

FACTSHEET ON TAFEP AS A RESOURCE CENTRE FOR MANAGING WORKPLACE HARASSMENT

1. Role of TAFEP as a resource centre for managing workplace harassment

Currently, victims of workplace harassment can file a police report or seek recourse through civil remedies at the State Courts if the harassment is covered under as the Penal Code or the Protection from Harassment Act (POHA).

For cases that do not meet the legal threshold by the police or State Courts, the Tripartite Alliance for Fair and Progressive Employment Practices (TAFEP) aims help organisations in building robust processes to manage such cases and prevent further occurrences. To do so, TAFEP will be the resource centre to manage workplace harassment.

TAFEP together with its tripartite partners – MOM, NTUC and SNEF, has developed resources that can enable organisations to implement proper handling processes to prevent and manage workplace harassment.

TAFEP is also liaising with multiple relevant agencies and partners, including Police, Magistrate Courts, and AWARE to work out referral processes so that affected employees can be provided with holistic legal and emotional support.

2. Objectives TAFEP aims to achieve in being a resource centre

TAFEP aims to achieve the following as a resource centre to manage workplace harassment:

- a) To provide guidance and resources for employers in implementing proper grievance handling of workplace harassment;
- b) To provide additional avenue for employees to report workplace harassment and seek assistance and advice;

3. Resources available at TAFEP to tackle workplace harassment

For employers

- Introductory video produced by TAFEP with inputs from tripartite partners on what is workplace harassment and what employers should do to manage it
- Template Workplace Harassment Prevention Policy developed by NTUC with inputs from tripartite partners and TAFEP
- Tripartite Standard on Grievance Handling to guide on proper handling of workplace grievances, including harassment

- A list of training providers whom employers may engage to train supervisors in managing workplace harassment.

For employees

- Additional reporting avenue
- Other channels of assistance
- Experienced team managing workplace harassment complaints

4. Recommended processes to report and manage workplace harassment

TAFEP recommends that employers and employees adopt the following practices to report and manage workplace harassment.

For employers

Employers are legally obligated to keep workplaces safe for employees, as they can be held responsible for acts of harassment committed by their employees at the workplace under the POHA.

TAFEP encourages employers to adopt these progressive practices:

- Develop a Harassment Prevention Policy
- Provide Information and Training on Workplace Harassment
- Implement A Harassment Reporting Line
- Set Up Robust Investigation Procedures

For employees

Employees who have encountered workplace harassment are encouraged to report the incident immediately to their supervisor, HR personnel or someone on the management team, so that they can intervene promptly to ensure their well-being.

Employees can also choose to file a report with TAFEP who can assist them and provide advice on the appropriate actions they can take and the avenues for support.