



WAN-IFRA Sexual Harassment Guideline

Part I - General Introduction



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FOREWORD

WAN-IFRA is committed to providing a safe environment for all employees free from discrimination on any grounds, including sexual harassment at work. WAN-IFRA expressly prohibits any form of workplace harassment based on race, colour, religion, sex, sexual orientation, marital status, pregnancy, parental status, national origin, ethnic background, age, disability, political opinion, social status, veteran status, union membership or genetic information. Sexual harassment is any unwanted and offensive behaviour of a sexual nature that violates a person's dignity and makes feel degraded, humiliated, intimidated or threatened. WAN-IFRA defines the workplace as an environment where an employee or long-term consultant represents or acts on behalf of WAN-IFRA.

WAN-IFRA has a zero-tolerance policy on forms of sexual harassment and assault in the workplace.

WAN-IFRA has developed this sexual harassment guidelines and procedures manual to support its diversity and inclusion strategy. WAN-IFRA will ensure that all managers, employees and long-term consultants know about and have ready access to the guideline at all times and are familiar with its contents.



This guideline outlines clear procedures for:

- a) Employees and long-term consultants who have been sexually harassed;
- b) Employees and long-term consultants accused of sexual harassment
- c) Witnesses of sexual harassment;
- d) Managers and senior staff involved in investigating sexual harassment cases.

WAN-IFRA's Chief Executive Officer is responsible for the content and implementation of this sexual harassment policy. The CEO is assisted by the COO and the Head of Human Resources.

This policy does not provide procedures to handle cases of suppliers, individual members, clients or short-term contractors. However, WAN-IFRA is committed to working with vendors, suppliers, partners and contractors who uphold similar standards and reserves the right to terminate a relationship should the commitment of an organisation or individual to uphold similar standards come into question.

More information on the detailed procedure to follow in the event of an incident is available in a complementary guideline (Part II).

A SHORT NOTE FOR EMPLOYEES AND LONG-TERM CONSULTANTS

Here are some practical guidelines for WAN-IFRA employees on what you can and should do if:

- a) You are sexually harassed at work.
- b) You are a witness or concerned about someone else being sexually harassed at work.
- c) You are accused of sexually harassing someone at work.

Long-term consultants are considered individuals with engagement contracts of 6 months or greater.

THOSE WHO HAVE BEEN SEXUALLY HARASSED AT WORK

- If you have been sexually harassed, it is NOT your fault.
- You have a legal right to work in a safe environment without being subjected to sexual harassment or frightened of it. It is WAN-IFRA's responsibility to make this happen.
- To be able to do anything about sexual harassment, WAN-IFRA is entirely dependent on your assistance and transparency.
- You need to inform another person with responsibility about the incident. This could be:
 - Your immediate manager;
 - Another manager at WAN-IFRA;
 - Someone in human resources;
 - Your works council representative;
 - WAN-IFRA's Diversity & Inclusion Officer.
- All of these people must help you and protect your confidentiality.



- As someone reporting sexual harassment, your identity and any information you share will be treated in confidence and will only be shared with a limited number of people involved in the investigation. You also have the right to be not directly confronted with the accused person.
- If you have been sexually assaulted or raped, this is a serious crime against you. As well as informing WAN-IFRA you should report it to the police and seek medical attention. Be aware that your case might go to a criminal court or tribunal.
- You have the right not to be victimised for reporting sexual harassment at work. Retaliation is a serious and punishable offence and it is WAN-IFRA's responsibility to protect you from this.
- WAN-IFRA has procedures in place to deal with cases of sexual harassment. See Guideline – Part II.

WITNESSES OR INDIVIDUALS CONCERNED ABOUT SOMEONE ELSE BEING SEXUALLY HARASSED AT WORK

- To be able to do anything about sexual harassment, WAN-IFRA is entirely dependent on being informed.
- If a colleague contacts you and reports being sexually harassed, you should encourage the person to take the matter further and report it.
- If you are worried that a colleague is being sexually harassed, you should report this to one of the people mentioned above.
- As someone reporting sexual harassment, your identity and the information you share will be treated in confidence and will only be shared with a small number of people involved in the investigation.
- You have the right not to be victimised for reporting sexual harassment at work. Retaliation is a serious and punishable offence, and it is WAN-IFRA's responsibility to protect you from this.

THOSE ACCUSED OF SEXUAL HARASSMENT AT WORK

If you are being accused of sexual harassment, you also have rights.

- Your identity and any information about the case will be treated in confidence.
- You have the right to know the case being made against you.
- You have the right to respond to any accusations made against you.
- You have the right to due consideration of your version of events.
- If WAN-IFRA finds that there is no sexual harassment case against you, or the claim is dropped, then any documents relating to the case will be destroyed and will not appear in your employment records. Therefore, it will not affect your current or future employment prospects.
- If WAN-IFRA finds a sexual harassment case against you, there will be consequences up to the termination of your employment contract.



1. PARTIES GOVERNED BY THE GUIDELINE

This guideline governs all WAN-IFRA's employees, including directors, managers, staff, and long-term contractors/consultants.

IMPLEMENTATION OF THE GUIDELINE

This guideline will be widely disseminated internally as well as to all long-term consultants working with WAN-IFRA. WAN-IFRA will ensure that all managers and employees know about and have ready access to the policy at all times.

The policy in its current version is included or referred to in the following WAN-IFRA documents:

- Consultant or associate contracts;
- Guidelines and procedures available on www.wan-ifra.org.

The guideline will be reviewed on an annual basis. All employees, managers and long-term consultants will be trained on the content in this guideline:

- a) as part of their induction into the organisation;
- b) when the guideline is reviewed and significant changes are made.

WAN-IFRA will ensure that all managers and employees have access to any updated version of the guideline as well.

2. DEFINITIONS OF SEXUAL HARASSMENT

Sexual harassment is any unwanted and behaviour of a sexual nature that violates a person's dignity and makes them feel degraded, humiliated, intimidated or threatened.

It is important to emphasise that, no matter the intention, the person on the receiving end of the behaviour decides if it is unwanted. This is regardless of the intention of the person accused of harassment.

Sexual harassment can be ongoing or a one-time occurrence.

Sexual harassment can be:

- **Physical** – someone uses physical pressure or force to have sexual contact with another person against their will;
- **Verbal** - someone gives another person unwanted sexual attention through verbal or written comments or conversation;
- **Non-verbal** – someone gives another person unwanted sexual attention through noises or actions at a distance.

More concrete examples of behaviour, which could be seen as sexual harassment, can be found in the Annexe.



3. RIGHTS AND RESPONSIBILITIES

3.1.EMPLOYEE AND LONG-TERM CONSULTANT RIGHTS

WAN-IFRA will treat all sexual harassment cases fairly and consistently with due respect for the rights of all employees involved. All employees have the following rights:

- The right to work in an environment free from discrimination of any kind, including sexual harassment;
- The right to report if they or someone else has been sexually harassed at work;
- The right to anonymity (in case there is no official investigation);
- The right to confidentiality (in case there is no official investigation);
- The right to know the case against them if they are being accused (as long as this does not affect confidentiality rights);
- The right to reply with their version of events;
- The right to due consideration of their version of events;
- The right to representation;
- The right to appeal;
- The right to have all documents related to their case destroyed and deleted from their employment record if no case was found;
- The right to take their case to court or tribunal if they are not satisfied with the outcome of the investigation.

3.2.MANAGER RESPONSIBILITIES

This policy stipulates managers' duties and responsibilities in preventing and investigating sexual harassment at work due to their representation function for WAN-IFRA.

As representatives of WAN-IFRA, managers are required to do all in their power to:

- Prevent and identify unacceptable sexual behaviour from happening;
- Prevent behaviour that is creating a hostile work environment for employees;
- Adhere to this policy and other related policies and procedures;
- Ensure that all parties fully understand their rights under these guidelines;
- Ensure that all parties fully understand WAN-IFRA's complaints; procedures, and the potential outcomes and disciplinary measures
- Ensure all sexual harassment cases are investigated thoroughly and consistently;
- Provide all parties with feedback;
- Provide all parties with the necessary follow-up and support,
- Avoid discrimination on any grounds.

Breaches of rules and regulations by managers will be taken seriously by WAN-IFRA and could cause Labor Law consequences.



4. COMPLAINTS PROCEDURES

All employees and long-term consultants have the right to report if they have been sexually harassed at work or witnessed someone else being sexually harassed at work. All reports will be taken seriously and dealt with sensitively, consistently, and fairly, respecting the rights of all parties involved. In some circumstances, it may be necessary to bring in external assistance or expertise to ensure a fair, impartial and objective investigation.

4.1.WHO CAN MAKE A SEXUAL HARASSMENT COMPLAINT?

All employees and long-term consultants have a right to make a complaint if they or someone else is being sexually harassed at work. Sexual harassment can be reported by:

- a) The person who has been sexually harassed;
- b) A witness to sexual harassment;

You are not obliged to confront the person you are accusing of harassment. Only confront the person you are charging if you feel able to and if they do not pose a risk to your own or anyone else's physical safety.

If you have witnessed or are concerned that another employee is being sexually harassed, encourage them to report the case themselves.

4.2.WHO HANDLES SEXUAL HARASSMENT COMPLAINTS?

The Gender and Diversity Officer is the designated person in WAN-IFRA for dealing with sexual harassment cases with support from the CEO/COO and HR. An employee does not have to make an initial complaint to the Diversity & Inclusion Officer. They can make a complaint to any person with responsibility in WAN-IFRA, as well as third parties, including:

- An immediate manager;
- Another manager at WAN-IFRA;
- A health and safety officer;
- A trade union representative;
- The occupational health service.

This person, however, has to refer the complaint to the Diversity & Inclusion Officer, except in cases the employee expressly states that s/he does not wish to forward the complaint.

5. SUSPENSION

In some situations, it may be necessary to suspend employees on full pay whilst an investigation is ongoing. This is to ensure that all employees are protected and that the investigation can be conducted appropriately. Suspension on salary is not a disciplinary procedure. However, WAN-IFRA



reserves the right to suspend an employee on full pay pending completion of the investigation or any disciplinary action.

6. OUTCOMES AND DISCIPLINARY MEASURES

WAN-IFRA recognises three potential outcomes of any formal investigation into sexual harassment:

- a) No case of sexual harassment was found;
- b) A clear case of sexual harassment was found;
- c) A clear case of severe or repeated sexual harassment was found.

Anyone found to have sexually harassed someone at work, and if sexual harassment is found to be true, irrespective of their position in WAN-IFRA, will face disciplinary measures like:

- Verbal or written warning;
- Termination or Immediate dissolution of engagement contracts (for consultants).

The nature of the disciplinary measure will depend on the gravity and extent of the harassment in each case. However, WAN-IFRA will apply these measures consistently across all sexual harassment cases.

Long-term consultants found by WAN-IFRA to have engaged in sexual harassment will have their engagement contracts immediately terminated.

7. RETALIATION AND PREVENTION OF VICTIMISATION

No employee or long-term consultant will be victimised for reporting sexual harassment in good faith or acting as a witness in an investigation. WAN-IFRA regards retaliation as a serious violation of this guideline, and any incidents should be reported immediately. Any person found guilty of retaliation on a reported case of sexual harassment will be subject to disciplinary action, up to and including dismissal, and for long-term contractors, risk of immediate termination of contract.

8. FALSE CLAIMS

A false claim within the scope of this guideline is when an employee reports an incident of sexual harassment, knowing that the allegations are untrue.

WAN-IFRA will always conduct a proper investigation into claims, and the gathering of evidence will be fair, objective and thorough. However, making a false claim is a serious offence. Any employee found to be making a false sexual harassment claim will be subject to disciplinary action, up to and including dismissal, and for long-term contractors, risk of immediate termination of contract.



9. SUPPORT

Sexual harassment has profound and long-lasting effects on the individual. WAN-IFRA will always seek to ascertain whether and what support an employee who has been sexually harassed or has had a false sexual harassment claim made against them, needs or wants. Where appropriate, WAN-IFRA can provide support through the following:

- Paid/unpaid leave;
- Part-time / shorter hours;
- Mentoring/counselling;
- Back to work strategy/support;
- Systematic follow-up.

When necessary, WAN-IFRA will engage an external non-biased HR expert to advise on support measures to provide to employees or consultants who have been the subject of sexual harassment or have had a false sexual harassment claim made against them.

10. THE IMPORTANCE OF CONFIDENTIALITY

Confidentiality is an ethical principle that prevents information and identities from being shared or discussed with third parties. Confidentiality in sexual harassment cases not only builds trust, it is also a general legal obligation to keep the matter under Labor Law confidential. Therefore, WAN-IFRA will ensure confidentiality with respect to the dignity and privacy of the parties involved. This includes cases involving long-term consultants.

WAN-IFRA will treat the people involved, and all information shared in sexual harassment cases with confidentiality. This means that the identities of those involved – including the person being harassed, the accused and any witnesses – will be protected and processed in compliance with national data protection laws. Also, any information, records and evidence about the case will be stored securely.

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Annexe: EXAMPLES OF BEHAVIOURS THAT COULD COUNT AS SEXUAL HARASSMENT AND COULD AT LEAST ENTAIL LABOUR LAW CONSEQUENCES

PHYSICAL

- Actual or attempted sexual assault – a physical attack of a sexual nature, which includes sexual touching or rape
- Kissing someone without permission
- Unwanted touching, groping, fondling of someone’s private parts
- Unwelcome touching or stroking of someone’s body
- Unwelcome neck massage
- Unwelcome holding of someone’s hand
- Unwanted requests for sexual favours.

VERBAL

- Unwanted texts, emails, letters, telephone calls or materials of a sexual nature
- Sexually suggestive remarks
- Repeated and unwanted social invitations for dates or physical intimacy
- Making personal and intrusive comments about someone’s dress and physical appearance
- Making kissing sounds, howling and smacking of lips
- Catcalling (sexually suggestive whistling)
- Unwanted personal questions about social or sexual life/history
- Unwanted questions about sexual fantasies
- Unsolicited jokes that are sexual in nature
- Unsolicited sexual innuendos or stories
- Circulating innuendos or ‘dirty’ jokes via email or social media.

NON-VERBAL

- Repeated invasion of personal space
- Looking someone up and down (elevator eyes)
- Staring or ‘leering’
- Sexual gestures with body
- Facial expressions such as winking, licking lips, throwing kisses
- Stalking someone or following them around
- Purposefully blocking someone’s path
- Unwanted personal gifts
- Displaying sexually explicit posters, calendars or objects
- Publicly watching pornography.



The “workplace” is any space where an employee carries out their work for WAN-IFRA. This includes:

- On-site spaces: in the office, newsroom or on set
- Off-site spaces: in the field doing research and interviews
- Online spaces: any digital platform used by employees to communicate with others in relation to their work
- Work-related events: conferences, business trips, training sessions
- Social events organised by WAN-IFRA.

Behaviours that count as sexual harassment include but are not limited to physical, verbal or non-verbal. It also includes :

- a) hostile work environment. It may be offensive to someone who is witness to the behaviour, so creating an oppressive atmosphere for one or more people, such as:
 - watching pornography
 - putting up offensive posters or calendars
 - workplace ‘banter’ (light conversation) and jokes of a sexist or sexual nature
- b) Quid pro quo: When a person is forced to submit to sexual harassment in return for employment benefits such as promotion, a pay raise, a big assignment, keeping their job; or when a person’s employment is affected when they reject or stand up to sexual harassment, such as being fired, demoted, or losing assignments