

Date Approved: 12 October 2023  
Date Entered Into Force: November 2023  
Next Review Date: 2026

# UNCAC Coalition Anti-Harassment Policy

I. Policy statement	0
II. Definition of harassment	1
III. Scope	2
IV. Implementation of this policy	2
V. Monitoring and evaluation	2
VI. References	3

## I. Policy statement

The UNCAC Coalition (hereafter: the Coalition) is committed to providing a safe work environment that is free from discrimination and harassment of any kind. The objectives of this policy are to a) help explain what sexual harassment is, b) set forth the expectations of conduct and mutual respect, c) define complaint mechanisms for instances when these expectations are not met or violated, and d) determine the redress process, including potential sanctions.

The Coalition has a zero-tolerance policy for any form of harassment in the workplace. All complaints of harassment are taken seriously, diligently handled with regard to confidentiality and dealt with sensitively and with respect. No one shall face reprisal (e.g., by being victimised or stigmatised) for filing a complaint in good faith. Any person found to have willingly harassed another person will face disciplinary action, potentially including dismissal from employment. The Coalition commits to fair and impartial procedures to process harassment complaints and to taking resolute actions where materially and legally warranted, including by ensuring a non-discriminatory hiring policy.

The UNCAC Coalition aims to create awareness of this policy among its employees, volunteers, consultants and other stakeholders, including by providing easy access to the policy through publication on its website and references to the policy in relevant contexts.

## II. Definition of harassment

Harassment is unwelcome conduct which makes the harassed person feel offended, humiliated and/or intimidated, or is meant to make them feel that way.

It can concern or be motivated by a person's actual or perceived ethnic origin, religion, belief, physical ability, age, sex, gender, sexual orientation or other aspects of their identity. This, of course, can come in many different forms.

This policy does not intend to limit the definition of harassment but seeks to provide guidance concerning the conduct that should be considered as harassment.

Allegations can include any conduct which is unwanted by the recipient. It can involve one or more incidents and actions that may be physical, verbal and/or non-verbal. Examples of conduct or behaviour which constitute harassment include, but are not limited to:

### 1. Physical conduct

- Physical violence, including sexual assault
- Unwelcome physical contact or molestation including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Sexually-suggestive or insinuating gestures

### 2. Verbal conduct

No matter whether oral or in writing, in person or via telecommunication:

- Explicit or implicit physical threats
- Bullying, including offensive (i.e. hostile, intimidating, degrading or humiliating) language
- Sexual, racist, ageist or homophobic comments, stories and jokes
- Sexual advances including: repeated social invitations for dates despite such invitations being declined; invitations for physical intimacy or sexual favours

### 3. Non-verbal conduct

- Exclusion from tasks, meetings, events or any other work-related processes because of the subject's identity
- The explicit or implicit use of job-related threats or rewards to extort sexual favours (for example, requesting somebody to engage in sexual activity in exchange for that individual's employment or promotion)
- Display or circulation of disturbing pictures including violent or sexually explicit or suggestive material
- Whistling or other sounds of derogatory nature
- Leering
- Stalking

Anyone can experience harassment, regardless of their sex, gender or any other aspects of their identity and regardless of those of the harasser. For example, (sexual) harassment may also occur between people of the same sex or gender. It is the manifestation of a power relationship and often occurs within unequal relationships in the workplace, for example, between a manager or supervisor and their subordinate, or between service-provider and service beneficiary.

### III. Scope

All individuals working for or on behalf of the UNCAC Coalition, or otherwise representing the Coalition (e.g. consultants working on behalf of the Coalition or members of an UNCAC Coalition delegation to a conference) no matter whether in the UNCAC Coalition premises or outside, including at social events (whether or not hosted by the Coalition), during business trips, training sessions, conferences and workshops are required to adhere to this policy, i.e.:

- All employees, no matter whether temporary or permanent,
- contractors and consultants,
- members of the Coalition Coordination Committee (CCC),
- representatives of partners,
- representatives of member organisations,
- contractors or visitors, as well as
- all those who may represent the organisation otherwise.

The same applies to all guests, participants and service providers at events hosted by the Coalition.

Furthermore, anybody may invoke this policy in order to hold to account the above listed individuals against the provisions of this policy.

### IV. Implementation of this policy

The Coalition will ensure that this policy is published online, disseminated to relevant persons and included or referenced in relevant staff policies and contracts. All new employees, volunteers, CCC members and consultants of the Coalition must be informed on the content of this policy.

### V. Monitoring and evaluation

The Coalition recognises the importance of monitoring this harassment policy. An annual anonymous survey for feedback on the effectiveness of the policy and the complaints procedure will be conducted with all employees and CCC members. In case of reported incidents or concerns raised, the CCC should then discuss, at least once a year, the compliance with this policy, including the number and types of incidents, how they were dealt with, and recommendations for policy or procedural improvement.

## VI. References

For the drafting of this policy, the following documents were consulted:

- **Gleichbehandlungsanwaltschaft:** [Abhilfe gegen sexuelle Belästigung. Ein Leitfaden für Arbeitgeber\\_innen](#) (guidance by the Austrian Ombud for Equal Treatment)
- **ILO:** [Sample Sexual Harassment Policy](#)
- **Transparency International:** [Anti-Harassment Policy. June 2015](#)