

## 6.1 Equality of Opportunity

Tactical Tech is committed to eliminating discrimination and encouraging diversity among its team. The organisation's aim is that the team is truly representative of all sections of society and each employee feels respected and able to give of their best.

To that end the purpose of this policy is to provide equality and fairness for all in Tactical Tech's employment and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. Tactical Tech opposes all forms of unlawful and unfair discrimination.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of competence and ability. All employees will be helped and encouraged to develop their full potential. The talents and resourcefulness of all team-members will be fully utilised to maximise the efficiency and professionalism of the organisation.

### **Equality of opportunities and anti-discriminatory measures in practice at Tactical Tech:**

- A three-phase recruitment process with the involvement of various parties at the organisation (see section "Recruitment, Selection and Contracts").
- A thorough on-boarding process including an introduction to grievance, anti-discriminatory, anti-mobbing policies of the organisation.
- An peer annual review process that encourage development and progression opportunities.
- A Code of Conduct that is acknowledged and signed by all staff members that promotes dignity and respect for all.
- A Review of the policy at least every two years (see section 'Duration of this policy')

Breaches of Tactical Tech's Equality Policy will be regarded as misconduct and could lead to disciplinary proceedings (Please refer to section below 'Grievance, bullying and harassment' for further details.)

## 6.9 Anti-Discrimination, Bullying and Harassment policy

Tactical Tech is committed to providing its staff with a work environment free from bullying, persecution and sexual harassment.

The purpose of the grievance, bullying and harassment policy is to provide an opportunity for you to raise concerns with Tactical Tech about your work; the conduct of the organisation or partners, or a fellow team-member whose actions have affected you, both within or outside the workplace.

Typical examples of this type of problem would be:

- Terms and conditions of employment
- Health and safety
- Organisational change
- Equal opportunities
- New working practices
- Relationships at work, including unjustified criticism and sarcasm from a colleague; public or private humiliation; shouting; rage or in extreme cases – violence.
- Unfair delegation of responsibilities; setting impossible deadlines; unnecessary work interference; blocking access to necessary information; ongoing lack of credit for work contribution; refusal of reasonable requests without any clear grounds
- Any form of repeated, unwelcome and unacceptable conduct that can be felt as offensive, humiliating or intimidating such as oral or written insults, physical contact, gestures, jokes, displaying pictures, emblems that are offensive to any members of staff, aggression, intimidation and threats
- Sexual harassment

### What steps you can take

- The first possible step is to **raise your grievance informally** (verbally, by e-mail or other means of communication such as chat or messaging) with your Line Manager, the HR Manager or member of the Executive Team.
- You might want to talk to a colleague first if you feel having support in raising grievance will be helpful.
- This will ideally lead to a speedy resolution of the problem. If the problem cannot be resolved informally, or the issue in question concerns your Line Manager or any member of Management and Executive Team, you should formalise your grievance.

**If you decide to formalise grievance** – an official complaint, should be delivered in a written form (e-mail or printed) to: HR Manager and / or your Line Manager and / or a member of the Executive Team.

The table below helps to have an overview, who should be contacted in specific cases of complaint:

Complaints regarding:	should be addressed to:
Colleague	HR Manager, your Line Manager, a member of the Executive Team
External Partner	HR Manager, your Line Manager a member of the Management or the Executive Team
A Management Team member or Line Manager	Executive Director at least one other member of Executive Team
An Executive Team member	HR Manager Executive Director if applicable or another member of the Executive Team Supervisory Board Member <a href="mailto:board@tacticaltech.org">board@tacticaltech.org</a>
Executive Director	HR Manager Supervisory Board Members <a href="mailto:board@tacticaltech.org">board@tacticaltech.org</a>
Supervisory Board Member	Chief Operations Officer

### Process / what steps will be taken by Tactical Tech

- The Line Manager, HR Manager, member of the Executive Team or Board will acknowledge the receipt of the complaint within 48 hrs. and take measures to respond to your concerns.
- As a first step, a hearing of the issues will take place, inviting any other appropriate member of staff to assist. The hearing will be held by the HR Manager together with a member of Executive Team or any other assigned member of staff appropriate to the matter. Details of the hearing will be documented.
- The Executive Team member or HR Manager will provide you with their findings in respect of the grievance hearing in writing within a maximum ten working days.
- If this doesn't resolve the situation, you should appeal to the Executive Director, who will assign an appropriate person to hold a further hearing. The outcome of the appeal hearing will be documented and shared with you in writing.
- At this stage the Executive Director (or another member of Executive Team) will make a decision as to whether an external counsellor or mediator should be brought in to take appropriate steps and measures as necessary.
- This process will also be documented and the final outcome and following decisions if any, will be put in writing and shared within ten working days of the final hearing or counselling meeting.

### Follow up and prevention measures

Records of any warnings for bullying or harassment will remain on an employee's file for two years and may be used if any further allegations of a similar nature occur in the future. Regular checks will be made by the person responsible for investigating the complaint to ensure that the bullying/ harassment has stopped and that there have been no repercussions or victimisation.

Retaliation by any party of any kind, including causing unnecessary stress and anxiety, against a member of the staff for complaining, or taking part in an investigation concerning bullying/ harassment is considered to be harassment and will result in steps taken. Cases where such a behaviour is proven will be examined by the Executive Team with serious consequences which could include dismissal.

A Code of Conduct is acknowledged and signed by all staff members that promotes dignity and respect for all.

This policy is reviewed at least every two years (see section 'Duration of this policy').

## 4.9 Code of Conduct

### Introduction

In keeping with its vision and values, Tactical Tech is committed to maintaining the highest degree of ethical conduct among all its staff and associated personnel. To help increase understanding, this Code of Conduct details Tactical Tech's expectations of employees in key areas.

### Scope and purpose

This Code of Conduct applies to all contracted staff, international and local, employed by Tactical Tech. Adapted Codes of Conduct are applicable to volunteers, partners, contractors and suppliers.

The purpose of this Code of Conduct is to set out the conduct expected of Tactical Tech staff whilst under contract to the organisation, and forms part of all contracts of employment. The Code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

Whilst recognising that local laws differ considerably from one country to another, Tactical Tech is an International Non-Governmental Organisation, and therefore the Code of Conduct is developed from international and UN standards. Tactical Tech staff are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.

### Code of Conduct Standards

As a Tactical Tech employee I will:

Uphold the integrity and reputation of Tactical Tech by ensuring that my professional and personal conduct is consistent with Tactical Tech's values and standards

- I will treat all people fairly with respect and dignity
- When working in an international context or travelling internationally on behalf of Tactical Tech, I will be observant of all local laws and be sensitive to local customs
- I will seek to ensure that my conduct does not bring Tactical Tech into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on Tactical Tech premises or accommodation

Ensure respect for others at all times and agree not to engage in illegal, abusive nor exploitative actions

- I will comply with Tactical Tech's safeguarding policy.
- I will not engage in abusive, illegal or exploitative conduct.
- I will not engage in physical, emotional or psychological assault or abuse.
- I will not engage in any form of discrimination in regards to diversity, race, prejudice, racism, xenophobia, nationalism, intolerance, homophobia, transphobia, bullying, or hate speech.
- I will comply with Tactical Tech's Anti-Discrimination, Bullying and Harassment policy.

Be responsible for the use of information, assets and resources to which I have access by reason of my employment with Tactical Tech

- I will ensure that I use Tactical Tech assets and resources entrusted to me in a responsible manner and will account for all money and property.
- I will not use Tactical Tech IT equipment, software or e-mail and social media platforms to engage in activity (as listed above) that is illegal under local or international law or that encourages conduct that would constitute a criminal offence.
- I will not use Tactical Tech IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse

Ensure the safety, health and welfare of all Tactical Tech staff members and associated personnel (volunteers, partners, suppliers and contractors)

- I will adhere to all legal and organisational health and safety requirements in force at my location of work
- I will comply with any local security guidelines and be pro-active in informing the HR Manager of any necessary changes to such guidelines
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work.

Perform my duties and conduct my behaviour in a manner that avoids conflicts of interest

- I will declare any financial, personal or family interest in matters of official business which may impact on the work of Tactical Tech
- Without declaring it in advance, I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within Tactical Tech, to any person with whom I have a financial, personal, family (or close intimate relationship) interests
- I will inform the HR Manager before agreeing to being nominated as a prospective candidates or another official role for any political party
- I will not accept significant gifts from governments, communities with whom we work, donors, suppliers and other persons which have been offered to me as a result of my employment with Tactical Tech without declaring it.

Uphold confidentiality

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so

## Complaints and reports

Tactical Tech staff are obligated to inform the HR Manager of any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the Standards contained in this Code. Tactical Tech staff reporting concerns are protected by the Tactical Tech Grievance Policy.

If the staff member does not feel comfortable reporting to the HR Manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate senior management team member or if necessary refer to the board escalation policy.

Staff members receiving reports or concerns are obliged to action or refer the report immediately as per Tactical Tech's procedures for dealing with problems in the workplace, and Anti-Discrimination, Bullying and Harassment policy.