

Policy for dealing with Harassment

The International Training Centre of the ILO (the Centre) recognizes the right of every individual to be treated with respect and dignity, and is committed to provide a safe learning and working environment free from any harassment, abuse of power, or intimidation for all members of the campus community. Accordingly, the Centre has zero tolerance for harassment and bullying.

General objective

The policy herein aims to ensure that all members of the campus community are aware that harassment and bullying are unacceptable and inconsistent with the Centre's values. The policy describes its guiding principles; provides definitions of various types of harassment; and outlines the responsibilities of stakeholders in the goal of preventing future cases of harassment and bullying, and contributing to a safe learning and working environment.

Guiding principles

The following principles are the foundation of the Centre's policy for dealing with harassment:

- The right of every individual to be treated with respect and dignity in an environment free from any harassment or abuse,
- an effort to clarify situations, behaviours, and conduct that might constitute harassment,
- zero tolerance of any form of harassment,
- fast, fair settlement of all alleged cases of harassment,
- a flexible method of settling cases of harassment informally that focuses on mediating between the parties involved and on dissuasion,
- a formal procedure that will make the circumstances of the harassment clear in an independent, impartial manner,
- a fair balance between punitive measures and information and prevention,
- psychological support for victims of harassment,
- raising the awareness of the campus community through information and prevention.

Scope of application

This policy is intended to address alleged cases of harassment and/or bullying involving activity participants and the campus community in general and is applicable to the conduct of all campus community, meaning participants, vendors, contractors, official invitees, Centre' staff, collaborators, interns, and/or other third parties, including the persons staying at the Campus for short periods of time. This policy applies equally to allegations of harassment and bullying perpetrated on its premises or in conjunction with its activities elsewhere located.

Addressing harassment

In order to prevent any case of harassment and bullying from occurring, the Centre is committed to implement a Centre-wide communication strategy to inform and/or instruct the working community and activity participants of the policy herein and the related procedures for dealing with any real case of harassment and bullying, or perceived ones.

Concurrently, because of the rich cultural diversity of the Centre's workforce and activity participants, and the intricacies inherent in human communication, the Centre is committed to raise cross-cultural awareness in relation to harassment and bullying.

Awareness-raising and preventive measures

The Centre will disseminate as widely as possible this Policy, as well as its relevant Procedures, making them available online on the Centre's public website.

In order to prevent harassment cases in our campus community, the Centre will organize awareness-raising and prevention sessions. Their aim will be to improve relations among members of our community, and to help create an environment marked by mutual respect for the rights of everyone, by respect for diversity and sexual, religious and racial differences, and by courtesy and solidarity at every level of our campus community.

Depending on the duration of activities, specific awareness raising and information initiatives will be organized for participants to training activities and masters courses. When applying for enrolment in any learning events, participants will be asked to specifically read, understand and accept these Policy and relevant Procedures on the application form.

Definition of harassment

Harassment is deemed to be any series of actions, usually repeated, whose aim or effect is deterioration liable to undermine the rights and lessen the dignity of the person who is the victim of them; and to harm the victim's physical or mental health.

Harassment is especially serious when it is engaged in by a man or woman who is in a power /social position to influence the victim.

Definition of sexual violence

Sexual violence is an all-encompassing term that includes sexual harassment. Sexual violence also includes physical acts perpetrated against a person's will or where a person is incapable of giving consent due to use of drugs and/or alcohol or to an intellectual or other disability. Some examples of sexual violence may include rape, sexual assault, sexual battery, and sexual coercion. All sexual violence is prohibited.

Definition of sexual harassment

Sexual harassment is any unwelcome conduct of a sexual nature, which includes, but is not limited to, unwelcome sexual advances; the use or threatened use of sexual favours as a basis for receiving in return other types of favours and /or academic decisions (meaning relating to a Master Course, an Academy, etc.) ; conduct that creates a hostile, intimidating or offensive academic or working environment; conduct that has the effect of unreasonably interfering with an individual's performance; and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from an educational programme or activity.

Examples of sexual harassment may include

- Pressure for a dating, romantic, or intimate relationship,
- touching, kissing, hugging, or massaging,
- pressure for sexual activity,

- unnecessary references to parts of the body,
- remarks about a person's gender or sexual orientation,
- sexual innuendoes or humour,
- obscene gestures,
- sexual graffiti, pictures, or posters,
- sexually explicit profanity,
- stalking or cyberbullying,
- email and Internet use that violates this policy.

Definition of discrimination harassment

Discrimination is a further form of harassment. It may be less flagrant and more insidious than sexual harassment. It consists of systematically treating somebody less favourably solely on the basis of their race, beliefs or sex, or because they have disability. It is often based on prejudice and preconceived ideas about factors such as age, culture, nationality, religion or social class.

In some cases, this may lead to psychological harassment. Conduct whose constant repetition or particular seriousness might constitute psychological harassment includes any behaviour designed to continuously isolate the victim or undermine their right to express themselves; circulating rumours and slander about them; imitating them in a mocking way; discriminating against them because of an infirmity; discrediting them in front of their colleagues; within the context of a group training activity giving them tasks which are humiliating or below their level of skill; excluding them from the flow of information; boycotting them, even without their knowledge; and, finally, attacking them psychologically.

Definition of bullying and cyber-bullying

Bullying is aggressive behaviour that is known or ought to be known to result in the intimidation, humiliation, annoyance, or physical harm of a targeted person or group. Bullying could be manifested in one interaction or in a series of actions often involving the assertion of power through psychological or physical aggression, and it could be based on prejudice and preconceived ideas about gender, able-bodiedness, religion, class or other distinctions. While often in person, bullying increasingly occurs through the use of electronic communication. Cyber-bullying typically involves sending messages of an intimidating or threatening nature, and/or misusing social networks for bullying purposes.

Responsibilities

It is the responsibility of the Centre to take preventative measures to ensure safety on campus. Centre staff in direct contact with participants, in particular, must set an example, and make sure that anyone for whom they are responsible apply the same principles of respect for any individual in the Campus community. They must be ready and prepared to be vigilant against unacceptable behaviour which may be caused by participants and/or collaborators in the activities they manage.

All members of the campus community, including Centre' staff, are responsible for creating a working, learning, and living environment that is free of harassment and discrimination. Accordingly, they must be respectful toward each other; refrain from any behaviour that undermines human dignity and respect for the individual; observe elementary rules of courtesy; and accept diversity of expectations and beliefs.

Conduct

Respect for human rights, equality, diversity, and dialogue as a means of solving problems underpins all our work and activities. Communication problems can usually be overcome with courtesy and patience.

The campus is a multicultural environment and this diversity enriches the learning experience. Integral to this multicultural environment is respect and tolerance in relation to differences in race, colour, gender, religion, political opinion, national extraction or social origin, physical abilities, sexual orientation, and age in the spirit of the principle of non-discrimination deriving from the Universal Declaration of Human Rights proclaimed by the United Nations General Assembly in Paris on 10 December 1948 (General Assembly resolution 217 A).

It is the responsibility of the Centre and its staff to protect and assist individuals working, studying and living on campus or elsewhere when attending a training activity and experiencing any problems.

The use of drugs and the heavy consumption of alcohol is prohibited as their use is often linked to misbehaviours and misconduct. Non-compliance is sanctioned with the perpetrator being immediately expelled to their country/duty station. Activity participants are expected to strictly conform to these principles, since a zero-tolerance of violations is applied on campus.

Retaliation

Retaliation for the purposes of this policy involves actions or threats whose intention is to intimidate or punish the claimant of an alleged harassment or bullying incident, or anyone involved in assisting with the complaint process, or participating in an investigation.

The Centre prohibits retaliation against anyone involved in a formal or informal complaint procedure pursuant to this policy. Anyone experiencing any conduct that they believe to be retaliatory should immediately report it to one of the individuals listed in the "Procedures for Dealing with Harassment" in force at the Centre.

Procedures to address harassment

All the research into issues of harassment has found that what the victims of harassment want most of all is for it to stop as fast as possible. The issue must therefore be dealt with quickly, seriously and effectively, and the necessary measures must be taken to stop it.

If you believe you are being harassed or bullied, you may wish to keep a personal written record of events, noting the dates, places and names of all witnesses. You may also wish to discuss the matter with a friend or colleague or, in strict confidence, with a Centre programme manager, activity manager, programme secretary, or Medical Services staff.

The following steps will help you define a course of action should you feel you are being harassed or bullied:

- Step 1 – Rejecting the behaviour

You are encouraged to tell the presumed perpetrator that their behaviour is inappropriate, and that, in line with the procedure herein established, you expect such behaviour to stop immediately. However, in cases in which the relative power or status of the persons involved, or other considerations, make it hard or unsafe to confront the presumed perpetrator directly, you are encouraged to inform the Centre staff identified under the

current procedure in order to settle the matter, if possible and preferably, through phase 1 or, through phase 2 channel described below.

If a member of the Campus community is informed that they may have offended, harassed or bullied someone, or that their behaviour may be perceived or construed as such, they should apologize as soon as possible and immediately change their behaviour.

- Step 2 – Who you should contact

If you believe you have been

- subjected to conduct or comments that may violate the Centre's policy on harassment and bullying, or
- retaliated against in violation of the policy, or
- have been told about or witnessed conduct that may violate the policy, or
- discriminated against or harassed

and depending on the circumstances and/or time of the perpetrated harassment or bullying behaviours and subsequent availability on campus of the below-mentioned Centre's or contractor's staff, you shall

- during working hours, please contact either:
 - the programme manager and/or the programme secretary,
 - and/or the Medical Services staff.
- outside working hours, please contact either:
 - the security guards and/or the reception desk staff,
 - and/or the medical services staff.

Please report the facts to the above without delay, having regard to strict confidentiality,

Prepare and keep to the extent possible a written and dated record of events to allow the investigation procedure to start, if applicable.

The Centre staff you initially contacted, the Medical Service, or the external contractor's personnel if outside working hours, will immediately inform the COO of the occurrence.

The COO will take any necessary urgent action and will inform the Director of the Training Department or the Director of the Turin School of Development, as appropriate.

Depending on the seriousness of the case, the COO will guide and explain to you the different phases of the process of conflict resolution available to address your claim, and will refer you to the relevant services.