



Working Environment Policy 2019

OPHCD

Organization for Promotion of Health & Community Development



Revised on Jan 2021

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1. **ABOUT OPHCD:**

1. **Introduction,**

Organization for Promotion of Health & Community Development (OPHCD) is a non-government, non-profit, non-political, impartial and independent organization registered with:

- the NGOs Department of the Ministry of Economy of the Government of Islamic Republic of Afghanistan with license No 4160
- the Ministry of Public Health of the Government of Islamic Republic of Afghanistan with the registration No 1125.

The organization established to serve the community and advocate for better coordinating and directing the available resources and activities for provision of quality services to the communities with an equitable manner. OPHCD, as a non-governmental organization committed for a joint mission with having dedicated and expert staff in public health, Water Sanitation and Hygiene, education, community development as well as volunteers who have been working in technical and managerial positions with national and international NGOs since more than one and half decade.

The members of the Board of Directors, senior Management Team (SMT) as well as the volunteers of the organization having appropriate experience, dedication and voluntarism which is a professional contribution to the health, education and development sector for achieving of more sustainable results. The core staff of OPHCD have more than one and half decade of successful experience of being directly involved in developing different policies and strategies as well as designing and implementation of projects in the areas of health, WASH, education and community development sectors such as; Primary Health care (PHC), Basic Package of Health Services (BPHS), Essential Package of Health Services (EPHS), Water & Sanitation and Hygiene, Primary education and Literacy programs, youth awareness and development, Public Nutrition, emergency preparedness and response and disaster risk reduction, trainings and coordination of different humanitarian Aids. Furthermore, the SMT and core Technical, Administration and Finance staff of the organization have up to date knowledge and rich experience of Grant Management, Project Management as well as conducting professional tasks of supportive Supervision, Monitoring, Evaluation, and Researches. Likewise, developing and on-time reporting (monthly, quarterly, annual, end of project and ad-hoc reports) to the donors and stakeholders, presenting the results of the aforementioned programs at the community, organizational, national and international levels are the expertise of the organization's technical and administrative staff.

2. **Vision:**

An empowered society with sustainable and self-reliance health, social and economic stability at the community level.

3. **Mission Statement:**

OPHCD, as a non-governmental organization is striving for well-being of the society with promotion of health and sustainable development of the communities through advocating for better coordinating and directing the national policies and strategies as well as available resources and activities for provision of quality health, educational, social safety, human right and social welfare, economic,



environmental and development services to the communities with the focus on the women and children, drugs users, IDPs and other marginalized group of the society with an equitable manner.

2. What is a workplace policy?

A policy is a statement that underpins how human resource management issues will be dealt with in an organization. It communicates an organization's values and the organization's expectations of employee behaviors and performance.

3. Working Environment Policy:

Introduction,

A safe, healthy, and supportive working environment is fundamental to the achievement of OPHCD's mission and strategic objectives. OPHCD recognizes that the physical, psychological, and social well-being of employees directly contributes to organizational effectiveness, productivity, and the quality of services provided to communities.

OPHCD is committed to creating and maintaining a workplace where all employees are treated with dignity and respect and where occupational health and safety, psychosocial well-being, and equal opportunities are promoted. Through preventive measures, employee participation, and continuous improvement, OPHCD seeks to provide a work environment that enables staff to develop their knowledge, skills, and professional capacities while safeguarding their health and well-being.

OPHCD places great importance on fostering a positive organizational culture based on participation, collaboration, and shared responsibility. Employees and their representatives are encouraged to actively contribute to maintaining and continuously improving workplace health, safety, and well-being.

The Board of Directors of OPHCD has the ultimate responsibility for ensuring a safe and healthy working environment and has delegated the implementation and day-to-day management of the Work Environment Policy to the Director, Deputy Director, and Senior Management Team. They are responsible for coordinating and overseeing the organization's work environment activities and for promoting a healthy, safe, and supportive workplace through the active participation of employees and designated safety representatives.

OPHCD recognizes that compliance with applicable laws and regulations represents the minimum standard. Therefore, the organization is committed to continually improving working conditions and promoting the physical, mental, and psychosocial well-being of all employees in accordance with national legislation and internationally recognized good practices.



Objectives:

OPHCD recognizes that understanding the purpose and meaning of one's work is fundamental to the physical, mental, and psychosocial well-being of employees. Therefore, the organization is committed to fostering a work environment in which employees understand the goals, vision, and values of the institution, appreciate the significance of their roles and responsibilities, and are able to influence their work situation where appropriate. OPHCD endeavors to ensure that employees have the authority, resources, support, and opportunities necessary to perform their duties effectively, develop their professional skills, and take responsibility for maintaining their own health, safety, and overall well-being.

Accordingly, this Policy aims to promote a safe, healthy, inclusive, and supportive working environment that protects employees from occupational injuries, illnesses, and work-related incidents while promoting their physical, psychological, and social well-being. The Policy seeks to prevent discrimination, harassment, bullying, and workplace violence and to establish systematic processes for identifying, assessing, and managing occupational and psychosocial risks. It further promotes employee participation and shared responsibility for health and safety and ensures compliance with the Labor Law of Afghanistan and other applicable legal and regulatory requirements.

Through the implementation of this Policy, OPHCD seeks to foster a culture of dignity, respect, accountability, and continuous improvement in occupational health, safety, and employee welfare. The organization is committed to encouraging leadership practices that balance organizational objectives with the needs and well-being of employees and to promoting a positive organizational culture characterized by collaboration, inclusion, resilience, and mutual respect.

3.1.A Systematic approach to the improvement of the working environment:

The Labor law of Afghanistan's working environment act stipulates that an employer must be systematic in their assessment and improvement of the working environment. OPHCD is obliged to continually assess working environment conditions and to make an assessment of possible risks of accidents and how the working environment might adversely affect the physical or mental health of employees.

The Organization director and deputy director are with it is the Senior Management team to be responsible for the work environment work. In the event of cases of ill health, accidents, or serious incidents connected to the workplace, the causes should always be thoroughly investigated. A written description of such incidents should be made annually. The responsibility for this lies with the manager who has delegated responsibility for the working environment in the relevant department. Every year, each department should draw up a written action plan for scheduled action to improve the working environment. The manager to whom the working environment responsibility has been delegated is then responsible for making sure the action plan is followed.

The responsible manager in each department takes responsibility for resolving specific environmental problems that arise locally as well as for the instruction and training of staff. The departments are also responsible for ensuring that safety regulations are issued and complied with, as well as checking that

premises, technical equipment, etc. comply with these regulations. These checks should be made on a regular basis through safety inspections.

4. Working Environment Focus

OPHCD is committed to creating and maintaining a safe, healthy, and supportive working environment that promotes the physical, psychological, and social well-being of all employees. In pursuing this commitment, the organization focuses on four key areas of workplace health and safety: prevention and promotion, guidance and support, psychosocial health and stress management, and response and rehabilitation.

5. Prevention and Promotion

OPHCD places strong emphasis on preventing occupational injuries, illnesses, and psychosocial risks before they occur. The organization seeks to promote employee well-being through effective leadership, regular workplace risk assessments, safety inspections, staff training, awareness-raising activities, and continuous improvement of working conditions. OPHCD also encourages employees to maintain healthy lifestyles and develop the skills needed to meet present and future work demands.

6. Guidance and Support

OPHCD provides employees and managers with guidance and support on matters relating to workplace health and safety. This includes advice on staff welfare issues, psychosocial concerns, workplace ergonomics, legal and contractual matters, and technical aspects of maintaining a safe and healthy work environment. Employees are encouraged to seek support and raise concerns without fear of retaliation.

7. Stress and Psychosocial Risk Management

Recognizing that work-related stress and psychosocial hazards can adversely affect employees' health and performance, OPHCD is committed to identifying, assessing, and managing psychosocial risks. The organization promotes a culture of dignity, respect, inclusion, and work-life balance and strives to prevent workplace stress, burnout, bullying, discrimination, harassment, and other factors that may negatively affect psychological well-being.

8. Response and Rehabilitation

In the event of workplace incidents, occupational injuries, or situations affecting the health and well-being of employees, OPHCD shall ensure timely and appropriate responses. These may include incident investigations, corrective and preventive measures, rehabilitation and return-to-work support, psychosocial support, and the implementation of lessons learned to prevent recurrence and continuously improve workplace conditions.

9. HIV/AIDS Management in the Workplace

OPHCD is committed to maintaining a workplace free from discrimination and stigma associated with HIV/AIDS.



OPHCD shall:

- Promote HIV/AIDS awareness and prevention.
- Provide information and education to employees.
- Ensure fair and non-discriminatory employment practices.
- Protect confidentiality regarding employees' health information.
- Promote care, support, and referral mechanisms where available.
- Encourage community awareness and involvement.

No employee shall be discriminated against because of actual or perceived HIV status.

10. What is HIV AIDS and what causes it How can HIV/AIDS be managed in the workplace?

- HIV is caused by a virus. It can spread through sexual contact, illicit injection drug use or sharing needles, contact with infected blood, or from mother to child during pregnancy, childbirth, or breastfeeding. HIV destroys CD4 T cells — white blood cells that play a large role in helping your body fight disease.
What are the 5 symptoms of HIV?
What Are the Symptoms of HIV?
Fever.
Chills.
Rash.
Night sweats.
Muscle aches.
Sore throat.
Fatigue.
Swollen lymph nodes.
- Developing an HIV/AIDS policy for the company providing HIV prevention education in the workplace; providing care and support in the workplace; implementing fair employment practices; and community involvement.

11. Promotion / Prevention:

At the organizational level the organization should:

- Ensure that employees are continually trained to cope with present and future demands
- Ensure that organizational changes stimulate employees and provide opportunities for development
- Provide leadership that balances the aims of the organization with the needs of employees
- Ensure that there is the systematic improvement of the working environment
- Safety inspections
- Sick-leave analysis
- Provide training in workplace safety and health for both managers and employees
- Provide information on these issues to employees and managers.

12. Advice is given before problems arise:

The advice can be sought or given concerning,

- Staff problems.
- Technical consultations on refurbishments.
- Ergonomic design of workplaces.
- Contractual and legal issues.
- Contacts with health and safety authorities.

12.1 Responses to work-related incidents or problems or issues:

- Responses may include such actions as
- Rehabilitation studies; proposals for action and implementation; analyses of health and safety problems and proposals for solutions
- Measures in the event of an incident or occupational injury

12.2. Information to employers and employees about sexual harassment:**What is sexual harassment?**

Sexual harassment is unwelcome conduct of a sexual nature that makes a person feel offended, humiliated, and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations that create an environment that is hostile, intimidating or humiliating for the recipient. Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal, or non-verbal. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

Physical conduct,

- ✓ Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- ✓ Physical violence, including sexual assault
- ✓ Physical contact, e.g., touching, pinching
- ✓ The use of job-related threats or rewards to solicit sexual favors

Verbal conduct,

- ✓ Comments on a worker's appearance, age, private life, etc.
- ✓ Sexual comments, stories and jokes
- ✓ Sexual advances
- ✓ Repeated and unwanted social invitations for dates or physical intimacy
- ✓ Insults based on the sex of the worker
- ✓ Condescending or paternalistic remark
- ✓ Sending sexually explicit messages (by phone or by email)

Non-verbal conduct,

- ✓ Display of sexually explicit or suggestive material
- ✓ Sexually-suggestive gestures
- ✓ Whistling
- ✓ Leering

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. OPHCD recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

OPHCD recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee.

Anyone, including employees of OPHCD, clients, customers, casual workers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy. All sexual harassment is prohibited whether it takes place within OPHCD premises or outside, including at social events, business trips, training sessions or conferences sponsored by OPHCD.

Where can you turn?***Complaint's procedures,***

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. OPHCD recognizes that sexual harassment may occur in unequal relationships (i.e., between a supervisor and his/her employee) and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, he/she can approach one of the designated staff members responsible for receiving complaints of sexual harassment. This person could be another supervisor, a member of the human resources department, etc.

When a designated person receives a complaint of sexual harassment, he/she will:

- ✓ Immediately record the dates, times and facts of the incident(s)
- ✓ Ascertain the views of the victim as to what outcome he/she wants.
- ✓ Ensure that the victim understands the company's procedures for dealing with the complaint.
- ✓ Discuss and agree the next steps: either informal or formal complaint, on the understanding.
- ✓ That choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome.
- ✓ Keep a confidential record of all discussions.
- ✓ Respect the choice of the victim.
- ✓ Ensure that the victim knows that they can lodge the complaint outside of the company.
- ✓ Through the relevant country/legal framework.

Throughout the complaint's procedure, a victim is entitled to be helped by a counsellor within the organization. OPHCD will nominate a number of counsellors and provide them with special training to enable them to assist victims of sexual harassment.

OPHCD recognizes that because sexual harassment often occurs in unequal relationships within the workplace, victims often feel that they cannot come forward. OPHCD understands the need to support victims in making complaints.

Informal complaints mechanism,

If the victim wishes to deal with the matter informally, the designated person will:

- ✓ Give an opportunity to the alleged harasser to respond to the complaint.
- ✓ Ensure that the alleged harasser understands the complaints mechanism.
- ✓ Facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within the company to resolve the matter.
- ✓ Ensure that a confidential record is kept of what happens.
- ✓ Follow up after the outcome of the complaints mechanism to ensure that the behavior has stopped.
- ✓ ensure that the above is done speedily and within 2-3 days of the complaint being made

Formal complaints mechanism:

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.

The designated person who initially received the complaint will refer the matter to a senior human resources manager to instigate a formal investigation. The senior human resources manager may deal with the matter him/herself, refer the matter to an internal or external investigator or refer it to a committee of three others in accordance with this policy [Choose what options are most appropriate for the OPHCD.

The person carrying out the investigation will:

- ✓ Interview the victim and the alleged harasser separately
- ✓ Interview other relevant third parties separately
- ✓ Decide whether or not the incident(s) of sexual harassment took place
- ✓ Produce a report detailing the investigations, findings and any recommendations
- ✓ If the harassment took place, decide what the appropriate remedy for the victim is, in consultation with the victim (i.e.- an apology, a change to working arrangements, a promotion if the victim was demoted as a result of the harassment, training for the harasser, discipline, suspension, dismissal)
- ✓ Follow up to ensure that the recommendations are implemented, that the behavior has stopped and that the victim is satisfied with the outcome
- ✓ If it cannot determine that the harassment took place, he/she may still make recommendations to ensure proper functioning of the workplace.
- ✓ Keep a record of all actions taken
- ✓ Ensure that the all records concerning the matter are kept confidential.
- ✓ Ensure that the process is done as quickly as possible and in any event within 2-3 days of the.
- ✓ Complaint being made.

13. Monitoring and Continuous Improvement

OPHCD is committed to continual improvement of workplace health and safety.

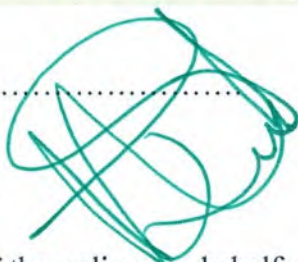
To achieve this, OPHCD shall:

- Conduct regular workplace assessments and safety inspections.
- Review incidents, accidents, and complaints.
- Monitor absenteeism and sick leave trends.
- Seek employee feedback.
- Implement corrective and preventive actions.
- Review this policy periodically and revise it when necessary.
- Promote a culture of learning, accountability, and employee well-being.

14. Change control history

Version No:	Approval date:	Approved by:	Change:
001	Jan,2021	Board of Trustee General Director	

Signature.....



Date.....

Jan / 2021

APPROVED BY:

After the review of the policy, on behalf of the OPHCD Board of Trustees, the said manual is hereby approved and ready to be implemented henceforth.

Reviewed and Approved: Board of Trustee

