for implementation of this policy, there may be occasions when certain matters are not addressed or there may be lack of clarity in the procedures. Such difficulties or lack of clarity will be resolved in line with the broad intent of the policy, by the Director General or Governing Board Chair (on case to case basis). The Institute may also establish further rules and procedures, from time to time, to give effect to the intent of this policy and further the objective of good corporate governance.

## 2. Introduction

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ICRISAT (“the Institute”) is committed to promote the highest ethical standards and maintain a workplace where every workforce member is treated with dignity and respect. The Institute recognizes that this entails focused efforts to ensure the workplace is free from all forms of workplace discrimination (which can potentially compromise the principles outlined in the Institute’s GDI Policy) and harassment including sexual harassment. Thus, as part of the overarching Ethics Framework, the Institute has formulated this “Prevention of Discrimination and Harassment Including Sexual Harassment Policy” (“the Policy”).

### 2.1. Objective

The objectives of this policy statement are:

- a) To support a culture where there is zero tolerance towards any form of harassment or victimization based on age, gender, disability, race, nationality, ethnic origin, religion, language, marital or civil partnership status, political beliefs or sexual orientation
- b) To provide a professional and respectful workplace, free of harassment—one where workforce members, donors, project partners, vendors and visitors are treated with dignity, respect and courtesy
- c) To promote a “Speak up” culture at the Institute and encourage members of workforce to report any actual or suspected forms of discrimination and/ or harassment (including sexual harassment)
- d) To provide a mechanism for raising complaints related to discrimination and/ or harassment including (sexual harassment)

### 2.2. Scope & Applicability

This policy is applicable to the Institute’s workplace. The ‘workplace’ extends to all premises/ locations where the Institute’s workforce conducts activities in their professional capacity at ICRISAT, including on the phone, by email or virtually through other communications channels, in addition to Institute’s premises and at Institute-sponsored events.

### 2.3. Roles & Responsibilities

- a) **Governing Board:** The Governing Board shall be responsible for providing oversight over implementation of the overarching Ethics and GDI Framework of the Institute, of which this Policy forms an integral component.
- b) **Ethics Committee:** This committee, headed by Director Human Resources, shall be responsible for implementation and monitoring of this Policy, including but not limited to, periodic review of the effectiveness of complaints raising mechanism.
- c) **Investigating Authority:** The Investigating Authority is a member of the Ethics Committee elected by the Committee to perform a prima facie or preliminary review of the concerns/ complaints raised under this Policy. Post evaluation of the findings of the Investigating Authority, the Ethics Committee may or may not constitute an Enquiry Committee to conduct a detailed investigation.

- d) Enquiry Committee:** The Enquiry Committee is an ‘as-needed’ committee formed by the Ethics Committee concerns/ complaints raised under this Policy. This Committee may or may not be constituted depending on the outcomes of the prima facie or preliminary review conducted by the Investigating Authority selected by the Ethics Committee. The Enquiry Committee can include members from outside the Ethics Committee as well and it shall be responsible for the following:
- i. Conduct the enquiry in a fair and unbiased manner;
  - ii. Ensure complete fact-finding;
  - iii. Consult GDI Committee, as deemed appropriate, in matters which compromise or threaten to compromise principles of gender equality, diversity and inclusiveness at the Institute
  - iv. Maintain strict confidentiality, especially with regard to the Complainant’s identity (if available);
  - v. Reach an outcome for each enquiry, to include whether an act of discrimination or harassment, including sexual harassment has been committed and if so by whom;
  - vi. Recommend an appropriate course of action as the form of redressal for every ‘genuine’ complaint raised under this Policy; and
  - vii. Record deliberations in arriving at an outcome and maintain the final enquiry report for records.
- e) Complainant** shall be responsible for following:
- i. Bring to the early attention of the Institute any issues of workplace discrimination or harassment, including sexual harassment, of which they become aware;
  - ii. Consider avoiding anonymity when raising a concern, in the best interests of the enquiry;
  - iii. Follow the outlined procedures for making a complaint;
  - iv. Co-operate with the Investigating Authority and the Enquiry Committee as needed, and maintain full confidentiality on the matter; and
  - v. Ensure that only genuine workplace issues are reported without abusing the rights under this Policy to settle personal scores or to give vent to malicious intentions.
- f) Subject/Alleged Offender:** The Subject/ Alleged Offender shall be responsible for following:
- i. To co-operate with the Investigating Authority and the Enquiry Committee as needed, and maintain full confidentiality on the matter;
  - ii. Not interfere with the enquiry. Evidence shall not be withheld, destroyed or tampered with and witnesses shall not be influenced, coached, threatened or intimidated by the Subject(s); and
  - iii. Not intimidate or retaliate against the Complainant in any form.
- g) All Enquiry Participants** (witnesses and persons who are interviewed, asked to provide information, or otherwise required to participate in an enquiry) should fully cooperate with the Investigating Authority and the Enquiry Committee. Participants should refrain from discussing or disclosing the enquiry process or their testimony to anyone not connected to the enquiry. The participants shall ensure that under no circumstances she/ he discusses with the subject the nature of the evidence requested or provided or the testimony given to the Investigating Authority and the Enquiry Committee.

#### **2.4. Exception to the policy**

Any exception to this Policy shall require an approval from Director General (DG) of the Institute and a post facto ratification shall also be obtained from the Governing Board at the next Board meeting. Any exceptions concerning the DG shall be approved by the Governing Board. The Policy Owner shall be informed of these exceptions and he/ she shall maintain a record of these for monitoring purpose.

#### **2.5. Frequency of Review**

This policy shall be reviewed by the Policy Owner at least once in every 24 month period from the implementation date or from the date of last review or as directed by the Policy Council.

## 3. Policy Statement

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### 3.1. ICRISAT's principles related to prevention of discrimination and/or harassment

- a) The Institute does not tolerate any form of discrimination or harassment, including sexual harassment at the workplace or in any situation associated with work performed on behalf of the Institute.
- b) All workforce members irrespective of their role, are expected to treat one another with courtesy and dignity and to act with sensitivity and respect at all times.
- c) The Institute believes that one of the ways in which prevention and elimination of discrimination and harassment including sexual harassment at the workplace can be achieved is through creating awareness and providing periodic trainings to its workforce on the requirements of this Policy.
- d) The Institute shall establish, through this Policy, the means for formal and/ or informal intervention, as outlined in the 'Concern Resolution Procedure' and through appropriate disciplinary actions, in the event of any discrimination or harassment including sexual harassment at the Institute
- e) All allegations of discrimination and harassment, including sexual harassment shall be dealt with by the Institute in a fair and prompt manner.
- f) The Institute shall also ensure compliance with specific requirements applicable to the Institute under the local laws of any country in which it operates. Local policies, procedures and/or guidelines maybe established in these cases which will complement this Policy.

The following sub-sections describe discrimination, harassment, sexual harassment and the different forms these can take at the workplace.

#### 3.1.1. Discrimination

- a) Discrimination is any distinction, exclusion, preference, or restriction based on, but not limited to, age, gender, disability, race, nationality, ethnic origin, religion, language, marital or civil partnership status, political beliefs or sexual orientation, where the purpose or result is to nullify or impair equal opportunity or treatment at work, such as hiring, working conditions, access to any employment benefit or condition, career development etc.
- b) Discrimination can be towards a single workforce member or group of workforce members. It may take the form of dismissive treatment or the expression of stereotypic assumptions about a group to which a person may belong.
- c) Discrimination may be intentional or unintentional. It may involve direct actions that are discriminatory, or it may involve rules, practices or procedures that appear neutral, but disadvantage to certain groups of people.
- d) Discrimination may take obvious forms, or it may occur in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is a factor, it is considered to be a violation of this Policy.
- e) However, any distinction, exclusion or preference in respect of a particular job based on the inherent requirements thereof shall not be deemed to be a form of discrimination.

## Forms of Discrimination

Discrimination can take many different forms; which include among others:

- a) Direct discrimination: Direct discrimination is when unequal treatment stems directly from policies, procedures or guidelines making an explicit difference on one particular ground.
- b) Indirect discrimination: Indirect discrimination refers to situations, policies, procedures and guidelines which appear neutral, but which in practice lead to disadvantages primarily suffered by a specific category of persons. For example, requirements which are irrelevant for the job in question.

### 3.1.2. Workplace Harassment:

- a) Workplace harassment is any improper behavior and/ or conduct by a person that is directed at, and is offensive to, another individual or a group thereof and which the person knew or ought reasonably to have known would be offensive or be perceived to cause offence or humiliation to another.
- b) It comprises of objectionable or unacceptable conduct that demeans, belittles, abuses, intimidates or causes personal humiliation or embarrassment to an individual, and/or causes a hostile or offensive work environment.
- c) Harassment may be deliberate, unsolicited, and/or coercive.
- d) Mildly offensive or disruptive comments or behavior can rise to the level of harassment if they are repeated.
- e) A single incident can be considered harassment if it is so severe that it has a lasting negative impact on the individual(s) concerned.
- f) It also includes sexual harassment which is a particular form of harassment (detailed in **section 3.1.3 of this Policy**)

### Forms of Workplace Harassment

Harassment may be present in different forms of words, gestures, electronic communication, or other actions and can take many different forms. It includes but is not limited to the following:

- i. Degrading tirades by a supervisor or colleague;
- ii. Continual unjustified and unnecessary comments or deliberate insults related to a person's professional competence;
- iii. Threatening, abusive or insulting comments, whether oral or written;
- iv. Deliberate desecration of religious and/or national symbols;
- v. Malicious and unsubstantiated complaints of misconduct, against other workforce members;
- vi. Mimicking, making fun of or belittling an individual;
- vii. Continual interference with a person's workspace, work materials, equipment, etc.;
- viii. Continual and unfounded refusal of leave application or training;
- ix. Threatening job loss without foundation;
- x. Deliberate assignment of tasks well beyond the individual's job responsibilities, without their consent;
- xi. Continual exclusion of a person or group from normal communication, work- or work-related social activities; and/or

- xii. Unreasonable intrusion into a person's private life, such as unnecessarily seeking to communicate with that person outside office hours or when they are at home, or repeatedly asking inappropriate questions about personal affairs.

### **3.1.3. Sexual Harassment:**

- a) Sexual harassment is a particular form of harassment which includes sexual advances, request for sexual favors or unwanted verbal or physical conduct or gestures of a sexual nature, or any other behavior of a sexual nature (including pornography, sexually-colored remarks) that has or that might reasonably be expected or be perceived to cause offense or humiliation to another.
- b) Sexual harassment becomes even more severe when it is made a condition of employment either implicitly or explicitly or any other benefits or condition of career development or creates an intimidating, hostile or offensive environment. Any workforce member(s), irrespective of gender, can be either the injured party or the offender.
- c) Sexual harassment can occur regardless of whether the harasser considers the behavior to be offensive or not. Conduct becomes sexual harassment when it is forced upon a recipient against her/his will and the behavior persists even where a reasonable person would understand that the behavior is not welcome.
- d) Mutually acceptable social behavior is not generally considered sexual harassment.

### **Forms of Sexual Harassment**

Sexual harassment can take many different forms; it includes but is not limited to the following:

- i. Repetition of suggestive comments or innuendo;
- ii. Exhibition of sexually oriented material in the workplace;
- iii. Display of sexually suggestive pictures, posters, electronic images, objects or written materials, which are offensive, obscene or objectionable;
- iv. Taking photographs without the explicit permission or request of the person while they are alone or otherwise;
- v. Repeated and/or exaggerated compliments or comments about a colleague's personal appearance, or his/her physical features;
- vi. Offensive flirtation or lewd remarks, comments on a person's sexual orientation, or remarks of a sexual nature, such as expressions of sexual interest that are addressed directly to the person;
- vii. Continued suggestions or invitation for private or social activity(s), even after it has been made clear that such requests and suggestions are unwanted;
- viii. Deliberate, unwanted, and unsolicited physical contact such as touching, patting, pinching or any other unsolicited physical contact, or unnecessarily close physical proximity (including invasion of personal space, getting too close for no reason, brushing against or cornering someone)
- ix. Direct/Indirect propositions of a sexual nature;
- x. Intimidation, threats, blackmail for sexual favors;
- xi. Asking for sexual submissions or making sexual advances to influence conditions of work/employment, promotion, professional development, etc.;

- xii. Unwanted and inappropriate letters, telephone calls, emails or other forms of communications; and/or
- xiii. The use of crude or obscene language or sexually suggestive gestures, including sexually slanted obscene jokes or stories, sexually tinted remarks, staring, jokes causing or likely to cause awkwardness or embarrassment.

#### 3.1.4. What does not constitute Harassment?

ICRISAT's workforce must have reasonable grounds before making a complaint of harassment. All situations which appear to meet the definition ultimately may not be found to be instances of harassment. The key is whether the action was unwanted, particularly in light of whether the recipient asked the alleged harasser to stop such action, where this was possible. Situations can be perceived as harassment because of differences in:

- i. **Power:** Individuals with power or authority may not be aware of the effect their behavior has on others. They may not know that a workforce member is afraid to speak up.
- ii. **Culture:** A flattering comment in one culture may be very inappropriate in another culture.
- iii. **Gender:** Women and men may define harassment differently.

As part of their duties, supervisors may make negative decisions (e.g., about performance or work assignments), which do not, in themselves, constitute harassment. Supervisors have a responsibility to give open, honest and constructive feedback, and to take appropriate corrective action. However, in doing so, such feedback and actions should not be used to demean the workforce or as retaliation.

Mutually acceptable social behavior is not generally considered sexual harassment

#### 3.2. Obligations of the Workforce to report suspected harassment or discrimination

- a) It is the duty of all members of the workforce to report any incidence of a suspected act of harassment or discrimination. An individual who makes such a report (Complaint) in good faith has the right to be protected against retaliation.
- b) It is the duty of all members of the workforce to cooperate with enquiries. An individual who cooperates in good faith with an enquiry process has the right to be protected against retaliation.
- c) Retaliation against individuals who have reported harassment or discrimination, or who have cooperated with the enquiry process, is unacceptable.
- d) It is the duty of ICRISAT to address suspected harassment or discrimination and to take:
  - i. Effective measures to protect the Complainant from retaliation;
  - ii. Appropriate corrective action to remedy any retaliation against Complainant;
  - iii. Adequate disciplinary measures in cases of harassment or discrimination, including those making wrongful accusations; and
  - iv. Care to protect under this Policy any other member of the workforce/members of the Ethics Committee and the Enquiry Committee, assisting in the said enquiry against retaliation.
- e) Complainants are not required or expected to act as investigators or fact finders, nor would they determine the appropriate corrective or remedial actions that may be

warranted in a given case. Complainants should not act on their own in conducting any enquiry related activities, nor do they have the right to participate in any enquiry related activities other than as requested by the Ethics Committee or the Enquiry Committee.

### **3.3. Confidentiality**

The identity of a Complainant, who comes forward for advice or to report in good faith on a suspected act of harassment or discrimination will be protected. Confidentiality will only be waived with the consent of the Complainant.

In some instances, identity may have to be disclosed, with the consent of the whistle blower, to conduct a thorough enquiry, to manage a case of clear and imminent danger to the 'Subject' or any other individual or to provide the accused with the appropriate and reasonable rights of defense. In such instances, the approval of the Board will be necessary if the Complainant does not provide his express consent to waive off confidentiality.

### **3.4. Anonymous complaints of Harassment or Discrimination**

Complainants are encouraged to put their names to their complaints to aid appropriate enquiry. However, individuals may wish to raise concerns anonymously. Anonymous reports of wrongdoing are accepted either verbally through the Concern Line or in writing through the Case Management Tool (CMT). It is mandatory for anonymous reports of suspected wrongdoing to provide substantiated supportive evidence that allows confirmation of the background and likelihood of confirming the allegation from attributable sources. As outlined in ICRISAT's Concern Resolution Procedure, an anonymous complaint shall contain:

- i. The name of the alleged offender/ subject;
- ii. The date(s) and location of the alleged incident(s); and
- iii. The names of witnesses and any physical and/or documentary proof, which corroborate the allegation (e.g. e-mails, text or voice messages, photos, letters etc.).

### **3.5. Protection to the Complainant**

As a result of reporting under this Policy, protection shall be available provided that:

- i. The Complainant has chosen to identify themselves;
- ii. The Complaint is made in good faith;
- iii. The Complainant reasonably believes that the information, and any allegations contained in it, are substantially true;
- iv. The complaint is not made with malicious intent; and
- v. The Complainant is not acting for personal gain.

The Ethics Committee in consultation with the Enquiry Committee may exercise judgement to recommend, based on the seriousness, appropriate measures to the Director General to safeguard the interest of, and protect the Complainant from, retaliation at any time from the moment the Complainant comes forward. Protection measures are recommended in consultation with the Ethics Committee and the Complainant and can include, without being limited to, the following, on a case-by-case basis:

- i. Temporary re-assignment;

- ii. Transfer to another office or function for which the Complainant is qualified;
- iii. Placement on special leave with full pay; or
- iv. Any other appropriate action on a case-by-case basis, including security measures.

A workforce member who has engaged in harassment or discrimination cannot avoid disciplinary action by reporting the misconduct and seeking protection under this Policy. This Policy does not protect a workforce member from an adverse action which occurs independent of her/his disclosure under this policy, or for alleged wrongful conduct, poor job performance, any other disciplinary action, etc. unrelated to a disclosure made pursuant to this Policy. Depending upon the circumstances, a workforce member's reporting and degree of cooperation may be taken into consideration in determining the appropriate disciplinary actions, in accordance with ICRISAT's Disciplinary Procedures.

### 3.6. Rights of the Complainant and the Subject

#### 3.6.1. Rights of the Complainant

In the case of an allegation of discrimination or harassment, a complaint shall have following rights:

- i. **Right to be Heard:** Complainant has the right to receive an empathetic attitude from the Investigating Authority and the Enquiry Committee, in order to state his/her grievance in a fearless environment;
- ii. **Right to be informed:** The Investigating Authority and the Enquiry Committee keeps the Complainant updated on the formal status of their case and of the conclusions of the preliminary review. The Complainant will receive as much feedback as is appropriate under the circumstances, and subject to policy constraints, on the final outcome of the enquiry;
- iii. **Right to anonymity:** The Complainant has the right to ask for protection of their identity and disclosure only on their consent, in circumstances where it becomes a non-negotiable requirement for the enquiry;
- iv. **Right to report:** The Complainant has the right to report any kind of fear whether perceived or actual of intimidation or retaliation from the subject to the Investigating Authority or the Enquiry Committee;
- v. **Right to appeal:** The Complainant has the right to present an appeal where there is dissatisfaction with the recommendations/ findings of the Investigating Authority or the Enquiry Committee.

#### 3.6.2. Rights of Subject

In the case of an allegation of discrimination or harassment, a subject shall have the following rights:

- i. **Right to be heard:** The Investigating Authority and the Enquiry Committee must give adequate time and opportunity for the subject to communicate their perspectives;
- ii. **Right to be informed:** Subject shall be informed in writing by the Institute after the completion of the enquiry process;
- iii. **Right to appeal:** Subject shall have a right to present an appeal where there is dissatisfaction with the recommendations/ findings of the Investigating Authority or the Enquiry Committee.

Subjects have no right to ask for or be given information about the identity of the Complainant, even if it is available.

### **3.7. Management action on false disclosures**

A member of the workforce who knowingly makes false allegations of discrimination or harassment, including sexual harassment, or who raises a protected disclosure to settle a personal grievance, shall be subject to disciplinary action, up to and including termination of employment, in accordance with ICRISAT's disciplinary procedures. Further, this Policy may not be used as a defense by a member of the workforce, against whom an adverse personnel action has been taken, independent of any disclosure made by them and for legitimate reasons or cause under Institute's policies, procedures and/or guidelines.

### **3.8. Procedure for reporting suspected discrimination and/or harassment**

ICRISAT, through its 'Concern Resolution Procedure', provides multiple avenues to its workforce to raise complaints related to discrimination and harassment. The Concern Resolution Procedure can be used to report concerns such as, protected disclosures, grievances, and complaints of discrimination, bullying, victimization and harassment.

### **3.9. Conflict of interest**

If an actual or potential conflict of interest exists, making it prudent for an Ethics Committee member to recuse himself/ herself from the case or enquiry at hand, the concerned Ethics Committee member will recuse himself/ herself by declaring the conflict of interest to the Committee Chair.

Also, in case a conflict of interest arises concerning the Investigating Authority undertaking the preliminary prima facie review of a case or one of the Enquiry Committee members in the course of the enquiry (either identified by the Ethics/ Enquiry Committee or declared by the concerned member himself/ herself), he/ she should be recused from the rest of the proceedings related to the case or the enquiry process.

In the event of a conflict of interest concerning the Ethics Committee Chair, the DG should be informed of the same and he/ she should nominate an interim Ethics Committee Chair to hold office until the proceedings of the said case are closed.

### **3.10. Awareness raising & trainings**

- a) New members of the Institute's workforce should be made aware of this Policy at the time of onboarding and they must complete the training on prevention of discrimination and harassment, including sexual harassment.
- b) The ICRISAT Human Resource Unit should conduct mandatory annual refresher trainings on this Policy and monitor closely the participation of each member of the workforce in these sessions.
- c) The ICRISAT Human Resource Unit should also take initiatives to raise awareness around prevention of discrimination or harassment, including sexual harassment in consultation with the Ethics Committee and the GDI Committee.

### **3.11. Reporting**

Upon receipt of the formal concern, the Ethics Committee will provide the relevant details of the case to the DG along with details of the Investigating Authority and members of Enquiry Committee (when an Enquiry Committee is institutionalized), as per the Institute's

Concern Resolution Procedure, unless the case involves the DG or any member of the Ethics Committee (as defined in Concern Resolution Procedure).

An annual status report on the total number of complaints received under this Policy during the period, with a summary of the findings and the corrective actions taken, will be provided to the Governing Board by the Ethics Committee.

### **3.12. Access to records and documents**

All reports and records associated with 'Complaints' are considered confidential information and access will be restricted to the Enquiry Committee, the Ethics Committee, DG and the Governing Board as appropriate. 'Complaints' and any subsequent enquiries, reports or resulting actions will generally not be disclosed to the public except as may be required by any legal requirements or regulations or by any Institute policy/ procedure/ guideline in place at that time.

Where any person entrusted with the duty to handle or deal with the complaint, enquiry or any recommendations or action to be taken under the provisions of this Policy, contravenes the provisions, she/ he shall be liable for suitable action as per ICRISAT's Disciplinary Procedures.

### **3.13. Retention of documents**

All disclosures in writing or documented along with the results of the enquiry relating thereto shall be retained on the Case Management Tool and or by the Institute for a minimum period of seven years.

### **3.14. Monitoring**

- a) The Ethics Committee shall define and implement objective metrics to monitor effectiveness of this Policy and the complaints raising mechanism of the Institute. These should include (but are not limited to):
  - i. Number of complaints raised under this Policy
  - ii. Number of complaints found to be 'genuine' post completion of the enquiry process
  - iii. Number of open enquiries
  - iv. Status of ongoing enquiries
- b) The Ethics Committee shall include a summary of performance against the metrics defined in the annual status report presented to the Board.

## 4. Appendix

### 4.1. Key Terms

Term	Definition
<b>Dignity</b>	The right of a person to be valued and respected for their own sake and to be treated ethically.
<b>Disciplinary Action</b>	Any action that can be taken on the completion of/ during the enquiry proceedings, including but not limited to a warning, imposition of fine, suspension from official duties or any such action as is deemed to be fit considering the gravity of the matter, in accordance with the Institute's policies, procedures and/or guidelines.
<b>GDI Committee</b>	It is a committee set up under the Gender, Diversity and Inclusion (GDI) Policy of the Institute. It is responsible for ensuring compliance related to GDI principles specified in the policy.
<b>Good Faith</b>	A member of the workforce shall be deemed to be communicating in 'good faith' if there is a reasonable basis for communication of unethical practices or any other alleged wrongful conduct. Good faith shall be deemed lacking when the member of workforce does not have personal knowledge on a factual basis for the communication or where s/he knew or reasonably should have known that the communication about the unethical and improper practices or alleged wrongful conduct is malicious, false or frivolous.
<b>Institute</b>	International Crops Research Institute for the Semi-Arid Tropics (ICRISAT)
<b>Investigating Authority (IA)</b>	The Investigating Authority is a member of the Ethics Committee elected by the Committee to perform a prima facie or preliminary review of the concerns/ complaints raised under this Policy.
<b>Policy Council</b>	A council consisting of nominated members from the ICRISAT Executive Team, constituted for ensuring compliance with the policy management framework of ICRISAT.
<b>Protected Disclosure</b>	A concern raised via the concern line number or on the Case Management Tool made in good faith that discloses or demonstrates information that may evidence illegal, unethical or improper activity. Protected disclosures/ disclosures should be factual and not speculative in nature.
<b>Respectful Treatment</b>	Respectful treatment demonstrates, in judgement, actions and behaviors, a commitment to creating a work environment that encourages diverse perspectives and upholds the dignity of individuals.
<b>Retaliation</b>	A direct or indirect administrative decision and/or action that adversely affects the employment or working conditions of a Complainant. Such action is taken for the purpose of punishing, intimidating or injuring the Complainant because the individual has: <ul style="list-style-type: none"> <li>Reported suspected wrongdoing that implies a significant risk to the Institute; and/or</li> </ul>

	<ul style="list-style-type: none"> <li>• Cooperated with a duly authorized audit or an enquiry of a report of wrongdoing.</li> </ul> <p>Retaliation can include, without being limited to:</p> <ul style="list-style-type: none"> <li>• Harassment;</li> <li>• Discrimination;</li> <li>• Unsubstantiated negative performance appraisals;</li> <li>• Unjustified contractual changes: termination, demotion, reassignment or transfer;</li> <li>• Unjustified modification of duties;</li> <li>• Unjustified non-authorization of holidays and other leave types;</li> <li>• Unjustified termination or compensation decreases, or poor work assignments or threats of physical harm</li> <li>• Malicious delays in authorizing travel, or the provision of entitlements;</li> <li>• Threat to the Complainant, their family and/or property including threats that may come from outside ICRISAT.</li> </ul> <p>Retaliation will be treated as gross misconduct and is subject to appropriate disciplinary action.</p>
<b>Subject</b>	A person or group of persons against, or in relation to whom, a Concern/ Complaint/ Protected Disclosure / Disclosure is made or evidence gathered during the course of an enquiry under this Policy.
<b>Workforce</b>	Refers to particular individuals who have a contractual relationship with ICRISAT such as members of Regular Staff Cadres, members of the Non-Regular Special Assignments category, members of Short-term contracts, members of Job-contracts, Learner-Participants and Third-party contractors; regardless of their position, type of employment, or location.

#### 4.2. Reference Documents/ links

- A. Ethics Policy
- B. Ethics Committee - TOR
- C. Gender Diversity and Inclusion (GDI) Policy
- D. Whistle Blowing and Protection from Retaliation Policy
- E. Conflict of Interest Policy
- F. Code of Conduct
- G. Concern Resolution Procedure