

Forum for Protection of Public Interest (Pro Public)
Sexual Harassment Guideline of Pro Public

Definition

Any unwanted sexual conduct, which is offensive to the recipient.' Furthermore, the Pro Public Board defines, "It is for each individual to determine what behavior is acceptable to them and what they regard as offensive. It is the unwanted nature of the conduct which distinguishes sexual harassment from friendly behavior which is welcomed and mutual.

Scope of Application

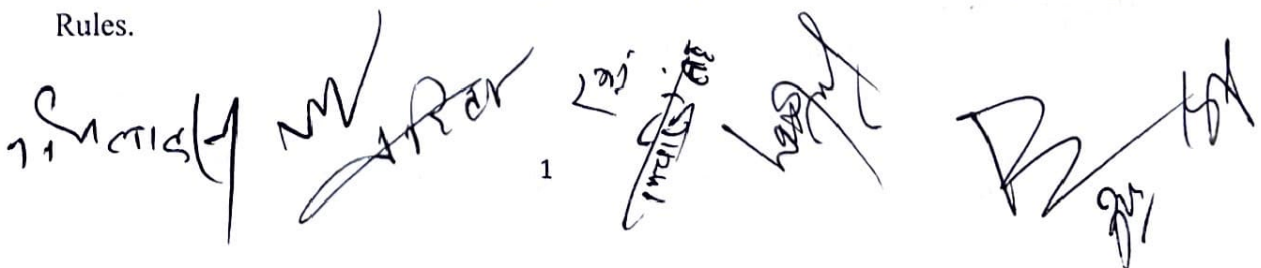
- The present policy shall apply to all staffs, board and members of Pro Public and including fully or partially affiliated staffs, consultants and separately administered organs and programmes of the Pro Public.
- Pro Public forces conducting operations under Pro Public command and control are prohibited from committing acts of sexual exploitation and sexual abuse, and have a particular duty of care towards women, children and men.
- Pro Public policy Sexual Harassment, entitled "promotion of equal treatment of men and women in the organization and prevention of sexual harassment", and the related administrative instruction set forth policies and procedures for handling cases of sexual harassment in the office of the Pro Public. Separately administered organs and programmes of the Pro Public have promulgated similar policies and procedures.

Recognizing Harassment

- **Physical Harassment:** including kissing, patting, pinching or touching in a sexual manner.
- **Verbal Harassment:** such as unwelcome comments about a person's appearance, private life or body.
- **Harassment by Gesture:** sexually suggestive gestures such as winking, nodding, gesturing
- **Written or Graphic Harassment:** such as sending pornographic pictures sexually explicit text.
- **Emotional Harassment:** behaviour that is discriminatory towards or excludes a person on the ground of his or her sex

Prohibition of sexual exploitation and sexual abuse

- Sexual exploitation and sexual abuse violate universally recognized international legal norms and standards and have always been unacceptable behavior and prohibited conduct for Pro Public staffs. Such conduct is prohibited by the Pro Public Staff Regulations and Rules.



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- In order to further protect the most vulnerable populations, especially women and children, the following specific standards which reiterate existing general obligations under the Pro Public Staff Regulations and Rules, are promulgated
 - The standards set out above are not intended to be an exhaustive list. Other types of sexually exploitive or sexually abusive behavior may be grounds for administrative action or disciplinary measures, including summary dismissal, pursuant to the Pro Public Staff Regulations and Rules.

Grievance Procedure

- Any employee who believes he or she is being harassed, or any employee, who becomes aware of harassment, should promptly notify his or her supervisor.
- If the employee believes that the supervisor is the harasser, the supervisor's supervisor should be notified.
- If an employee is uncomfortable discussing harassment with his or her supervisor, the employee should contact Human Resource Department or Board of Pro Public.

Procedure for the Grievance Handling

- The Executive Director shall be responsible for taking appropriate facilitation;
- The Executive Committee shall appoint an official, to serve as a focal point for receiving reports on cases of sexual exploitation and sexual abuse;
- If focal point believe after inquiry that any of the standards listed as harassment have been violated: action shall be taken;

Effective complaint

An employer harassment complaint procedure: to encourage victims to come forward.

- Organization maintain confidentiality
- Use effective investigative process
- Ask questions to both parties separately
- Ask questions to third and relevant parties to find the truth

After reaching a determination

- Once investigation process is finalized, and credibility issues are resolved, Executive Director/Executive Committee should make a determination as to whether the harassment occurred or not;
- Organization decides immediate and appropriate and corrective action.

Disciplinary action

- Oral or written warning or reprimand;
- Negative evaluation(s) in employee's personnel file that arose from the harassment;
- Reassignment/reinstatement

