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Dignity at Work Policy 2026

Reviewed: August 2026
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Camara Education ("the organisation") is committed to protecting the dignity of all employees, volunteers and others working on behalf of the organisation and to promoting a working environment in which everyone is treated with respect.

Camara Education is committed to providing a work environment free from bullying, harassment, sexual harassment, discrimination, racism and other disrespectful or inappropriate behaviour. Complaints or concerns about such conduct will be taken seriously and dealt with appropriately in accordance with this policy and applicable local employment and equality legislation.

The organisation values diversity, equality and inclusion and recognises that the behaviour of everyone working with Camara Education contributes to a positive and respectful working environment.

This policy applies across Camara Education to all employees, volunteers, interns, consultants and contractors. Everyone covered by this policy is expected to be aware of the impact their behaviour may have on others.

The policy applies wherever work-related activities take place, including Camara Education premises, remote working environments, field activities, business travel, training, conferences, meetings, online communications and work-related social events.

Camara Education also expects customers, partners, service providers, contractors, suppliers and others interacting with its personnel to behave in a manner consistent with the principles of this policy.

Bullying, harassment and sexual harassment can involve an abuse of power and may occur in relationships where there is unequal authority, including manager/subordinate relationships. However, inappropriate behaviour can also occur between peers or involve third parties.

Bullying

Bullying in any form is prohibited within Camara Education and will not be tolerated.

Workplace bullying is repeated inappropriate behaviour, whether direct or indirect, conducted by one or more persons against another individual or group in the workplace or in the course of work, which could reasonably be regarded as undermining an individual's right to dignity at work.

Bullying can take many forms, including verbal, physical or psychological behaviour, exclusion, intimidation or inappropriate online conduct.

Bullying is distinct from reasonable management action, legitimate performance management, constructive feedback, differences of opinion and ordinary interpersonal conflict. Such matters should be addressed appropriately through normal management or grievance procedures.

Examples of bullying behaviour may include, but are not limited to:

- Personal insults or name-calling
- Persistent unjustified criticism or ridicule
- Shouting or aggressive behaviour
- Deliberately isolating or excluding an individual
- Unreasonably withholding information necessary to perform a role
- Repeatedly setting unreasonable or impossible tasks or deadlines
- Unfair or deliberately inappropriate allocation of duties
- Using aggressive, threatening or obscene language
- Making inappropriate or offensive jokes or comments
- Spreading malicious rumours, gossip or innuendo
- Intimidation or implied threats
- Pestering, inappropriate monitoring or stalking
- Deliberately undermining an individual's work or contribution
- Pressuring an individual to undertake inappropriate or unacceptable actions against their will

Workplace bullying may also occur outside the normal workplace in connection with work, including during field activities, business travel, conferences, training, meetings, online communications and work-related social events.

Harassment

Harassment is unwanted conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Harassment may include spoken words, written or electronic communications, gestures, images, physical behaviour or other conduct. It may involve a single serious incident or a pattern of behaviour.

Harassment may relate to a characteristic protected under applicable equality or employment legislation. Depending on the jurisdiction, these may include characteristics such as:

- Gender or sex
- Marital or civil status
- Family status
- Age
- Sexual orientation
- Race, colour, nationality, ethnic or national origin
- Religion or belief
- Disability
- Membership of the Traveller community
- Any other characteristic protected under applicable local law

Examples of harassment may include:

- Verbal harassment – offensive jokes, comments, ridicule, insults or remarks
- Physical harassment – inappropriate physical contact, jostling, shoving or assault
- Written or electronic harassment – inappropriate emails, messages, images, social media communications or other written material
- Intimidatory behaviour – threatening gestures, posturing or other intimidating conduct
- Deliberate isolation or exclusion
- Aggression or threats
- Displaying or circulating offensive material
- Pressuring an individual to behave in a manner that conflicts with their protected characteristics, beliefs or dignity

Sexual Harassment

Sexual harassment is any form of unwanted verbal, non-verbal or physical conduct of a sexual nature that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Sexual harassment may take many forms and a single incident may be sufficient to constitute sexual harassment. Examples may include, but are not limited to:

- Leering, sexual gestures or whistling
- Displaying or circulating sexually suggestive or explicit images or material
- Requests or demands for sexual favours

- Sending sexually suggestive, explicit or pornographic messages, images, emails or other communications
- Sexual comments, jokes, questions or innuendo
- Unwanted physical contact, including touching, patting, pinching or deliberately brushing against another person's body
- Sexual assault or other non-consensual sexual contact
- Repeated requests for dates or social activity after it has been made clear that such approaches are unwelcome
- Offering or implying employment-related benefits, opportunities or rewards in return for sexual favours
- Threatening or implying negative consequences for refusing sexual advances
- Unwanted flirtation, suggestive remarks or sexual attention

Sexual harassment does not need to be repeated for it to constitute a breach of this policy. Conduct that may have been intended as a joke or without offence may still constitute sexual harassment where it is unwanted and has the effect described above.

Consensual personal relationships between colleagues are not in themselves sexual harassment. However, all individuals remain responsible for ensuring that their conduct at work and in work-related situations is appropriate and respectful.

Rights and Responsibilities

Everyone working or volunteering with Camara Education has a responsibility to contribute to a working environment free from bullying, harassment, sexual harassment, discrimination and other inappropriate behaviour.

Employees and volunteers are encouraged to raise concerns about inappropriate behaviour that they experience or witness. Managers have a particular responsibility to promote appropriate standards of behaviour and to respond appropriately to concerns or complaints brought to their attention.

Any employee who is found, following an appropriate investigation and disciplinary process, to have engaged in bullying, harassment, sexual harassment or other serious inappropriate behaviour may be subject to disciplinary action, up to and including dismissal, in accordance with applicable disciplinary procedures and local employment law.

Where appropriate, serious matters may also be referred to the relevant authorities in accordance with applicable law.

Camara Education will take complaints of bullying, harassment and sexual harassment seriously and will seek to address them in a timely, fair, impartial and appropriately confidential manner. Individuals

raising concerns in good faith will be supported and will not be subjected to retaliation or victimisation for doing so.

Camara Education provides both informal and formal procedures for addressing complaints of bullying, harassment and sexual harassment, as set out below.

Complaints Procedure

All employees and volunteers of Camara Education have the right to raise a complaint if they believe they have experienced bullying, harassment or sexual harassment. Anyone who witnesses or becomes aware of inappropriate behaviour towards another individual or group is also encouraged to raise their concern through the appropriate channels.

Complaints may be addressed through either the informal or formal procedure, depending on the nature and seriousness of the matter. An individual is not required to use the informal procedure before making a formal complaint.

Informal Procedure

The purpose of the informal procedure is to provide an opportunity, where appropriate, to resolve less serious concerns quickly, sensitively and at an appropriate local level.

Where an individual feels comfortable doing so, they may tell the person concerned that their behaviour is unwelcome or inappropriate and ask them to stop. In some circumstances, the person may not have realised that their behaviour was causing offence or distress.

However, no employee or volunteer is required to approach or confront the person whose behaviour is causing concern, particularly where the matter involves sexual harassment, threatening behaviour, a power imbalance or where they otherwise feel uncomfortable or unsafe doing so.

An employee or volunteer may instead seek assistance from their line manager or relevant Country Director. Where the concern involves that person, or the individual does not feel comfortable raising the matter through normal management channels, they may raise it directly with the CEO.

Where appropriate, a manager may assist in seeking an informal resolution. Any such approach should be handled sensitively, fairly and without unnecessary confrontation.

An employee or volunteer may choose to proceed directly to the formal procedure at any time. This may be appropriate where the alleged behaviour is serious, where an informal approach would not be appropriate, or where the individual simply does not wish to pursue the matter informally. Choosing not to use the informal procedure will not be held against the person raising the concern.

Where an informal approach has been attempted but has not resolved the matter, the formal procedure may be used.

Formal Procedure for Dealing with Reported Incidents

1. A formal complaint should normally be made in writing to the employee or volunteer's line manager, relevant Country Director or the CEO. Where possible, the complaint should provide details of the alleged incident or behaviour, including relevant dates, locations, individuals involved and any witnesses.
2. The person against whom the complaint has been made will be informed of the allegations and provided with sufficient information to understand and respond to the complaint, subject to applicable confidentiality, privacy and legal requirements.
3. Both parties will be given a fair opportunity to provide information, respond to the allegations and participate in the process. They may be accompanied at formal meetings in accordance with Camara Education's applicable procedures and local employment law.
4. The complaint will initially be reviewed by an appropriate impartial person appointed by Camara Education to determine how the matter should proceed. Depending on the nature and seriousness of the complaint, this may include considering whether informal resolution or mediation is appropriate.
5. Where informal resolution or mediation is inappropriate, unsuccessful or not agreed, a formal investigation may be undertaken. The investigation will be conducted fairly and impartially with the purpose of establishing the relevant facts.
6. Appropriate confidentiality will be maintained throughout the process as far as reasonably possible. However, information may need to be shared with relevant individuals in order to investigate the complaint fairly, comply with legal obligations or allow individuals to respond to allegations made against them. Anyone participating in the investigation will be expected to respect the confidentiality of the process.
7. Relevant witnesses may be interviewed and appropriate documentation or other evidence may be considered as part of the investigation. Both parties will be given a reasonable opportunity to respond to relevant information where required to ensure a fair process.
8. At the conclusion of the investigation, both parties will be informed of the outcome of the complaint and provided with appropriate information regarding the findings, subject to confidentiality, privacy and applicable legal requirements.
9. Where a complaint is upheld and disciplinary action may be appropriate, any such action will be considered separately in accordance with Camara Education's applicable disciplinary procedures and local employment law.

10. Appropriate records of the complaint, investigation and outcome will be maintained securely and in accordance with Camara Education's Data Protection Policy and Documentation Retention Policy and Schedule.

Employees and volunteers may approach their line manager, relevant Country Director or the CEO for confidential guidance or support at any stage of the process. Information will be treated sensitively and shared only where reasonably necessary to address the matter, ensure a fair process or meet legal obligations.

Where a complaint is upheld and the matter involves an employee, any appropriate disciplinary action will be considered in accordance with Camara Education's Disciplinary Policy, applicable procedures and local employment law. Depending on the seriousness of the matter, disciplinary action may range up to and include dismissal.

Where the matter involves a volunteer, consultant, contractor or other person working with or on behalf of Camara Education, appropriate action will be taken in accordance with the nature of their relationship with the organisation and any applicable contractual or legal requirements.

The person who raised the complaint will be informed that the investigation has been completed and whether the complaint has been upheld, not upheld or otherwise resolved. Where appropriate, they will be informed that appropriate action has been taken. Details of any disciplinary action taken against another individual will normally remain confidential.

Where an investigation does not substantiate the allegations, both parties will be informed that the investigation has been completed and that the complaint has not been upheld.

Records relating to complaints, investigations and any resulting disciplinary action will be maintained securely and retained in accordance with Camara Education's applicable policies, including its Data Protection Policy and Documentation Retention Policy and Schedule.

Unsubstantiated or Malicious Allegations

Where an allegation is made in good faith but is not substantiated following an investigation, no disciplinary action will be taken against the person who raised the concern simply because the complaint was not upheld.

However, where there is evidence that an individual has knowingly made a deliberately false, malicious or vexatious allegation, the matter may be addressed under Camara Education's applicable disciplinary procedures.

Retaliation and Victimisation

Camara Education will not tolerate retaliation or victimisation against any person who raises a concern or complaint in good faith, supports another person in raising a concern, provides information or participates in an investigation under this policy.

Where appropriate, management will follow up after a complaint to help ensure that inappropriate behaviour has ceased and that no retaliation or victimisation is occurring.

Any retaliation or victimisation may itself constitute misconduct and may result in disciplinary action in accordance with applicable procedures and local employment law.

Conclusion

Camara Education is committed to providing a working environment in which everyone is treated with dignity and respect.

An allegation of bullying, harassment or sexual harassment remains an allegation unless and until the matter has been appropriately investigated and determined. Where a complaint is upheld, appropriate action will be taken in accordance with Camara Education's policies, procedures and applicable local law.

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Ibolya Nemeth
CEO, Camara Education

Approved by: Camara Education Board