MMV SEXUAL HARASSMENT POLICY

1. Purpose

MMV is committed to providing equal opportunity for all Staff Members, and creating a work environment that values respect for others in accordance with its Code of Conduct and its Diversity, Equity and Inclusion Policy.

The MMV Code of Conduct seeks to safeguard high standards of behavior and maintain MMV’s independence and effectiveness in the pursuit and achievement of its mission, and to ensure MMV Staff Members engage with each other in a spirit of inclusiveness and collegiality, treating each other with dignity and respect. This Policy supplements the MMV Code of Conduct.

MMV Staff Members are entitled to a workplace free of harassment, including harassment based on an individual’s sex, gender or sexual orientation. MMV has a zero-tolerance policy towards any form of sexual harassment. MMV is committed to fostering an environment where MMV Staff Members feel valued and respected, and are able to report concerns regarding incidents related to sexual harassment and other inappropriate behaviour of a sexual nature, and to provide information to investigators without fear of retaliation.

2. Definitions

“ELT” means the Executive Leadership Team of MMV

“Harassment” means improper or unwelcome conduct by a Staff Member against another Staff Member or MMV contractor that causes (or can be reasonably expected to cause) offence or humiliation, or that has the purpose or effect of violating an individual’s dignity, or that creates an intimidating or hostile working environment.

Harassment may present as words, gestures, written communications (including email), or other actions that annoy, intimidate, mentally or physically abuse, demean, or cause personal humiliation or embarrassment to another person, or create an intimidating, hostile or offensive work environment. Harassment may be deliberate, unsolicited, or non-coercive. It may be a single incident or a series of incidents. It may occur either in or outside of the office, including social events, after hours, or during business travel. The respectful expression of disagreement or, in a supervisory relationship, disagreement, admonishment or criticism or similar feedback regarding work performance, conduct or related issues, where it is based on objective grounds, does not constitute harassment.

“Misconduct” means any conduct that violates MMV policies, or any act of Harassment or Sexual Harassment.
“MMV Board” means the highest policy and decision-making body of MMV which ensures that MMV’s objectives are efficiently executed by the ELT.

“Sexual Harassment” is a form of Harassment and means any unwelcome sexual advance, request for sexual favour, or other verbal or physical contact of a sexual nature that is based on an individual’s sex, gender, or sexual orientation, and that either

a) has the purpose or effect of creating an intimidating or hostile workplace, or

b) is made a term or condition of employment, continued employment, or compensation, either expressly or implicitly, or when a hiring or promotion decision is based on an individual’s response to such conduct.

Anyone can be a victim of Sexual Harassment, regardless of their sex, gender, or sexual orientation, or the sex, gender or sexual orientation of the harasser, or their employment status.

“Staff Member” means a person working under an employment contract with MMV.

3. Speaking up

Sexual Harassment constitutes Misconduct and is therefore grounds for disciplinary action up to and including immediate termination of employment.

Staff Members shall report incidents of Sexual Harassment in good faith. False accusations, or intentional failure to disclose serious Misconduct, are themselves considered a violation of this policy. By reporting concerns, MMV Staff Members help protect themselves, their colleagues, and MMV's interests.

If a Staff Member is uncertain whether a situation should be reported or is unsure about whether a behaviour constitutes Sexual Harassment, they are encouraged to seek help and advice.

4. Getting help and advice, Reporting

Staff Members can seek the advice of, and report non-compliance with this Policy, through any of the following reporting options as detailed below and in the graphic on page 3:

- their Line Managers
- the General Counsel
- the Head of Human Resources
- the Help Line (communicated internally)
- or directly to the CEO under certain circumstances

MMV Line Managers are expected to create an environment of trust that encourages Staff Members to speak up and address compliance concerns. MMV Line Managers must report all matters and behaviors that violate this Policy to the General Counsel or the Head of HR, and should not investigate allegations before reporting.
All reports received by the General Counsel, the Head of HR or the Help Line must be reported to the Chief Executive Officer.

Any report of a violation of this Policy involving a member of the ELT must be reported directly to the Chief Executive Officer.

Reports about the Chief Executive Officer must be reported to the General Counsel, who will then report to the Chair of the MMV Board.

In addition, MMV has a dedicated email address that allows MMV Staff Members to report a compliance concern anonymously (mmvit.org/whistleblow). Emails are automatically directed to the Chief Executive Officer. If this option is chosen, the Staff Member should provide as much detail as possible to allow for investigation and action.

MMV’s service providers and contractors should report to their MMV Project Director or the General Counsel.

5. Investigation and Action

MMV will promptly investigate any potential incident of Sexual Harassment and is committed to investigate with due regard for the privacy of everyone involved. MMV recognizes the importance of confidentiality in the reporting of potential incidents of Sexual Harassment in order to ensure the dignity and rights of all people involved are respected, that individuals with information feel comfortable to come forward, and that the reputations of individuals are not damaged by inappropriate or premature disclosure. The number of people who are informed about any reported
complaint should be kept to a minimum. Wherever possible the identity of any person reporting Sexual Harassment will be kept confidential.

Anonymous reports may be assessed by the Human Resources department or MMV’s external advisors and may lead to an investigation where sufficient detail to allow for independent corroboration is provided.

All reports made under this Policy will be taken seriously, with no exceptions. MMV’s commitments upon receiving a report are as follows:

- Investigate in a professional, systematic and analytical way, ensuring a conflict-free, neutral forum for reports to be resolved;
- As much as possible, keep the identities of those who raise concerns, and those who may be implicated in any such report, confidential, with due regard for the privacy of all involved;
- Take immediate and appropriate disciplinary action if Sexual Harassment has been found; and
- Report back to the person(s) who raised a concern.

A Staff Member who makes a report in good faith acts in the interests of MMV. MMV will not tolerate any overt or subtle retaliation against Staff Members as a result of any report, where the report is made in good faith and is not made maliciously or for personal gain. Any retaliation can and should be reported to the Chief Executive Officer, the Head of Human Resources, or the General Counsel. There are serious consequences for retaliation, up to and including dismissal.

The MMV Board will be informed promptly of any violation of this policy that could significantly affect the reputation of MMV.

6. Training

MMV is committed to ensuring that effective sensitization and training measures are continuously developed and implemented with the aim to provide guidance and increase awareness of the risk of Sexual Harassment or other inappropriate behaviour of a sexual nature and to develop skills for understanding, detecting, preventing and reporting any form of Sexual Harassment by any MMV Staff Member.

7. Policy Review

This Policy will be maintained by MMV’s Quality Manager, subject to regular review by the ELT and approval by MMV’s Chief Executive Officer, MMV’s General Counsel and the MMV Board.

8. Communication

This Policy is available on MMV’s intranet and on MMV’s website.