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**Government of Japan***



## Module 8 Summary

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## ETHICAL PRINCIPLE 8 – PREVENTING DISCRIMINATION, HARASSMENT & BULLYING

THE WHY, THE HOW AND YOUR DUTY	KEY LEARNINGS, CRITICAL DUTIES AND OBLIGATIONS	YOUR DUTIES AND OBLIGATIONS
 <p><b>SCENARIO</b></p> <p>TOXIC ENVIRONMENT FOR FEMALE EMPLOYEE</p>	 <ol style="list-style-type: none"> <li>1. Foster a culture committed to a zero-tolerance approach to discrimination, harassment, and bullying.</li> <li>2. Adopt systems and processes for employees and others that ensure the prevention of discrimination, harassment, and bullying.</li> <li>3. Be a role model and demonstrate to your peers that you prevent discrimination, harassment and bullying.</li> <li>4. Promote a positive and respectful environment for all stakeholders.</li> <li>5. Encourage engagement between people of different cultures, religions, and backgrounds.</li> <li>6. In meetings, conversations, and patient care, encourage the sharing of different perspectives.</li> <li>7. Minimise physical, language, cultural, and other barriers of access to services.</li> <li>8. Promote a disability-inclusive environment.</li> <li>9. In recruitment and selection activities, ensure that the workforce represents the communities and customers served.</li> <li>10. Acquaint yourself with the grievance and dispute resolution procedures adopted by your organisation.</li> <li>11. Provide channels of communication that encourage all stakeholders to raise concerns without fear of victimisation. Encourage conversations about perceived bias or discrimination.</li> </ol>	 <p><b>NOTES FOR MANAGERS</b></p> <p>Following good practice is non-negotiable!</p> 
 <p><b>LEGAL CASE</b></p> <p>SEXUAL HARASSMENT OF AN INTERN BY HEAD OF DEPARTMENT</p>	 <ol style="list-style-type: none"> <li>1. Implement and maintain legal processes and governance at board level, and review the same regularly.</li> <li>2. Monitor the reports on the Fraud and Ethics Reporting Lines, to identify sanitisation of reporting and reveal discriminatory practices.</li> <li>3. Ensure that all human resource management practices are monitored, reviewed, and reported on by senior management and subscribe to the highest standards and employee protection mechanisms.</li> <li>4. Monitor implementation of formal policies and procedures within the organisation to support best practice per the International Labour Organisation Conventions, with due regard for in-country laws and regulations.</li> <li>5. Protect mechanisms that promote freedom of association, particularly to belong to organised labour.</li> <li>6. Implement dispute resolution and grievance procedures.</li> <li>7. Advise patients, staff and customers of your zero tolerance policy to discrimination, harassment &amp; bullying.</li> <li>8. Implement zero tolerance policies regarding violence of any kind.</li> <li>9. Welcome people from diverse backgrounds and encourage different perspectives.</li> <li>10. Provide safe channels for people to raise concerns.</li> <li>11. Sensitise staff to what constitutes discrimination, harassment and bullying to eliminate behavioural misunderstanding.</li> </ol>	 <p><b>NOTES FOR SENIOR EXECUTIVES AND BOARD MEMBERS</b></p> <p>Feigning ignorance is not a valid defence!</p> 