

Policy on Sexual Misconduct: As it relates to Project Teams

It is the policy of Medical Ministry International (MMI) to treat all MMI agents, project directors and participants of with respect and dignity.

- Medical Ministry International has zero-tolerance for harassment, abuse or assault within its project environment.
- Medical Ministry International is committed to dealing with allegations in an open and transparent manner.
- Medical Ministry International's goal, to the best of its ability, is to assist complainants to find justice, resolution and healing, including, where appropriate, helping call those responsible to account.

Harassment on Project Teams

It is the policy of Medical Ministry International to provide all agents, project directors and participants with a pleasant environment that encourages efficient, productive, and creative service. Medical Ministry International will not tolerate verbal, physical or sexual conduct by anyone which harasses, disrupts or interferes with another's service or which creates an intimidating, offensive or hostile environment. Anyone who is found, after appropriate investigation, to have engaged in harassment of another individual will be subject to appropriate disciplinary action. MMI prohibits any form of sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct of a sexual nature constitute sexual harassment.

Any person who believes s/he has been or is being subjected to sexual harassment should bring the matter to the attention of the Project Director or Medical Director. Any person who believes sexual harassment has occurred or is occurring should report such conduct to one of the above persons regardless of the position of the offending person. Nothing in this policy requires any person complaining of sexual harassment to present the matter to the individual who is the subject of the complaint.

All complaints will be promptly investigated. It is intended that the privacy of the persons involved will be protected, except to the extent necessary to conduct a proper investigation. If the investigation substantiates that the complaint is valid, immediate corrective action designed to stop the harassment and prevent its recurrence will be taken.

Definitions of Sexual Misconduct

Definitions of Sexual Misconduct for Medical Ministry International's agents, project directors, and participants.

Abuse: Sexual involvement or contact by any agent, project director or participant with a person who is a minor or who is legally incompetent.

Harassment: Sexually-oriented humor or language, questions or comments about sexual behavior, unwelcome or undesired physical contact, inappropriate comments about clothing or physical appearance, or repeated requests for social engagements.

Exploitation: The development, or the attempted development, of a sexual relationship between all agents, project directors and participants and another person with whom s/he has a mentoring relationship, whether or not there is apparent consent from the individual.

Process for Handling Incidents of Sexual Misconduct

1. Awareness of incident
2. Report Incident to Project Director
3. If reported to any other individual or the Medical Director, the incident will be brought to the attention to the Project Director
4. Project Director to complete Incident Report and send to Managing Director
5. The Managing Director will review the Incident Report with Executive Director
6. An investigation will be undertaken by the Executive Director
7. The Executive Director will review with the Chair of the Board of Directors a summary of the investigation and any decision on the matter.
8. As a matter of transparency, the Board of Directors will receive a report of the incident at the next scheduled meeting, while protecting the privacy of those involved.

Credit: Parts of this policy have been adapted from Prairie College with thanks.

Approved by the Board of Directors December 2018