

**Order
on the approval of the
“Policy of counteracting harassment and discrimination
of the RELIGIOUS MISSION “CARITAS-SPES” /CARITAS-SPES/
of the ROMAN CATHOLIC CHURCH IN UKRAINE”**

27. March .2026, Kyiv
№ 33/26

For the purpose of the effective implementation of the Policy of counteracting harassment and discrimination of the RELIGIOUS MISSION «CARITAS-SPES» /CARITAS-SPES/ OF THE ROMAN CATHOLIC CHURCH IN UKRAINE (hereinafter – the “Mission”),

I hereby order:

1. To approve, on 27.03.2026, the «Policy of counteracting harassment and discrimination of the RELIGIOUS MISSION «CARITAS-SPES» (hereinafter – the «Policy»).
2. The Safeguarding Manager shall ensure that the employees of the Mission are familiarized with the content of the Policy.
3. I retain control over the implementation of this Order.
4. This Order shall enter into force on 27.03.2026.

**Executive Director
of the Religious Mission «CARITAS-SPES»/
CARITAS-SPES/
of the Roman Catholic Church in Ukraine**



V. Grynevych

Policy of counteracting harassment and discrimination RM Caritas-Spes of the Roman Catholic Church in Ukraine

1.1. Purpose

RM Caritas-Spes is committed to providing a work environment that is professional and free from intimidation, hostility, humiliation, bullying, mobbing or other offenses which might interfere with work performance or the dignity of an individual.

Harassment of any sort - verbal, physical, visual - will not be tolerated. This includes but is not limited to harassment based on race, colour, religion, philosophical or political ideas, sex, age, national origin or ancestry, disability, medical condition, marital status, or any protected status defined by law.

Harassment of co-workers, counterparts, and people with whom we work are all equally prohibited.

1.2. Scope

This policy applies to all RM Caritas-Spes staff¹ and associates².

1.3. Definition

Harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, statements, pranks, intimidation, physical assaults or contact, or violence.

Harassment is not necessarily sexual in nature. It may also take the form of other verbal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes taking retaliatory action against an employee for discussing or making a harassment complaint. It is also against Caritas policy to download inappropriate pictures or materials from computer systems.

Sexual harassment may include any form of unwanted verbal, non-verbal or physical conduct of a sexual nature with the purpose or effect of violating the dignity of a person in particular when it contributes at creating an intimidating, hostile, degrading, humiliating or offensive environment. It may include unwelcome sexual advances, requests for sexual favours, or other verbal or physical contact of a sexual nature. It is important to note that sexual harassment crosses age and gender boundaries.

¹ Staff refers to staff, volunteers, interns and governance members

² Associates refers to consultants and contractors

1.4. Responsibility

All employees, and particularly managers, have a responsibility for keeping the work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident, being told of it, or being the object of it, is strongly encouraged to report it in accordance with the Caritas-Spes Complaint Handling Procedure. When supervisors become aware of possible instances of harassment they should immediately bring it to the attention of the National Safeguarding Manager.

Harassment of any person with whom we work by a Caritas-Spes staff or associate must be immediately reported in accordance with the Caritas-Spes Complaint Handling Procedure. When management becomes aware of a possible harassment, it is obligated by law to take prompt and appropriate action,

1.5. Reporting

It is essential to notify the National Safeguarding Manager of the concerned organisation immediately even if one is not sure that the offending behaviour can be considered harassment. Any incidents of harassment must be immediately reported to the National Safeguarding Manager. Appropriate investigation and, if warranted, disciplinary action will be taken.

All reports will be promptly investigated with due regard for the privacy of everyone involved in accordance with the RM Caritas-Spes Complaints Handling Procedure.

1.6. Retaliation

RM Caritas-Spes prohibits any employee from retaliating in any way against anyone who has raised any concern about harassment, sexual harassment or discrimination against another individual. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.