

NEEDS MAP

Anti-Harassment, Intimidation and Bullying Policy

Needs Map

Needs Map is a social cooperative that brings together those in need with individuals, institutions and organizations that want to support them. In this context, it collects and verifies needs from individuals, institutions and civil society organizations and facilitates the matching of these needs with appropriate support through its map-based technology. At the same time, it undertakes an important mission in bringing together real needs and resources in humanitarian aid activities.

Policy Statement

Managers or officers are responsible for dealing promptly and fairly with any suspicion of harassment, sexual harassment, intimidation and/or bullying when brought to their attention, regardless of whether a complaint is made in writing or formally. Managers or officers must take all complaints or concerns seriously and ensure that any such conduct is reported promptly. They must take appropriate action to prevent retaliation or the recurrence of the prohibited conduct after a complaint is made and following any investigation.

Violation of the rules set forth in the Anti-Harassment, Anti-Threat and Anti-Bullying document indicates a major deficiency, harms the individuals we support, endangers the reputation of the institution and violates legal rules and standards. Harassment, threat and bullying behaviors by a person who contacts Needs Map are never acceptable. All employees and managers are responsible for complying with this policy and reporting any persons, incidents and suspicions they may have that they believe violate the policy. Those authorized by Needs Map in this regard are obliged to investigate Harassment, Threat and Anti-Bullying behaviors and take appropriate disciplinary measures.

Needs Map members, founders, board of directors, employees, representatives, consultants, interns, project partners, stakeholders, service providers and volunteers are obliged to report any persons or incidents that they believe violate the Anti -Harassment , Threat and Bullying Policy to the focal person determined by Needs Map or to the e-mail address etik@ihtiyacharitasi.org

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1.Introduction

This " Harassment, Threat and Bullying Policy" was created for the purpose of raising awareness, creating awareness and internalizing the existing rules and policies of the Needs Map members, founders, board of directors, employees, representatives, consultants, interns, project partners, stakeholders, service providers and volunteers regarding the Harassment, Threat and Bullying Policy. Within the scope of these rules, it is expected that the values produced will create a corporate culture. The Harassment, Threat and Bullying Policy Document is the public declaration of the Needs Map.

2. Purpose

The Anti-Harassment, Anti-Threat and Anti-Bullying Policy is to determine the principles necessary to create a working environment free from harassment, threats and bullying. Within this scope, Needs Map undertakes to raise awareness of harassment, threats and bullying among its employees, to prevent such incidents and to operate an effective investigation and sanction mechanism in case of such allegations or complaints.

3. Scope

Needs Map's Anti-Harassment, Anti-Threat and Anti-Bullying Policy is valid for members, founders, board of directors, employees, representatives, consultants, interns, project partners, stakeholders, service providers and volunteers, in any environment and under any circumstances, during or outside working hours.

4. Responsible Parties

While Needs Map members, founders, board of directors, employees, representatives, consultants, interns, project partners, stakeholders, service providers, and volunteers are responsible for the implementation of this policy; monitoring whether the policy is

implemented or not, and the procedures to be followed or actions to be taken when it is not implemented are the responsibility of the focal persons to be appointed by Needs Map.

This policy document contains the ethical values and principles that the parties and each employee, founder, board of directors, members, volunteers, interns, and all institutions and organizations that Needs Map works with must comply with. Needs Map founders, board of directors, employees, representatives, consultants, interns, project partners, stakeholders, service providers, and volunteers accept the obligation to act in accordance with this policy document based on the principle of honesty and sense of responsibility.

5. Definitions

Discrimination: Subjecting individuals to different treatment and restricting their rights based on characteristics such as gender, ethnicity, age, disability. Unfairly disadvantaged or discriminatory treatment of individuals or groups based on characteristics such as race, ethnicity, age, disability.

Intimidation : A person or group exhibits threatening behavior, insults, applies psychological pressure, exhibits aggressive behavior, or acts with the aim of intimidating and deterring another in order to establish superiority over another.

Zero Tolerance Principle: The principle of never tolerating any particular behavior, situation or policy. This approach is particularly important for violence, discrimination, bullying or illegal acts.

Harassment: Unwanted verbal, physical or non-verbal behaviors, behaviors that aim to create a hostile environment or to undermine a person's dignity based on personal characteristics such as gender, religion, age, disability, ethnicity.

Threat : A threat is a verbal, written, or physical warning intended to harm a person, group, or institution. A threat is usually made for intimidation purposes and is used to coerce a person or group into a desired behavior.

Bullying: Persistent, aggressive or abusive physical or verbal behaviour by an individual or group that exploits a power imbalance and makes a person feel threatened, humiliated or vulnerable.

6. Within the scope of the Needs Map to Combat Harassment, Threats and Bullying;

- It is committed to providing a safe, reliable and transparent working environment free from all forms of discrimination.
- Discrimination, disrespect, harassment, bullying, intimidation, threat and other inappropriate behavior are unacceptable.
- Addresses all concerns and reported incidents promptly and effectively; respects the confidentiality and protection of those who raise concerns.
- Investigates any reports it receives regarding harassment, threats or bullying in accordance with the procedures of the relevant policy, and provides grounds for disciplinary action, including dismissal.
- Needs Map has a zero tolerance policy regarding harassment, threats and bullying. All individuals must act in accordance with this policy 24 hours a day, 7 days a week, in and outside of their work areas. Respect for human dignity and protecting human rights are among the fundamental principles of Needs Map.

7. Within the scope of combating harassment, threats and bullying of Needs Map Employees;

- It does not contain any form of abuse, especially sexual abuse.
- He/she does not have sexual intercourse with anyone under the age of eighteen. He/she knows that a misconception about a person's age is not accepted as a defense.
- Does not exchange money, labor, goods or services for sexual exploitation. Does not purchase services from sex workers or provide services as a sex worker.
- It respects the fundamental rights of all people and does not make any discriminatory statements against individuals with gender, sexual orientation, disability, ethnicity, religion, language or other identities.
- Acts fairly, honestly and kindly, especially in environments where he/she represents the institution, and does not cause attitudes or situations that may lead to conflict.
- He/she strives for high standards in his/her work, takes responsibility and does not abuse his/her position.
- Does not engage in any behavior that would damage the reputation of Needs Map.
- Demonstrating good behavior and attitude is part of Needs Map's "Code of Conduct."

8. Intervention and Reporting

The victim has the right to complain about the “Fight Against Harassment, Threats and Bullying” issue and to have their complaints taken seriously in a fast, sensitive and confidential manner.

In case of violations of the requirements for Combating Harassment, Threats and Bullying, the notification and reporting mechanisms of Needs Map must be used. Needs Map members, founders, board of directors, employees, representatives, consultants, interns, project partners, stakeholders, service providers and volunteers are responsible for reporting concerns regarding harassment, threats and bullying. Needs Map is committed to ensuring that reporting mechanisms are accessible, confidential and sensitive to combating harassment, threats and bullying.

All members, founders, board of directors, employees, representatives, consultants, interns, project partners, stakeholders, service providers and volunteers of Needs Map are free from Harassment, Threats and Bullying. They can report their suspicions about the fight through a confidential reporting mechanism. A confidential reporting line and reporting mechanism will be established where all stakeholders, including children, can report their suspicions.

via e-mail to etik@ihtivacharitasi.org or to the focal persons determined by the Needs Map.

If a person associated with this policy makes a complaint verbally, the focal person must notify the focal person in writing of the information that the person making the verbal report has consented to be shared, and the focal person must follow the process.

In all cases, individuals to whom this policy applies are obliged to evaluate and take into consideration any victimization, retaliation or false accusations that may arise as a result of the notification, and to implement the relevant procedure in cases where it is detected.

9. Training and Capacity Strengthening

Needs Map regularly informs all employees, volunteers and related parties in order to raise awareness about combating harassment, threats and bullying and organizes periodic trainings. These trainings ensure that the responsibilities and obligations in combating such negative behaviors are understood, the awareness of the related parties is increased and the procedures

to be followed in cases of violations are clarified. Training programs are designed and continuously updated to include best practices regarding types of harassment, threats and bullying, detection of these behaviors, reporting processes and current legal regulations.

10. Review and Revision

Needs Map regularly reviews its policies against harassment, threats and bullying and updates them when necessary. Any changes made to the policy are communicated to all stakeholders in a timely manner and their feedback is received. Stakeholders' opinions and suggestions are taken into consideration to ensure that the policy is implemented more effectively and inclusively. Revision processes are carried out in accordance with relevant legal regulations and international human rights standards.