

INTERNATIONAL TRANSPORT WORKERS' FEDERATION (ITF)

POLICY ON MUTUAL RESPECT

At the ITF, we are committed to creating and maintaining a working environment based on equality, dignity and mutual respect.

We promote behaviour that fosters dignity and self esteem that is positive for individuals and the wider working environment. We do not make unfair distinctions on the basis of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, nationality, race, religion or beliefs, sexual orientation, parental and caring responsibilities.

The ITF's policy on Mutual Respect is set out below, including accompanying guidance and procedures for making, and responding to, complaints under this policy. This policy defines and prohibits various behaviours – in particular, harassment, bullying and victimisation. It explains the need for everyone across the ITF to contribute proactively to the creation of a culture of mutual respect and an environment in which everyone is treated equally and with dignity. The policy applies to everyone at the ITF (including affiliates and others who have a relationship with the ITF).

What we ask of you

As an organisation, individual, company or group with a relationship to the ITF, you are expected to uphold our policy. It applies in ITF workplaces, ITF meetings and activities, and social events linked to the ITF wherever they may take place in the world.

The ITF policy

- Treat everybody equally with respect and dignity regardless of their status or role.
- Ensure that your behaviour is positive and does not cause offence or misunderstanding.
- Respect the wide and diverse background of ITF affiliates, staff and others linked to the ITF.
- Report behaviour which breaches the policy whether you are directly affected by it or are a witness or third party to it.

Examples of behaviour that is against the ethos of the ITF policy and could create an intimidating, hostile, degrading, humiliating or offensive environment. This is not an exhaustive list.

- Jokes, banter, gossip, name calling or mimicry which could be taken as offensive
- Offensive, abusive or patronising language, insults and gestures
- Deliberate exclusion of an individual
- Misuse of power, position or authority (for example micro-management, over-burdening, inconsistent management)
- Unwanted physical contact
- Physical attack or assault
- Inappropriate remarks or propositions
- Intrusive questions or comments
- Unwelcome gifts
- Intrusion by pestering or stalking
- The display of pictures or images which could be considered offensive
- Threats or intimidation

The focus of this behaviour could be anything (for example, age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, nationality, race, religion or beliefs, sexual orientation, parental and caring responsibilities). In other cases, the behaviour may have no connection with any of the grounds listed above.

If the recipient (an individual or a group of people) feels their dignity has been violated then the behaviour is against the ethos of the ITF policy; do not forget that what you consider to be acceptable might not be to others. Alternatively, the behaviour may not be personally targeted at an individual or group, but instead may form part of a specific working environment or culture.

Behaviour which is against the ethos of the ITF policy could happen face-to face. It could also be by telephone or through electronic communications including email or social media.

Dealing with breaches of the ITF policy on mutual respect

If you are treated in a way which you consider to be in breach of the ITF policy, or you have witnessed or been told about behaviour which is of concern, report the incident to one of the following:

- Your ITF union representative
- The ITF human resources team
- The appointed ITF contact person if you are at an ITF meeting or activity.
You should be told at the start of the event who this person is.

As an employer with legal and moral responsibility for protecting staff, the ITF will take action to investigate reports of incidents which are considered to be in breach of the ITF policy on mutual respect. After any investigation parties involved will be told about the outcome and next appropriate steps.

For example, if the complaint is against an ITF employee, the ITF's internal disciplinary rules may be invoked. If the complaint involves a representative or an employee of an affiliate, the case will be taken up with the affiliate to ensure that they are aware of the facts and are able to take any action which they deem appropriate in the circumstances. Any other situation involving visitors not coming from affiliates will be dealt with directly by the ITF as it deems appropriate.

At the ITF we work to uphold the trade union values of dignity, respect and solidarity for workers around the world. We believe those same values should be upheld within the ITF. This policy is a tool to help us do that.