



Dignity and Respect at Work Policy

Policy scope	External/Internal
Approved by	SMT
Responsible Owner	Executive Director
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1. Policy Statement

Turning Point Foundation is committed to fostering a workplace where all individuals are treated with dignity and respect. Every person—regardless of their background, role, or status—has the right to work in an environment that is inclusive, safe, and free from harassment, bullying, or discrimination.

This policy sets out our commitment to upholding a culture of fairness, mutual respect, and zero tolerance for any form of misconduct that undermines personal dignity. It supports our broader safeguarding, ethical conduct, and equality frameworks, ensuring that everyone feels valued and heard.

2. Purpose

The purpose of this policy is to:

- Promote a respectful, inclusive, and positive working environment.
- Prevent and address behaviours that undermine dignity, such as bullying, harassment, discrimination, or abuse of power.
- Encourage staff and stakeholders to raise concerns without fear of retaliation.
- Outline clear procedures for dealing with complaints and concerns in a fair and timely manner.
- Reinforce TurningPoint's values of integrity, respect, and accountability.

3. Scope and Applicability

This policy applies to:

- All TurningPoint employees (permanent, temporary, full-time, part-time, interns, and volunteers).
- Board members, consultants, contractors, partners, and suppliers.
- Any individual acting on behalf of or representing TurningPoint.

The policy covers behaviours in the workplace, during work-related travel, events, trainings, online platforms, and any context where individuals are representing TurningPoint.

4. Principles

TurningPoint upholds the following principles:

- **Respect** – Everyone has the right to be treated courteously, regardless of role or identity.
- **Equality** – No one shall be discriminated against based on gender, age, disability, ethnicity, religion, sexual orientation, or any other identity.
- **Zero Tolerance** – We will not tolerate harassment, bullying, or any behaviour that undermines human dignity.
- **Accountability** – Everyone is responsible for maintaining respectful relationships and reporting concerns.



- **Support** – We will ensure all parties involved in a complaint are treated fairly and supported throughout the process.

5. Unacceptable Behaviour

TurningPoint defines unacceptable behaviour as any conduct that undermines another person's dignity, safety, or well-being in the workplace. This includes, but is not limited to:

a. Harassment

Unwelcome behaviour that offends, humiliates, or intimidates a person. It can be physical, verbal, written, or visual. Examples include:

- Offensive jokes or comments
- Unwanted touching or physical proximity
- Derogatory remarks based on race, gender, disability, or other identity
- Displaying offensive material (in print or electronically)

b. Bullying

Repeated unreasonable behaviour that intimidates, humiliates, or undermines a person. Examples include:

- Persistent criticism or belittling
- Deliberate exclusion or isolation
- Misuse of authority or assigning impossible tasks
- Shouting, threats, or aggression

c. Discrimination

- Any unfair treatment or denial of opportunity based on personal characteristics such as gender, age, disability, ethnicity, religion, caste, sexual orientation, or political affiliation.

d. Abuse of Power

- Exploiting one's position of authority or influence to intimidate, coerce, or exploit others. This includes inappropriate demands, favouritism, or retaliation against someone who raises a concern.
- All staff must take responsibility for their behaviour and act with kindness, professionalism, and sensitivity to others.

6. Roles and Responsibilities

a. Executive Director

- Ensures organisational culture reflects the values of dignity and respect
- Oversees implementation of this policy
- Supports appropriate investigations and remedial action

b. Managers and Supervisors

- Lead by example and maintain a respectful environment
- Respond promptly to concerns or incidents
- Support staff through the reporting and resolution process

c. All Staff, Partners, and Volunteers

- Treat others with dignity and respect
- Avoid and report any unacceptable behaviour
- Cooperate in any investigation or resolution process

7. Reporting and Resolution Procedures

TurningPoint encourages early reporting of concerns. Individuals who experience or witness unacceptable behaviour can:

1. **Informally raise the issue** with the person involved (if safe and appropriate)
2. **Report to a manager or supervisor**
3. **Contact the HR Focal Point or Executive Director**
4. **Use the whistleblowing channel:**

 RaiseConcerns@turningpointbd.org

 +88-01886100906 (Confidential)

Complaints will be handled promptly, fairly, and confidentially. Where necessary, an investigation will be conducted, and disciplinary measures may follow, including formal warnings or dismissal in line with TurningPoint's HR and safeguarding procedures.

8. Confidentiality and Support

All concerns raised under this policy will be handled with discretion. Information will only be shared on a need-to-know basis. Retaliation against individuals who report in good faith is strictly prohibited.

- TurningPoint commits to supporting both complainants and respondents by:
- Providing access to emotional support or counselling where needed
- Ensuring no disadvantage is suffered due to making a complaint
- Offering mediation or facilitated dialogue where appropriate and agreed.

9. Monitoring and Review

The Senior Management Team will monitor the effectiveness of this policy through:

- Review of complaints and case records
- Staff feedback and internal surveys
- Integration into organisational performance assessments

This policy will be reviewed annually, or sooner if needed, to reflect changes in legislation, feedback from staff, and evolving good practice.

Approved by:

Senior Management Team, Turning Point Foundation

Date: 06 April 2025