

## AFFECTED PERSON GUIDANCE ON SEXUAL HARASSMENT

As an Affected Person<sup>1</sup>, you have the right to privacy, respect and sensitivity. You are not obliged to share the details of your experience with anyone and can fully decide what actions, if any, you would like to take. The steps indicated below are suggestions only. You may opt to proceed in whichever way you feel is most appropriate for you and your own situation. The services below are available to support you.

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### When Sexual Harassment has taken place

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- If you are experiencing trauma or need medical attention, consult the vetted service providers listed in the country-specific Aide-Memoire, which can be obtained through local UNDSS or UNCT. If there is no Aide-Memoire available, consult the Workplace Relations Advisor at HQ.
- Keep a record of the details, dates, times, circumstances of incidents, as well as how the incident has affected you and your ability to work effectively.
- Document the names of any witnesses and/or anyone who may have relevant information.
- Preserve any relevant documents or other potential evidence of sexual harassment.

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### Support available from UN Women

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Confidential guidance and support are available, at any time, and may include:

- Access to medical care through UN's Medical Services, where available. If you were sexually assaulted, you are strongly encouraged to seek immediate medical attention from vetted service providers.<sup>2</sup> In addition, rape kits should be available in the UNCT;
- Access to free psychological support, respecting cultural sensitivities, by a UN staff counsellor from the UN Critical Incident Stress Management Unit (CISMU) or the Rome Institute at any point after the alleged incident/s, throughout any of the processes described below, or even if you decide not to pursue any of those processes;
- Advice and referral to internal and external local services specializing in sexual harassment, violence against women, violence against LGBTIQ+ individuals, including gender non-conforming individuals or support for men who experience violence, to the extent available;
- Consideration of leave arrangements and other interim measures to ensure your safety and well-being;
- Support to restore an equal, safe and harmonious work environment and assistance with reintegration into the workplace;
- Review, where appropriate, of administrative actions or work performance issues that are considered to have been part or a direct consequence of sexual harassment, noting that instances of alleged retaliation must be reported in accordance with the Retaliation Policy.
- Immediate guidance as to the options available to address and remediate the possible sexual harassment and potential outcomes or consequences of each course of action;
- Being accompanied by a trusted person during the key stages of any formal or informal processes, as appropriate; and<sup>3</sup>

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<sup>1</sup> Affected Person/s is a person in the workplace or in connection with work towards whom possible sexual harassment is directed.

<sup>2</sup> This may be described in the country-specific Aide-Memoire, which can be obtained through local UNDSS or the UNCT.

<sup>3</sup> Participation by a third party may be subject to the applicable requirements depending on the stage of the process. For example, the investigation process is governed by the OIOS investigation framework and participation in interviews by OIOS during an official investigation may be limited to staff members, due to confidentiality requirements.

- Being kept informed of any developments in the status of any formal or informal process, bearing in mind the appropriate confidentiality requirements.
- You may also wish to consult the *Supervisor Guidance: Prevention of, and response to, sexual harassment in the workplace* to learn what is expected from your supervisor, should you tell them about the incident/s.

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## Reporting Sexual Harassment

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There are several channels to report sexual harassment depending on the context and the outcome you are seeking. These include:

- If you are comfortable doing so, approaching the perpetrator to ask them to stop the prohibited conduct. In cases of sexual harassment, disparity in power or status, fear of retaliation or the nature and/or instances of possible sexual harassment may make direct confrontation difficult, and there is therefore no requirement for such action to be taken.
- Speaking to your supervisor or another supervisor, a Human Resource Focal Point, the Workplace Relations Advisor, the Ombudsman, a UN Staff Counselor, a Staff Council representative, or the UN Ethics Office.
- Making a formal complaint with the Office of Internal Oversight (OIOS). Please note that while there are no time limits on reporting, prompt reporting means a faster and more effective investigation.

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## Resources

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What	Resource	Contact Information
Formal reporting	<b>OIOS</b>	<a href="https://www.unwomen.org/en/about-us/accountability/investigations#hotline">https://www.unwomen.org/en/about-us/accountability/investigations#hotline</a> Phone: +1 212 963-1111 (24 hours a day)
Informal reporting	<b>Workplace Relations Advisor</b>	<a href="mailto:workplacelrelations@unwomen.org">workplacelrelations@unwomen.org</a> Phone: +1 646 781 4892
Protection and referrals	<b>UN Women Security</b>	Contact details for global & regional security advisors: <a href="https://unwomen.sharepoint.com/management/security/">https://unwomen.sharepoint.com/management/security/</a>
Informal, confidential reporting	<b>Office of the Ombudsman, UN FPs</b>	Email: <a href="mailto:ombudsmediation@fpombudsman.org">ombudsmediation@fpombudsman.org</a> Phone: +1 646 781 4083
Handles Retaliation	<b>UN Ethics Office</b>	Ethics Helpline: + (917) 367-9858
Counselling for field colleagues (Internal provider)	<b>UN Critical Incident Stress Management</b>	Email: <a href="mailto:DSSStresscounselling@un.org">DSSStresscounselling@un.org</a> Phone: +1 917 367 9116
Counselling (External provider)	<b>The Rome Institute</b>	E-mail: <a href="mailto:petra.miczaika@romeinstitute.org">petra.miczaika@romeinstitute.org</a> Phone: Petra, mobile (DE): +49 172 4083355
Public (US-based) victim assistance organization	<b>Safe Horizon Public Hotline</b>	1-800-621-HOPE (4673)

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## Relevant documents

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- *Harassment, Sexual Harassment Discrimination & Abuse of Authority Policy*
- *Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits and investigations policy*
- *UNDSS Aide-Memoire for Immediate Response to Gender-Based Security Incidents (country-specific)*
- *Supervisor Guidance: Prevention of, and response to, sexual harassment in the workplace*