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pour l'éducation,
la science et la culture

UNESCO
ANTI – HARASSMENT POLICY
(2019)

16.2. Anti-harassment policy

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A. Introduction: Purpose and scope

1. **The Standards of Conduct for the International Civil Service** stipulate that:

"Harassment in any shape or form is an affront to human dignity and international civil servants must not engage in any form of harassment. International civil servants have the right to a workplace environment free of harassment or abuse. All organizations must prohibit any kind of harassment." (Paragraph 21). "International civil servants must not abuse their authority or use their power or position in a manner that is offensive, humiliating, embarrassing or intimidating to another person." (Paragraph 22).

2. With regards to Sexual harassment, the **Chief Executive Board (CEB)** on "Addressing Sexual Harassment within the Organizations of the UN System" stated that :

"Sexual harassment results from a culture of discrimination and privilege based on unequal gender relations and power dynamics. It has no place in the United Nations system. Leaders of UN System organizations reiterate their firm commitment to uphold a zero-tolerance approach to sexual harassment; to strengthen victim-centered prevention and response efforts; and to foster a safe and inclusive working environment"^[1].

Purpose and Scope

3. The present policy establishes mechanisms for the prevention of all forms of harassment and for the resolution of harassment complaints. It also provides practical guidance on what constitutes harassment and the manner in which it will be handled.
4. This policy covers harassment occurring in the workplace or in other settings in which employees may find themselves in connection with their employment with UNESCO. The policy applies to all persons employed by UNESCO, namely staff members and non-staff members e.g. "contractors", interns, volunteers and occasional workers. The term "contractor" covers any person who is employed by the Organization under a service contract, a short-term contract, or a consultancy contract.

B. Guiding principles

5. The guiding principles at the basis of the anti-harassment policy are the following:
 - (a) Harassment in any shape or form is an affront to human dignity and international civil servants must not engage in any form of harassment.
 - (b) Harassment is not tolerated at UNESCO, which is committed to take all appropriate steps to prevent and respond to harassment in the workplace. Every employee will contribute to such an environment.
 - (c) Focus shall be placed on preventive action against harassment. Prevention of harassment is a shared individual/organizational responsibility. Each UNESCO employee, at any level, and in particular at supervisory level, is responsible for building a positive work environment and a climate of trust and tolerance, free of all forms of harassment.
 - (d) All allegations of harassment are treated seriously. To this effect, management is committed to resolving all instances of harassment as soon as it becomes aware of them, even if there are no formal complaints. Employees should, therefore, report any and all incidents of harassment in the workplace, even before it becomes severe or pervasive.

(e) If proven, harassment shall be sanctioned and the offender shall be subject to disciplinary measures. Sanctions may also be imposed against a manager who knowingly tolerates harassment once he/she has become aware of it. At the same time, employees must bear in mind that all allegations of harassment are very serious, and deliberately false or malicious allegations shall also be sanctioned. Therefore, any complaint of harassment must be based on facts. The alleged offender has the right to respond to allegations of harassment.

C. Definitions

6. For the purpose of this policy the following terms are defined as follows:

(a) The **affected individual** is the person or persons in the workplace or in connection with work towards whom the conduct constituting possible harassment is directed.

(b) The **alleged offender/offender** is the person or persons in the workplace or in connection with work whose conduct constitutes possible harassment, or harassment, if established.

(c) **Report** refers to formal and/or informal reporting of an allegation of harassment unless otherwise specified.

7. For the purpose of this policy, **harassment** shall be defined as follows:

Harassment is any offensive, undesired conduct, incompatible with the Standards of Conduct, in the workplace or in connection with work that can be reasonably perceived as such, and has the purpose or effect of:

(a) An affront to the identity, the personality, the dignity or the physical integrity of an employee/a group of employees, or

(b) The creation of an intimidating, hostile, degrading, humiliating or offensive work environment.

Harassment may take various forms, including what are known as moral harassment and sexual harassment.

8. **Moral harassment** covers, inter alia, any repeated or persistent aggression, whether physical, verbal or psychological having a negative effect on conditions at the workplace or that may reasonably be expected or perceived at humiliating, demeaning, offending, intimidating an individual or a group of individuals, and potentially seriously affecting their health, career or dignity. Acts that constitute moral harassment include but are not limited to the following:

(a) Persistent, unjustified and unnecessary negative attacks on personal or professional performance intended to offend the employee;

(b) Manipulation of an employee's personal or professional reputation by rumour, gossip or ridicule;

(c) Offensive comments or behaviour relating to the ethnic origin, physical characteristics or religion of an individual;

(d) Exclusion or continued isolation from professional activities.

9. **Sexual harassment** is any unwelcome conduct of a sexual nature that might reasonably be expected or perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile, or offensive work environment. Sexual harassment may occur in the workplace or in connection with work. While typically involving a pattern of conduct, sexual harassment may take the form of a single incident. In assessing the reasonableness of expectations or perceptions, the perspective of the person who is the target of the conduct shall be considered.

10. Sexual harassment may involve any conduct of a verbal, nonverbal or physical nature, including written and electronic communications. Sexual harassment may occur between persons of the same or different gender. Sexual harassment may occur outside the workplace and outside working hours, including during travel or social functions related to work.

11. Act(s) that constitute sexual harassment include but are not limited to the following:

(a) Attempted or actual sexual assault, including rape;

(b) Sharing or displaying sexually inappropriate images or videos in any format;

(c) Sending sexually suggestive communications in any format;

(d) Sharing sexual or lewd anecdotes or jokes;

(e) Making inappropriate sexual gestures, such as pelvic thrusts;

(f) Unwelcome touching, including pinching, patting, rubbing or purposefully brushing up against another person;

(g) Staring in a sexually suggestive manner;

- (h) Repeatedly asking a person for dates; or asking for sex;
- (i) Rating a person's sexuality;
- (j) Making sexual comments about appearance, clothing, or body parts;
- (k) Name-calling or using slurs with a gender/sexual connotation;
- (l) Making derogatory or demeaning comments about someone's sexual orientation or gender identity.

12. Abuse of authority or power, in the context of harassment, including sexual harassment, constitutes an aggravating factor.

13. Abuse of authority is the improper use of a position of influence, power or authority against another person. This is particularly serious when a person uses his or her influence, power or authority to improperly influence the career or employment conditions of another, including, but not limited to, appointment, assignment, contract renewal, performance evaluation or promotion. Abuse of authority may also include conduct that creates a hostile or offensive work environment, which includes, but is not limited to, the use of intimidation, threats, blackmail or coercion.

14. The prohibited conduct must be unwelcome, i.e. unsolicited and regarded as offensive or undesirable by the affected individual.

Who could report harassment ?

15. Reports of harassment in the workplace and in connection with work can be made by any person or against any person irrespective of whether they may have any contractual status with UNESCO. The reporting person (s) may decide to remain anonymous.

Who could be the offender ?

16. The offender may be any colleague, including a supervisor, a peer or a subordinate. This includes interns, volunteers and occasional workers, as well as "contractors" as defined in paragraph 4 above.

17. The offender may also be any person(s) at the workplace or in connection with work, irrespective of their contractual status with UNESCO. With respect to offenders who have no contractual status with UNESCO, the Organization will take action under the current policy as appropriate.

What would not be considered harassment ?

18. The dividing line between harassment and other work-related conflicts may, at times, be difficult to establish. Situations of conflict and tensions do not necessarily constitute harassment.

19. It is a manager's responsibility to manage his/her team. To this effect, they must take a number of managerial decisions which have an impact on individual employees, such as the assignment of tasks, the monitoring of progress against expected results, etc. They must also communicate on sensitive matters, such as giving performance feedback. Such managerial actions, decisions and communications to staff, when taken in good faith, are not considered as harassment. These work-related matters are dealt with notably under the provisions of the Performance Management Policy (see [HR Manual Chapter 14](#)).

D. Early intervention / Informal reports of harassment

20. When faced with harassment, the affected individual may opt for different courses of actions, described below. They may attempt, in a first instance, to resolve the situation informally, or s/he may decide to lodge a formal complaint directly. The actions described below are not mandatory, nor are they listed in priority order. They describe the options at the disposal of the individual, who decides which option is the most appropriate for their situation.

Early direct action: Approaching the alleged offender

21. Affected individuals may, on a voluntary basis, if they feel comfortable and safe in doing so, approach the alleged offender(s) about inappropriate behavior or instances of possible harassment, including sexual harassment, and ask for such behaviors and/or instances to stop as the alleged offender may not be aware of the negative impact of their behavior on others. However, disparity in power or status, fear of retaliation or the nature of the behavior, and/or instances of possible sexual harassment, may make direct confrontation difficult, and there is therefore no requirement for such action

to be taken.

Managerial intervention

22. Affected individuals who believe they may have been subject to offensive or inappropriate behavior or instances of possible harassment, including sexual harassment, may wish to raise this with their supervisor or other managers if the situation allows and they feel comfortable in doing so. Any manager approached by an affected individual shall inform that person that confidential advice, assistance and information about the options available to address such possible conduct may be obtained from the Ethics Advisor.

23. Managers should provide such advice, assistance and/or information in a timely, sensitive and impartial manner. Managers involved in the informal resolution process shall treat the situation with sensitivity and confidentiality to the greatest extent possible. The intervention may allow for the matter to be addressed promptly at the managerial level.

24. Any manager who has been informed about inappropriate behavior or instances of possible harassment shall provide support to affected individuals in a sensitive and impartial manner. If a manager cannot perform this role for any reason, the manager shall refer the colleague to the Ethics Advisor.

Advice from the Ethics Advisor

25. Affected individuals may prefer and are encouraged to discuss their situation with the Ethics Advisor, who can offer confidential advice/assistance by explaining the applicable legal framework, the options available and indicate resources available for support purposes.

Informal Resolution

26. Affected individuals may, on a voluntary basis, wish to deal with the situation of possible harassment in an informal manner. The affected individual may ask for assistance from the Ethics Advisor or a Mediator in seeking informal resolution.

27. With the consent of the affected individual, the Ethics Advisor or the Mediator may meet informally with the alleged offender to provide information about the situation and discuss the manner in which it might be resolved.

28. The affected individual may decide not to proceed with the matter at any time. They may decide to stop the informal resolution process, and decide to file a formal complaint. An unsuccessful attempt to resolve the matter informally does not preclude from it being formally reported.

29. The informal approach does not require a report, nor an official decision.

E. Formal reports of harassment

30. If the affected individual does not wish to opt for early intervention, or if they consider that informal resolution is inappropriate or unsuccessful, they may file a formal complaint, by submitting a formal report of harassment, in writing, to Director IOS. They may forward a copy of the formal complaint to the Ethics Office. Such report may also be submitted by any person (s) who has direct knowledge of possible harassment or by any other third party.

31. If a formal complaint concerns an IOS employee, it shall be submitted to the Deputy Director-General, with a copy to the Ethics Office.

32. Formal reports may be made anonymously and are not subject to deadlines. The anonymity of reports and the passage of time may result in reports of harassment that may be more difficult to investigate and pursue through internal disciplinary proceedings. In such cases, it will be for IOS at each stage of the process to determine whether there is a sufficient basis to move forward.

33. The procedure for submitting and investigating reports of misconduct is set out in [HR Manual Items 11.2](#) and [11.3](#).

34. A formal report shall, to the extent possible, describe specific incident(s) or a pattern of possible harassment. The formal report should include as much detail as possible, including but not limited to:

- (a) The name of the alleged offender;
- (b) The name of the alleged affected individual, if the report is made by a third party;
- (c) The date and location of the incident (s);
- (d) The description of the incident(s)/patterns ;

- (e) The name of witnesses if any;
 - (f) Any other information, including documentary evidence, if available. For any material which is not in English or French, a translation in one of these languages should preferably be made available by the affected individual or the third party;
 - (g) The date of the submission of the report and name of the person(s) making the report, unless the report is made anonymously;
 - (h) If the person(s) making the report choose to report on an anonymous basis, he/she must provide sufficient information concerning the basis of the allegations and sufficient detail or supporting factual basis allowing the matter to be pursued.
35. The report must be made in good faith, which means that the person making the report must have a reasonable belief, that based on the facts and his/her perception thereof, the alleged misconduct has occurred. Bad faith implies an element of malice, ill will, improper motive or similar dishonest purpose. Reporting in bad faith constitutes misconduct, and may lead to disciplinary or administrative actions, as appropriate.
36. Upon receipt of an allegation, IOS initiates a screening in order to decide whether or not the allegation warrants the opening of a formal investigation.
37. In the case of a complaint against an employee of IOS, or in case of a conflict of interest by IOS, such assessment shall be undertaken by the Deputy Director-General, who, for that purpose, may refer the matter to an external expert.
38. The authority to open an investigation or to close a case rests with Director IOS.
39. IOS may, with the consent of the affected individual, refer the complaint to the Ethics Advisor, with a view to having an informal resolution.
40. In cases where the formal report of possible harassment is submitted by a person other than the affected individual, IOS shall consider the views or the situation of the affected individual before deciding whether or not to proceed with an investigation.
41. The decision to open an investigation or to close a case shall be notified to the affected individual, with a copy to the Ethics Advisor.

Investigations

42. IOS will conduct investigations in compliance with the procedure governing the conduct of investigations, as set out in [HR Manual Item 11.3](#); and the subsequent disciplinary process shall be conducted in line with UNESCO's policy governing that process. Any formal report of possible harassment shall be acknowledged by IOS. IOS is committed to ensuring that allegations of harassment are investigated in an impartial, thorough and timely manner with any conflicts of interest appropriately addressed; that investigations are conducted with fairness to all parties concerned; and that the rights of all parties are fully protected.
43. If there is a perceived or actual conflict of interest for IOS to carry out any investigation, it shall promptly refer the matter to another comparable investigative body within the UN system.
44. In case of sexual harassment, investigator(s) assigned/secured by IOS shall have training in handling sexual harassment cases.
45. The affected individual shall be informed, as appropriate, of the status of any investigation. The affected individual and the alleged offender shall be informed of the measures decided by the Director-General based on the investigation report. The Ethics Advisor shall also be informed of such measures, as appropriate. The provision of any such information shall respect the regulations and rules on confidentiality as applicable to the alleged offender and to the affected individual.

Action by the Organization

46. The Organization reserves the right to refer any credible allegations of criminal conduct to national authorities.
47. The Organization reserves the right to pursue an instance of harassment even without reference to a formal complaint, if it considers that such action is required by its obligation of duty of care vis à vis other employees. The decision as to whether or not to initiate an investigation in this regard shall rest with Director IOS, after consultation with the Ethics Advisor.

Confidentiality

48. The formal harassment report process, including written and oral communications related to it, shall be strictly confidential at all stages. All managers, employees and other persons who are aware of the harassment complaint, or involved in its resolution, must respect the sensitivity as well as the strict confidentiality of the matter. They must not discuss the complaint with anyone. Breach of confidentiality shall not be tolerated and shall be sanctioned severely. All information and documentation concerning the complaint shall be treated as strictly confidential.

Disciplinary procedures

49. Staff members whose actions or behaviors are proven to constitute harassment are subject to administrative action and/or disciplinary procedures and measures in application of [Staff Regulation 10.2](#) and Staff Rule 110.1 (see [HR Manual Item 11.5](#)).

50. In the case where the offender is a non-staff personnel (Intern, Volunteer, "Contractor" see Paragraph 4), the action will be subject to the terms and conditions of their contract. This may include termination without notice or indemnity.

51. Disciplinary measures will depend on the gravity of the case. Such factors as the type of harassment, its impact on the person harassed, the existence of a hierarchical relationship and the prior conduct of the harasser shall be taken into account. The status as a supervisor or a senior official may be treated as an aggravating circumstance.

52. Any person found to have deliberately made allegations of harassment in bad faith shall be subject to administrative action and/or disciplinary procedures.

F. Support to affected individuals

53. Advice and support to the affected individual may be required at different stages, including :

- (a) Before making a complaint regarding options to address the matter;
- (b) During any informal and formal process;
- (c) Managing confidentiality requirements;
- (d) At and following the conclusion of any formal or informal process or investigation.

54. Confidential advice and support is available for affected individuals with the Ethics Advisor. Confidential advice and support may also be sought from the Chief Medical Officer or the Staff Counsellor. In Field Offices, such advice may be sought from UN Staff Counsellors, UN Stress Counsellors, or UN Medical Services. Where necessary and appropriate, the above support is available to witnesses of instances of sexual harassment.

Right to be accompanied

55. While the affected individual may not be accompanied by an external counsel, they have the right to be accompanied by a third party during the informal or formal processes, who may be a colleague, a former staff member or a personnel from another UN Agency. During any formal process, such support shall be subject to the provisions in force.

56. The third party should be chosen by the affected individual. The entity to which harassment is reported (such as Ethics Advisor, the Mediator, IOS, depending of the process), may provide reasonable objection, during any stage of the process, to a particular individual being present if it has reason to believe that their presence would jeopardize the process. In such cases, the affected individual may choose an alternative individual to accompany them.

57. The third party should fully familiarize themselves with the policy, and should always act in the best interests of the affected individual. They shall immediately disclose any conflict of interest to the entity to which harassment is reported. They should not be a witness (direct or corroborative) to the harassment allegation, as this would amount to conflict of interest.

58. The third party individual should keep information relating to, or arising out of the allegation of harassment confidential except as may be appropriately disclosed during an investigation or in compliance with any required disclosure to Ethics or the Chief Medical Officer.

Work Performance

59. At the point when they become aware that a person is an affected individual, at any stage of the process, the supervisor should check if the individual's work performance or conduct has been impacted, without prejudice to the standard performance assessment process. Arrangements which may be considered to respond to related work performance issues include:

- (a) Assigning different tasks to the affected individual;
- (b) The provision of leave and/or other working arrangements.

60. Due regard to confidentiality must be given when communicating such arrangements to supervisors or colleagues, as appropriate.

Interim Measures

61. DIR/IOS may recommend interim measures, which may be required to provide support to the affected individual and/or to ensure the integrity of the investigation and any evidence and/or to prevent the occurrence/repetition of prohibited conduct. Interim measures may also be necessary to protect the interests of the Organization, including the effective functioning of the office.

62. Such interim measures may include:

- (a) Measures to physically separate the alleged offender and the affected individual;
- (b) Reassignment of either the alleged offender or the affected individual, with the consent of the alleged offender or affected individual respectively;
- (c) The consideration of special leave for the affected individual or the alleged offender;
- (d) Temporary changes in reporting lines;
- (e) The placement of the alleged offender on Administrative Leave in accordance with [Staff Rule 110.3](#) and the provisions of [HR Manual Item 11.4](#);
- (f) Any other appropriate measure or combination of measures.

63. ADG/ADM shall, in consultation with DIR/HRM, decide on such interim measure(s) on recommendation from DIR/IOS. For staff at the Director level and above, the Director-General decides on such interim measures.

64. DIR/HRM shall inform the parties concerned of the interim measures, including their effective date.

Post-investigation review

65. Once an investigation has been completed and a decision taken on the outcome, appropriate measures shall be taken by Director HRM to keep the situation under review. These measures may include, but are not limited to the following:

- (a) Monitoring the status of the affected individual, the offender and the work unit(s) concerned at regular intervals in order to ensure that no party is subjected to retaliation, as a consequence of the investigation, its findings or the outcome. Where retaliation is detected, the Ethics Advisor shall be promptly notified, with specific attention given to performance evaluation;
- (b) Ensuring that any administrative or disciplinary measures taken have been duly implemented.

66. In the case that an investigation is closed and a decision taken that no harassment has taken place, HRM will monitor the situation of the work unit, and ensure that support measures are afforded to the alleged offender, as appropriate, and address any underlying work conflict issue, as appropriate.

G. Protection against retaliation

67. Protection from retaliation available to a person formally reporting possible harassment shall be in accordance with [HR Manual item 18.3](#) on the Whistleblower Protection Policy irrespective of the outcome of the report of harassment.

68. Anyone formally reporting harassment should be informed about their rights under the Whistleblower Protection Policy as applicable to them.

69. IOS will inform the Ethics Advisor of any report of harassment received that IOS identifies as posing a retaliation risk with the consent of the person who made the report. The Ethics Office shall conduct a preliminary review and assess whether there is a credible case of retaliation or threat of retaliation. The Ethics Office may also recommend to ADG/ADM appropriate interim measures.

70. Any retaliation or threats against those who make harassment complaints or assist in the investigation shall be subject to disciplinary measure or appropriate administrative actions, as set out in the Whistleblower Protection Policy.

H. Other recourses

71. In accordance with [Staff Rule 111.1](#), and the Statutes of the Appeals Board, the above procedure does not impede on the right of staff members to appeal any administrative decision that has resulted from harassment, independently from the harassment complaint process.

I. Roles and responsibilities

72. **All personnel** are responsible for:

- (a) Behaving in a way that ensures that the workplace is free of intimidation, hostility or offence and any form of harassment; treat all people in the workplace with courtesy and respect with an awareness of their own behaviour and how it may be perceived and/or received by others;
- (b) Not tolerating any form of harassment;
- (c) Undertaking mandatory training and familiarize themselves with the anti-harassment policy and related policies and procedures, including the Whistleblower Protection Policy;
- (d) Taking action where appropriate if they witness harassment or discriminatory conduct, and support those affected as appropriate and to the best of their ability;
- (e) Reporting misconduct and cooperate with investigations.

73. **The Director-General** is responsible for:

- (a) Ensuring that information and appropriate mechanisms are in place for the prevention and resolution of harassment in the workplace, and accessible to all staff, as well as to the extent possible, to other personnel.
- (b) Deciding to initiate disciplinary proceedings under the Disciplinary Procedure ([HR Manual Item 11.3](#)), or closing a case as the case may be; on recommendation from ADG/ADM.
- (c) Imposing disciplinary measures.

74. **The Ethics Advisor** is responsible for:

- (a) Providing advice on questions relating to the prevention and resolution of harassment to staff and management;
- (b) Reviewing and handling requests for informal resolution;
- (c) Ensuring a wide dissemination, to all employees, of the anti-harassment policy;
- (d) Providing preferably in-person, targeted training for managers and ongoing training for staff-at-large;
- (e) Conducting a preliminary assessment if there is a threat for retaliation and recommending to ADG/ADM the appropriate interim measures;
- (f) Reporting, annually, to the Director-General on the implementation of the anti-harassment policy.

75. **Director, IOS**, is responsible for:

- (a) Assessing formal reports of harassment, deciding to close the case or to open an investigation;
- (b) Conducting the investigation;
- (c) Recommending to ADG/ADM any interim measures, as appropriate;
- (d) Informing the Ethics Advisor of any risk of retaliation relating to formal harassment complaints;
- (e) Informing the Ethics Advisor of the outcome of investigations and of the closure of cases by IOS;
- (f) Submitting the investigation report to ADG/ADM.

76. **ADG/ADM** is responsible for:

- (a) Deciding on interim measures that may be required to provide support to or protect the affected individual from retaliation and/or to ensure the integrity of the investigation and any evidence and/or to prevent the occurrence/repetition of prohibited conduct or to protect the interests of the Organization;

- (b) Reviewing the investigation report and making a recommendation to the Director-General on the next course of action;
- (c) Making a recommendation to the Director-General on disciplinary measures or administrative measures;
- (d) Ensuring that a post-investigation review is conducted once a complaint has been resolved, in order to monitor the situation.

77. **Director, HRM** is responsible for:

- (a) Initiating and conducting the disciplinary proceedings;
- (b) Advise ADG/ADM on disciplinary measures or on administrative measures;
- (c) Notifying the Director-General's decision to the parties;
- (d) Informing the Ethics Advisor and IOS of any disciplinary actions taken in cases of harassment;
- (e) Monitoring the implementation of the anti-harassment policy and recommending and/or taking corrective actions as required;
- (f) Screening candidates during recruitment processes, and undertaking diligent reference checks of external candidates during recruitment processes to ensure that individuals who have a documented history of harassment are not hired.

78. **Managers and supervisors** are responsible for:

- (a) Promoting a positive and harmonious working environment, free of intimidation, hostility or offence and any form of harassment;
- (b) Taking steps, at an early stage, to prevent and/or resolve conflicts between staff/employees in their Sector, Division, Section, Unit, Field Office;
- (c) Taking swift and appropriate preventive action on potential harassment, as soon as they become aware of such situations;
- (d) Responding promptly to complaints, taking them seriously and ensuring that the necessary actions for which they are responsible are taken with respect to the affected individual (e.g. support, interim measures, etc.);
- (e) Taking the appropriate actions, following the resolution of cases, monitoring the situation to ensure repeated occurrences of conflict and/or harassment do not occur;
- (f) Communicating the harassment policies and procedures to their teams/work units on an annual basis, through a dedicated staff meeting;
- (g) Creating an atmosphere in which staff feel free to express concerns about inappropriate behaviours and encourage staff to use, without fear of reprisal, the informal and formal mechanisms and all services and recourse mechanisms available to them.^[2]

79. **Mediators** are responsible for:

- (a) Helping the parties to seek informal resolution of situations of possible harassment;
- (b) Assisting parties in coming to resolution, and taking steps to mediate between them, if so requested by the affected individual;
- (c) Informing the Ethics Advisor of any informal resolution of a possible harassment case under the auspices of the Mediators;
- (d) Providing a channel for dialogue and conciliation between employees;
- (e) Advising and making suggestions, as appropriate, on actions needed to settle conflicts.

80. The **Third Party** is responsible for:

- (a) Giving information and advice to employees who approach them;
- (b) Assisting employees who so wish, at all stages of a harassment complaint process;
- (c) Assisting parties in coming to resolution, and taking steps to mediate between them, if so requested by the affected individual.

J. Reporting and evaluation

81. The Ethics Advisor shall report every year to the Director-General on anti-harassment issues, providing information on the number of complaints, their nature, the outcome of mediation or of investigation, and any disciplinary actions taken. A summary report (with the number of cases and the type of outcome) shall be shared with the Executive Board as part of the Ethics Report on an annual basis.

[1] CEB Statement on Addressing Sexual Harassment within the Organizations of the UN System (8-9 May 2018).

[2] Refer to CEB endorsed "Guide for Managers" on prevention and responses to sexual harassment.

Procedures

Staff Regulations

1. [Staff Regulation 10.2](#)
2. [Staff Regulation 11.1](#)
3. [Staff Regulation 11.2](#)
4. [Annex A - Statutes of the Appeals Board](#)

Staff Rules

1. [Staff Rule 110.1 - Disciplinary measures](#)
2. [Staff Rule 110.3 - Suspension pending investigation](#)
3. [Staff Rule 111.1 - Appeals Board](#)

Circulars

Key Documents

Forms

Links

Appendices

1. [HR Appendix 1 A - Standards of Conduct for the International Civil Service](#)