

WORKPLACE CULTURE REPORT FY 18

Plan International provides a safe and inclusive workplace where staff and associates are treated with dignity, courtesy and respect. We are committed to fostering a positive working environment for all, regardless of gender, ethnicity, sexual orientation and other differences.

To create an enabling and safe workplace, we are adopting the principles of feminist leadership to promote diversity and equality in the workplace. This recognises the structural inequalities within workplace that contribute to discrimination and uncovers the root causes of power abuse and how it manifests itself.

Examples of our work on internal culture include:

- Employee network forums to create safe spaces and ensure the voices of under-represented groups are heard
- A new leadership framework that encompasses feminist principles
- Staff wellbeing initiatives and activities
- Gender-related key performance indicators for recruitment and talent management to ensure there is more equal representation of men and women at leadership level
- Positive role modelling and living our organisational values by including criteria on gender equality and girls' rights and inclusion in annual staff Global Awards

Guidance for staff and associates

Our Values and Behaviours Framework highlights that equality and inclusion are integral to how we work together.

Our Code of Conduct clearly outlines and regulates the conduct expected of all staff, regardless of location and context in which they work. We have a zero-tolerance approach towards discrimination, bullying and/or harassment (including sexual harassment).

Our Harassment, Bullying and Discrimination Policy includes the preventive and response measures we apply as well as mechanisms to deal with workplace misconduct:

- The policy requires our staff understand the issues of harassment, bullying and discrimination and their responsibility for speaking out and keeping other colleagues safe.
- We have robust reporting procedures, including anonymous channels, to enable instances to be consistently managed.
- We take allegations of harassment, bullying and discrimination seriously and respond promptly and with sensitivity to every complaint.

It is important that workplace misconduct incidents and their reporting are understood in the appropriate context. Plan International has over 10,000 staff in more than 75 countries where the organisation is active.

Zero workplace misconduct cases would be a cause for concern as, reporting of cases and response to them indicate that the systems in place are working and people feel confident and empowered to report breaches. A robust system and raising awareness about reporting are pivotal to a zero-tolerance approach to harassment, bullying and discrimination.

Plan International carries out internal investigations when reports are received. Depending on the nature of the cases, we also carry out independent investigations. A range of actions are taken on all confirmed breaches in accordance with our policies. This includes terminating engagement with the individuals involved and/or formal warnings, as well as mediation between the parties concerned.

For staff affected by workplace misconduct breaches, Plan International provides support sensitive to their needs and circumstances. For example, this includes supporting victims to access services that provide medical, psychosocial and other support.

During **fiscal year 2018**, Plan International managed 18 workplace incidents involving staff members.

Of the 18 incidents:

- 3 incidents were found **not to be** policy breaches.
- 9 incidents were confirmed as sexual misconduct and/or harassment, as defined by our policy. In six of these cases the engagement of the individuals involved with Plan International was terminated, the remaining three resulted in a formal warning being issued.
- 4 incidents were confirmed as workplace harassment. Two of these cases resulted in formal warnings being issued to those involved and in the other two mediation between both parties was agreed.
- 2 cases were confirmed as discrimination. One of these cases resulted in a formal warning being issued and in the other case the engagement of the individual involved with Plan International was terminated.

As a standard practice, our investigations include reviewing of workplace misconduct mechanisms and any gaps identified are addressed and additional measures are put in place where required.