

# All you need to know about preventing and reporting sexual harassment

There is zero-tolerance for sexual harassment in UNAIDS. We all have a role to play in creating an environment that is welcoming to all, where everyone feels safe and where each colleague can perform at their best. It is our right to have a workplace free of sexual harassment. It is also our duty as UNAIDS staff to know how to recognize sexual harassment, where to go, and what to do if staff believe that they have experienced or witnessed sexual harassment within the organization.

## What you should know

Sexual harassment is any unwelcome conduct of sexual nature that might be expected to cause offense or humiliation, when it interferes with work, is made a condition of employment, or creates an intimidating, hostile or offensive work environment. This can be written, verbal or physical, and includes communication through email, text message or social media.

A few examples are:

- Attempted or actual sexual assault, including rape;
- Sharing or displaying sexually inappropriate objects, images, or videos in any format;
- Sending sexually suggestive communications in any format;

UNAIDS has an updated policy on Addressing and Preventing Abusive Conduct that specifies the responsibilities of staff, managers and the organization; identifies informal and formal resolution procedures; and highlights resources available to staff.

All UNAIDS staff are required to complete mandatory training: the United Nations Course on Prevention of Harassment, Sexual Harassment and Abuse of Authority. The course is available in English and French (click [here](#) to access the course or find it in your PALM profile).

## What you can do

If you believe that you have experienced or witnessed sexual harassment, it is important to take action as soon as possible. If you need immediate support, you can reach out to Security. There is no deadline to report a sexual harassment case.

Resolution through informal means can enable the situation to be resolved promptly. However, when informal means are not appropriate or successful, a formal complaint can be filed with the Office of Internal Oversight Services (IOS) of the World Health Organization.

If you believe that you have experienced or observed possible misconduct or breach of UNAIDS' values, you can contact the Integrity Hotline – an independent and confidential service available to everyone, inside or outside UNAIDS. It is administered in all the six UN languages.

Anonymous complaints are accepted and should include as many details as possible.

### Informal resolution process

If you feel comfortable and safe in doing so, clarify with the alleged offender in person that their behavior is unacceptable.

If you do not feel comfortable or safe speaking to the alleged offender, approach your 1st or 2nd level supervisor for support to address alleged incidents or to request information on additional support and services available to you.

You may also speak to:

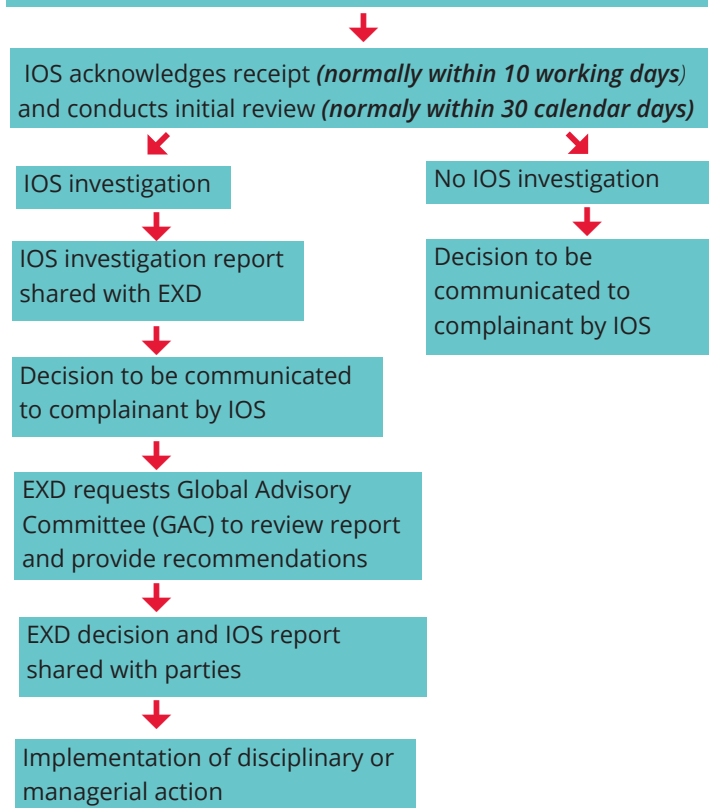
- **Integrity Hotline** – An independent and confidential service available to everyone (turn the page for contact information)
- **UNAIDS Staff Association** – For information and advice. [UNAIDSStaffAssociation@unaids.org](mailto:UNAIDSStaffAssociation@unaids.org) Tel: +41 22 791 5569
- **UNAIDS HRM** – For policy guidance, support and/or to explore options for resolution. Find your focal point on the intranet. Tel: +41 22 791 4078.
- **UNAIDS Ethics Office** – For advice on resolution mechanisms, advice and referrals. [ethicsoffice@unaids.org](mailto:ethicsoffice@unaids.org) Tel: +41 22 791 5049
- **UNAIDS Staff counsellor** – For psycho-social support/referrals. [staffcounselling@unaids.org](mailto:staffcounselling@unaids.org) Tel: +41 22 791 2315
- **Office of the Ombudsman** – For advice on resolution/mediation/referral. [ombudsman@who.int](mailto:ombudsman@who.int) Tel: +41 22 791 1494
- **Staff Health and Wellbeing Services** – For medical support. [shws@who.int](mailto:shws@who.int) Tel: +41 22 791 3040
- **Security Officer** – Immediate assistance for safety and physical security. [security@unaids.org](mailto:security@unaids.org) Tel: +41795006505



If the informal resolution is not sufficient, a formal process can be implemented too

### Formal resolution process

Formal complaint filed with WHO's Office of Internal Oversight Services (IOS). [investigation@who.int](mailto:investigation@who.int) Tel: +41 22 791 2919



# #RESPECT

It's our right to have a harassment-free workplace

## It's never too late to report a problem Report now to the Integrity Hotline

The Integrity Hotline is an independent and confidential service available to everyone, inside or outside UNAIDS.

If you believe that you have experienced or observed possible misconduct or breach of UNAIDS' values, contact the Integrity Hotline by phone or online.

Reports can be made confidentially or anonymously to the Integrity Hotline. Reports can also be raised confidentially directly to [ethicsoffice@unaids.org](mailto:ethicsoffice@unaids.org).

Visit the page [unaids.org/en/whoweare/ethics](https://unaids.org/en/whoweare/ethics) to find the free national phone numbers and an online form to contact the Integrity Hotline.

The Integrity Hotline is administered in all six UN languages.



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Integrity Hotline site