



## **Monaliiku Non-Discrimination Policy**

At Monaliiku, we value all employees, job candidates, and clients as unique individuals, and we welcome the variety of experiences they bring to our organization. As such, we have a strict non-discrimination policy. We recognise everyone has the right to be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law.

Discrimination occurs when a person is unable to enjoy his or her human rights or other legal rights on an equal basis with others because of an unjustified distinction made in policy, law or treatment. Discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age (40 or older), or genetic information (including family medical history) is illegal and will not be tolerated.

At Monaliiku, we distinguish between discrimination and positive action which means special measures required to ensure de facto equality that improve the position and conditions of persons belonging to a particular group. Provisions on positive action are laid down in the Non-Discrimination Act. Treating everybody the same does not always guarantee de facto equality. Ensuring de facto equality may require that the special needs of groups that are particularly vulnerable to discrimination are considered. Positive action may be used in such cases. (Office of the Non-Discrimination Ombudsman in Finland)

If you feel that you have been discriminated against, please let your manager or the Human Resources Department know as soon as possible. Every complaint will be evaluated and then if needed appropriately investigated.

### **Right to Work in a Professional Environment**

Every employee has the right to work in a professional environment where their knowledge, skills, and abilities are the critical factors in their success. Monaliiku expects all employees to maintain standards of propriety, promote equal opportunity, treat everyone professionally, and act without bias.

### **Zero Tolerance for Harassment**

Monaliiku has a zero-tolerance policy for sexual harassment or discrimination, racial harassment or discrimination, or any other form of harassment and discrimination (religious, language, sexual orientation, etc.). If you feel that you have been harassed or that an employee has discriminated against you, we encourage you



Racial, national origin, ethnic, or language discrimination can consist of jokes, negative comments, or forbidding employees from speaking the language of their choice while on non-official business. The official languages of the organisation are Finnish and English, and we will provide all formal documents in these languages. Employees are free to speak their preferred language during breaks, at lunch, or when speaking with people who also speak their preferred language. However, official meetings will be conducted in Finnish or English, and all documentation will be in these languages.

If you are not comfortable reporting harassment in Finnish or English, you may report it in your preferred language, and Monaliiku will translate your report.

Monaliiku will make every reasonable effort to train and inform all employees regarding these policies. Each employee will certify yearly that they have read and agree to uphold all company policies, including those regarding harassment and discrimination.

### **Disability Discrimination**

Monaliiku believes everyone has the right to work. An employee with a disability who can perform the core functions of the job, with or without reasonable accommodation, is entitled to the same protection and respect as other employees. We will provide reasonable accommodations (changes to the way things are normally done at work) to applicants and employees who need them for medical or religious reasons, as required by law.

### **Non-Discrimination Policy Related to Clients**

Monaliiku is committed to providing an inclusive and respectful environment for all clients participating in our activities. We strictly prohibit any form of discrimination against clients based on race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law.

### **Reporting Client Incidents**

We are now creating a system for reporting incidents that may occur during our activities. If you are a client and believe you have been subjected to discrimination or harassment, you can report the incident through the following channels:

- Contact any staff member present during the activity.
- Submit a report through our online incident reporting system (under construction)
- Call our office.



We take every report seriously and will conduct a thorough investigation. All reports will be handled confidentially, and we will take appropriate action to address any issues.

### **Retaliation**

Monaliiku prohibits retaliation against any person who files a complaint against harassment or discrimination. We encourage clients to come forward and participate in investigations. Monaliiku will make all reasonable efforts to keep investigations confidential and to protect people who make complaints.

If an employee retaliates against a client for reporting harassment or discrimination, that employee will face serious consequences up to and including termination.

### **Reporting Procedure**

Any employee who feels they have been harassed, discriminated against, or otherwise treated negatively because of their race, religion, gender, or other characteristics should report the harassment to one of the following people:

- Any human resources employee.
- The direct manager/supervisor.
- Anyone in their supervisory line (manager, director, etc.).

Employees will not be disciplined in any manner for failing to report something that occurred to them. Nor will the association retaliate for any good faith report. A good faith report means that the employee believes that something inappropriate happened, even if the investigation determines no inappropriate behaviour occurred.

Monaliiku will then investigate. This may take a considerable amount of time, depending on the situation. Monaliiku expects all employees to participate in the investigation and keep things confidential as allowed by law. At the end of the investigation, the investigating party (usually a Human Resources staff member, but occasionally someone else, or even an outside investigator) will issue a report and a recommendation. The employee who reported the incident will be informed that the investigation is finished.

Any employee accused of inappropriate behaviour will be treated with respect. If the accusation is serious and credible, the employee may be suspended, with or without pay, during the duration of the investigation. The accused employee will be told the outcome of the investigation. If the investigation reveals that the employee was at fault, the accused employee may be subject to discipline. This can include anything from a verbal reprimand to termination, depending on the situation and the severity of the issue.



If an employee makes a bad faith complaint, that will be considered harassment. A bad faith complaint is one where the complainant knowingly lies or misrepresents the situation to accuse a coworker, damage someone's reputation, or to get personal gain.

### **Consequences of Violating the Non-Discrimination Policy**

Violating Monaliiku's non-discrimination policy will result in serious consequences, which may include verbal reprimand, suspension, or termination, depending on the severity of the violation.

### **Appeal Process**

Either party is allowed to appeal the decision. You can appeal the decision by filing a written report with the head of Human Resources.

### **Protection Against Retaliation**

Employees will not be punished for reporting discrimination, participating in a discrimination investigation or lawsuit, or opposing discrimination. We will protect the confidentiality of employees who report discrimination or participate in a discrimination investigation, to the greatest possible extent.

### **Responsibilities of Managers and HR**

Managers and other employees with human resources responsibilities are required to respond appropriately to discrimination or to report it to individuals who are authorized to respond. We provide for prompt, thorough, and impartial investigation of complaints and for prompt and effective corrective and preventative action when necessary. Employees who file internal complaints will be notified about the status of their complaint, the results of the investigation, and any corrective and preventative action taken.

### **Inclusivity at Monaliiku**

Monaliiku is inclusive of all individuals regardless of race, ethnicity, colour, beliefs, social or political background, caste, creed, origin, disability, family status, gender, and other characteristics. We strive to create an environment where diversity is celebrated, and everyone feels valued and respected.

This document has been discussed and approved by Monaliiku's board.

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