

CLOSING THE GENDER GAP IN THE MODERN WORKPLACE



CULTURE OF
INCLUSION IN
ENTERPRISES



Co-funded by
the European Union

EQUALISER PROJECT

ABOUT THE PROJECT

The EQUALISER project strives to promote **gender equality** in the modern **workplace** by assisting private firms in implementing gender mainstreaming strategies.



ABOUT THE PROJECT

EQUALISER aims to:

1. Raise awareness about workplace gender inequalities
2. Inform about the needs and gaps in organizational structure, processes, and practices contributing to this issue
3. Encourage decision-makers to make gender mainstreaming a continuous organizational process
4. Integrate a long-term change in the business culture, with fewer stereotypes and discriminatory behaviors
5. Create a safe and secure environment in which all employees can thrive and grow



THIS PRESENTATION

The material presented is part of **EQUALISER project** and seeks to support the employees of an enterprise in their working context.

The material is developed in order to help the target group overcoming **gender knowledge gaps and stereotypes** in order to transform the working environment and change the relationship dynamics in the workspace.



MODULES

Module 1 - Discovering Gender Equality Concepts & Principles

Module 2 - Beyond the Norm: Shattering Gender Stereotypes

Module 3 — Balancing Act: Women as Employees and Caregivers

Module 4 — From Glass Ceiling to Open Skies

Module 5 — Respect & Resilience: Tackling Sexual Harassment in the Workplace

MODULES

Module 6 - Bridging the Divide: Understanding and Addressing the Gender Pay Gap

Module 7 - Unleashing Women's Career Prospects

Module 8 - A Catalyst for Change: Exploring EU Policies for Workplace Gender Equality

Module 9 - Mindful Message: Gender-Sensitive Communicate

Module 10: A Practical Guide Addressing Gender Inequality Conflict & Promoting Respectful behavior



MODULE 5

Respect&Resilience: Tackling Sexual Harassment in the Workplace



MODULE 5 – TOPICS OUTLINE

- 01** Understanding Sexual Harassment
- 02** Types of Sexual Harassment
- 03** Impact & Consequences
- 04** Prevention and Intervention-EU legal framework
- 05** Handling complaints and Investigations
- 06** Activities
- 07** Conclusion - Summary
- 08** References

Introduction

The main aim of this module is :

to provide a clear understanding of what constitutes sexual harassment in the workplace and guide employers offering tools to recognise, prevent, and handle incidents of sexual harassment in the workplace because based on European researches it was found that more than one in five people (nearly 23%) have experienced violence and harassment, whether physical, psychological or sexual in the workplace.

Both harassers and victims may be of any sex or gender, but women, girls, lesbian, gay, bisexual, transgender, queer or questioning, intersex, and asexual and more (LGBTQIA+) persons and other **vulnerable groups are particularly exposed and disproportionately affected.**

Respect & Resilience: Tackling Sexual Harassment in the Workplace

This module will :

- ✓ Help employers provide a clear understanding of what constitutes unacceptable behaviour and sexual harassment in the workplace.
- ✓ Empower employers with tools to recognize, prevent, and report incidents of sexual harassment.
- ✓ Educate employers about the various forms and impacts of sexual harassment.
- ✓ Help employers to foster a respectful and inclusive work environment through awareness and sensitivity.
- ✓ Ensure compliance with legal regulations and reinforce the company's commitment to maintaining a safe workplace for all.

**If you cannot respect
women, you cannot respect
anybody else because it is
from women you come**

- Bhagwan Shree Rajneesh, OSHO -



TOPIC 1: Understanding Sexual harassment

In October 2022 the world celebrated the fifth anniversary of the MeToo movement, encouraging women and other victims of sexual harassment to speak up, with the aim of raising awareness and with the effect of eliminating the widespread violence.

The MeToo movement has shown the magnitude and nature of sexual harassment and has sparked an international movement and a debate about the underlying causes and required responses; whereas since that time, the movement encouraged victims worldwide to speak up in different spheres, including in politics.



TOPIC 1: Understanding Sexual harassment

- ❖ Sexual harassment in the workplace is a pervasive and harmful issue that affects individuals across various industries and sectors. It involves unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that creates a hostile or intimidating work environment. In this module, we will explore the phenomenon of sexual harassment in the workplace, its impact on individuals and organizations, and the importance of addressing this issue.
- ❖ It is important to notice that sexual harassment in the workplace refers to violence and harassment that occurs “in the course of, linked with or arising out of work”, both in the formal and informal economy, and whether in the private or public sector.
- ❖ Sexual harassment and other types of violence, offensive or unwanted behaviour in the workplace must be understood as a **health and safety issue and not as the victim’s individual problem;** whereas no part of the labour market nor working life is protected from sexual harassment, but the incidents vary, as do the forms that harassment can take depending on the sector or type of job.

TOPIC 1: Understanding Sexual harassment

Promoting a safe and inclusive work environment is paramount in today's professional landscape. This emphasis is not merely a gesture but a strategic necessity. By ensuring the safety of employees both physically and emotionally, organizations can foster a sense of trust and security. This, in turn, leads to improved mental well-being and higher job satisfaction, enhancing overall productivity.

In an era that values equality and well-being, championing a safe and inclusive work environment isn't just a checkbox—it's a key driver of success. It nurtures a workforce that feels empowered, valued, and ready to bring their best selves to the table, enriching both the organization and the broader community.

TOPIC 1: Understanding Sexual harassment

The **International Labour Organisation Convention of Geneva** recognizes that violence and harassment can constitute a human rights violation or abuse, and provides, for the first time, a single composite concept of violence and harassment (Art. 1) 5.

The Convention requires **Member States** to adopt an inclusive, integrated and gender-responsive approach to prevent and address such behaviours in the world of work (Art. 4(2)). This approach envisages action on prevention, protection, enforcement, remedies, guidance, training and awareness raising (Arts 4, 7–11), and takes into account third parties as both victims and perpetrators.

In adopting this approach, **Convention No. 190** requires States to recognize the different and complementary roles and functions of governments, employers and workers, and their respective organizations, taking into account the varying nature and extent of their respective responsibilities (Arts 4(3) and 9).

TOPIC 1: Understanding sexual harassment



SEXUAL
HARASSMENT

Sexual harassment is a form of **gender-based discrimination** and misconduct that involves unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. It creates a hostile and intimidating environment for victims, impacting their emotional well-being and career.

Sexual harassment can occur in various settings, including the workplace, and is characterized by its violation of an individual's dignity, rights, and personal boundaries.

Topic 1: Understanding Sexual Harassment

The different forms

- ❖ Sexual harassment can take different forms, including verbal, non-verbal, or physical behaviors that are sexual in nature. It may include unwanted sexual comments, jokes, gestures, inappropriate touching, displays of explicit material, or explicit demands for sexual favors.
- ❖ It can occur between individuals of the same or different genders and involves a power dynamic, where the harasser uses their position or influence to exploit or intimidate the victim.



Topic 1: Understanding Sexual Harassment

Quid Pro Quo Harassment and Hostile Work Environment

1. **Quid Pro Quo Harassment:** Quid pro quo is a Latin term that means "something for something." In the context of harassment, quid pro quo harassment involves a situation where a person in a position of power (usually a supervisor, manager, or someone with authority) demands sexual favors, submission to unwelcome advances, or other inappropriate behavior from an employee in exchange for job benefits, promotions, raises, favorable work assignments, or even the prevention of negative job actions (like demotion or termination).



Topic 1: Understanding Sexual Harassment

Quid Pro Quo Harassment and Hostile Work Environment

2. Hostile work environment harassment refers to a situation where the workplace is permeated by unwelcome and offensive behaviour or comments based on a protected characteristic such as race, sex, religion, age, or other legally protected attributes. This creates an environment that is intimidating, hostile, or offensive and interferes with the victim's ability to perform their job effectively.



Topic 1: Understanding Sexual Harassment

Quid pro quo

The key elements of quid pro quo harassment are:

- ❖ The harasser has authority or control over the victim's employment.
- ❖ The victim is subjected to unwelcome sexual advances, requests for sexual favours, or other explicit conduct.
- ❖ Submission to the harassment is either explicitly or implicitly tied to employment decisions or benefits.

Hostile Environment

The key elements of a hostile work environment harassment are:

- ❖ Unwelcome behaviour or comments based on protected characteristics that create an offensive, intimidating, or hostile atmosphere.
- ❖ The behaviour is severe or pervasive enough to alter the terms and conditions of employment.
- ❖ The employer is aware of the harassment but does not take appropriate corrective action.

TOPIC 2: Types of sexual harassment



Knowing the different forms of sexual harassment helps individuals recognize when they are being subjected to such behaviour, enabling them to identify it and take appropriate action.

Awareness of the types of sexual harassment allows organizations to implement preventive measures and policies that specifically target each form, reducing the likelihood of such incidents occurring.

Topic 2: Types of Sexual Harassment: Verbal, Non-Verbal, and Physical Forms

Verbal Sexual Harassment

It involves unwelcome comments, remarks, jokes, or innuendos of a sexual nature. This can include sexually explicit comments about a person's appearance, body, clothing, or personal life. It might also involve sexual propositions, requests for sexual favours, or explicit discussions that create a hostile or uncomfortable atmosphere.

Examples of verbal sexual harassment:

- ❖ Making inappropriate sexual comments or jokes.
- ❖ Engaging in explicit discussions about sexual activities.
- ❖ Repeatedly asking a colleague for dates despite their refusal.



TOPIC 2: Types of Sexual Harassment: Verbal, Non-Verbal, and Physical Forms

Non-verbal Harassment

It consists of unwelcome gestures, visual displays, or behaviours that convey sexual intent or create a hostile environment. These actions often don't involve direct communication but can still be highly offensive and damaging.

Examples of non-verbal sexual harassment:

- ❖ Displaying sexually explicit images or materials in the workplace.
- ❖ Making lewd gestures or facial expressions.
- ❖ Staring or leering at someone in a sexually suggestive manner.



TOPIC 2: Types of Sexual Harassment: Verbal, Non-Verbal, and Physical Forms

Physical Harassment

It involves unwelcome physical contact of a sexual nature or behaviours that create an intimidating or hostile environment. It can range from unwanted touching to more severe actions that cross personal boundaries.

Examples of physical sexual harassment:

- ❖ Inappropriate touching, groping, or fondling.
- ❖ Cornering someone or blocking their way in a suggestive or threatening manner.
- ❖ Forcing kisses or other physical contact without consent.



TOPIC 2: Types of Sexual Harassment: Verbal, Non-Verbal, and Physical Forms

Cyber Harassment

Sexual harassment online can constitute among other things non-consensual sharing of intimate content, cyberstalking, exploitation, coercion or threats of a sexual nature, sexualised bullying and unwanted sexualisation; whereas a recent survey shows that 13 % of women were subjected to cyber-harassment in the past five years and 8 % in the past 12 months.



TOPIC 2: Types of Sexual Harassment: Verbal, Non-Verbal, and Physical Forms

Harassment by a Colleague

In this scenario, an employee is subjected to unwelcome and inappropriate behaviour from a coworker. This could include offensive comments, explicit jokes, unwanted advances, or demeaning behaviour. The power dynamic might be relatively balanced compared to a superior-subordinate relationship.



TOPIC 2: Types of Sexual Harassment: Verbal, Non-Verbal, and Physical Forms

Harassment by a superior

In this case, an employee is subjected to unwelcome advances, comments, or behaviour from a person in a position of authority. The power dynamic here can create additional challenges for the victim, as there might be fear of retaliation or professional consequences.

- ❖ Gender-based harassment can include comments, jokes, gestures, or actions that demean, belittle, or objectify an individual based on their gender.
- ❖ Power dynamics: The superior-subordinate relationship intensifies the vulnerability of the victim due to the hierarchical structure.



TOPIC 2: Types of Sexual Harassment: Verbal, Non-Verbal, and Physical Forms

Recognising Red Flags

Identifying **red flags** allows for early intervention, preventing the escalation of harassment and potential harm to victims.

Recognising red flags enables organizations and individuals to provide timely support and resources to victims, helping them cope with the situation more effectively.

Organisations that promptly address red flags are less likely to face legal liabilities, lawsuits, and reputational damage associated with ignoring harassment.



TOPIC 2: Types of Sexual Harassment: Verbal, Non-Verbal, and Physical Forms

Examples of Red Flags

1. Inappropriate Comments or Jokes
2. Unwanted Advances
3. Display of Explicit Material
4. Inappropriate Use of Power
5. Isolation or Exclusion
6. Sudden Change in Behaviour
7. Hostile Atmosphere
8. Retaliation or Threats
9. Inconsistent Work Performance
10. Fearful Reactions

TOPIC 2: Types of Sexual Harassment: Verbal, Non-Verbal, and Physical Forms

Recognising Red flags and Sexual Harassment

It's important to remember that these signs are not definitive proof of harassment, but they can serve as indicators that further investigation might be warranted.

Organizations should prioritize proactive measures such as education, training, and clear reporting channels to prevent harassment and address potential situations promptly.

Additionally, fostering a culture of open communication and respect can encourage employees to speak up when they observe concerning behavior.

TOPIC 3: Impact-Consequences

On Individuals:

- ❖ Sexual harassment has profound and long-lasting effects on individuals who experience it. It can lead to psychological, emotional, and physical harm, affecting the victim's well-being and overall quality of life.
- ❖ Victims often experience feelings of shame, guilt, anxiety, depression, and decreased self-esteem. The hostile work environment created by sexual harassment can cause significant stress and negatively impact job satisfaction, performance, and career advancement opportunities.



TOPIC 3: Impact-Consequences

On Individuals

- ❖ Emotional toll: Victims may experience anxiety, stress, humiliation, and a sense of powerlessness due to the harassment.
- ❖ Career repercussions: Fear of retaliation or negative professional consequences might deter victims from reporting the harassment.



TOPIC 3: Impact-Consequences

Organisational Consequences

- ❖ Sexual harassment not only harms individuals but also has detrimental effects on organizations as a whole. It creates a toxic work environment characterized by fear, mistrust, and decreased morale among employees.
- ❖ This, in turn, leads to increased turnover rates, decreased productivity, and damage to the organization's reputation. Moreover, organizations may face legal consequences, including lawsuits and financial penalties, if they fail to address and prevent sexual harassment.



TOPIC 4: Prevention & Intervention -EU legal framework

Legal frameworks and policies addressing gender-based violence are indispensable for protecting the rights and dignity of victims, holding perpetrators accountable, and promoting gender equality.

They serve as a foundation for a comprehensive response to this pervasive issue, spanning prevention, protection, and support. Their importance cannot be overstated in the global effort to eliminate gender-based violence.

The EU has passed a number of Directives that legally oblige Member States to take certain actions in response to violence against women. These are: [Directive 2012/29/EU](#) establishing minimum standards on the rights, support and protection of victims of crime; [Directive 2011/99/EU](#) on the European protection order; and [Directive 2010/41/EU](#) on the application of the principle of equal treatment between men and women engaged in an activity in a self-employed capacity. These directives build upon earlier directives, which played a significant role in shaping the definitions of different types of violence against women and preventing violence against women in its different forms.

TOPIC 4: Prevention & Intervention -EU legal framework

Employers have a legal obligation to provide a safe and non-discriminatory workplace under various labor and anti-discrimination laws. Failure to address gender-based violence can lead to legal liabilities, fines, and reputational damage.

To combat sexual harassment effectively, a comprehensive approach involving prevention and intervention strategies is necessary. Here are some key measures that organizations can implement:

1. Policy Development
2. Training and Education
3. Reporting Mechanisms
4. Prompt Investigation and Action
5. Support and Resources

TOPIC 4: Prevention & Intervention -EU legal framework

1. Company policies and procedures:

Company policies and procedures for tackling sexual harassment in the workplace within EU states are designed to create a safe, respectful, and inclusive environment for all employees. While specific policies can vary from one organization to another, here are some common components that may be found in such policies:

- ❖ **Clear Definitions and Examples:** The policy should provide clear definitions of sexual harassment and offer examples of what constitutes inappropriate behaviour. This helps employees understand the boundaries and recognize potential instances of harassment.
- ❖ **Zero-Tolerance Statement:** The policy should include a strong statement that the company has a zero-tolerance approach to sexual harassment. This reinforces the seriousness of the issue and the company's commitment to addressing it promptly.

TOPIC 4: Prevention & Intervention -EU legal framework

1. Company policies and procedures:

- ❖ **Reporting Mechanisms:** The policy should outline the various channels through which employees can report incidents of sexual harassment. This can include reporting to supervisors, HR personnel, or designated harassment prevention officers. Anonymous reporting options should also be considered.
- ❖ **Confidentiality Assurance:** The policy should assure employees that their reports will be handled confidentially to the extent possible while still ensuring a thorough investigation.
- ❖ **Investigation Procedures:** Clearly outline the steps that will be taken once a report is received. This includes conducting a prompt, impartial, and thorough investigation into the allegations. It should also detail how evidence will be collected, interviews conducted, and witnesses approached.
- ❖ **Protection Against Retaliation:** The policy should emphasize that employees who report harassment will not face retaliation or adverse consequences as a result. This protection encourages employees to come forward without fear of reprisal.

TOPIC 4: Prevention & Intervention -EU legal framework

1. Company policies and procedures:

- ❖ **Consequences for Violators:** Clearly state the consequences that individuals found guilty of sexual harassment will face. This may range from counseling and retraining to disciplinary action, up to and including termination, depending on the severity of the offense.
- ❖ **Support and Resources:** Provide information about available support resources, such as counselling services or employee assistance programs, for both victims and alleged harassers. It's important to address the well-being of all parties involved.
- ❖ **Regular Review and Updates:** Policies should be regularly reviewed and updated to reflect changes in laws, regulations, and best practices.
- ❖ **Compliance with Local Laws:** Ensure that the policy is compliant with relevant EU laws and regulations on sexual harassment, as well as any specific national laws in the respective EU state.
- ❖ **Communication and Awareness:** Policies should be effectively communicated to all employees through various means, such as employee handbooks, training sessions, and company intranets.

TOPIC 4: Prevention & Intervention -EU legal framework

2. Training and Education

Training programs on sexual harassment awareness and prevention should be provided to all employees, including supervisors and managers.

These programs should educate employees about the various forms of sexual harassment, the importance of bystander intervention, and the procedures for reporting incidents.

Training by experts can help foster a culture of respect, empower employees to recognize and address harassment, and ensure that everyone understands their rights and responsibilities.

Education ensures that everyone understands their rights and responsibilities, contributing to a more informed and empowered workforce.

TOPIC 4: Prevention & Intervention -EU legal framework

3. Reporting Mechanisms

- ❖ Organizations must establish safe and confidential reporting mechanisms for victims of sexual harassment. This may include multiple channels such as a dedicated hotline, email, or anonymous reporting systems.
- ❖ Encouraging open communication and assuring protection against retaliation are essential to encourage victims to come forward.



TOPIC 4: Prevention & Intervention -EU legal framework

4. Prompt Investigation and Action

- ❖ When a complaint is made, organizations must promptly and thoroughly investigate the allegations in a fair and impartial manner.
- ❖ This includes gathering evidence, interviewing witnesses, and ensuring confidentiality throughout the process. If an investigation confirms harassment, appropriate disciplinary measures should be taken against the perpetrator.



TOPIC 4: Prevention & Intervention -EU legal framework

5. Support and Resources

Providing support to victims of sexual harassment is crucial. Organizations should offer counseling services, legal assistance, and resources to help victims navigate the aftermath of harassment. Creating a supportive environment where victims feel heard, validated, and supported can aid in their recovery and overall well-being.



BENEFITS OF SEXUAL HARASSMENT PREVENTION TRAINING PROGRAMS



Empowers bystanders

Establishes good organizational culture



Develops understanding of appropriate and inappropriate behaviors



Boosts confidence for victims to report



Assists in risk mitigation and litigation

TOPIC 5 : Handling complaints and Investigations

Handling complaints of sexual harassment in companies is a critical process that requires sensitivity, diligence, and adherence to established procedures.

Handling complaints of sexual harassment should prioritise the well-being of the complainant, a fair and impartial investigation, and a commitment to creating a safe and respectful workplace for all employees. Legal compliance, sensitivity, and transparency are essential throughout the process.



TOPIC 5 : Handling complaints and Investigations

The procedures to be followed

The procedures for reporting complaints and conducting investigations regarding incidents of sexual harassment in the workplace can vary among companies. However, there are general steps that companies should follow to ensure a fair and thorough process. Here's an outline of these procedures:

1. Reporting Complaints:

Clear Reporting Channels: Companies should establish multiple reporting channels, such as supervisors, HR departments, anonymous hotlines, or designated harassment prevention officers, to provide employees with various options for reporting incidents.

1.a Informal Resolution: Encourage employees to address the issue informally first, if they feel comfortable, by speaking to the alleged harasser or their supervisor about the behaviour and requesting it to stop.

2. Formal Complaint: If the informal approach doesn't resolve the issue or is inappropriate, employees can file a formal complaint using the designated reporting channels. Complaints should be submitted in writing whenever possible to ensure clarity.

TOPIC 5 : Handling complaints and Investigations

The procedures to be followed

3. Initial Assessment:

- ❖ Designated Investigator: Assign a trained investigator, often from the HR department, to handle the complaint impartially. In some cases, an external investigator might be employed to ensure neutrality.
- ❖ Assessing Credibility: The investigator assesses the credibility of the complaint and determines if it meets the threshold for initiating a formal investigation.
- ❖ Interim Measures: If necessary, the company may take interim measures to protect the complainant and prevent further incidents, such as changing work assignments or temporary relocations.

4. Investigation:

- ❖ Gathering Evidence: The investigator collects relevant evidence, such as documents, emails, witness statements, and any other information that supports the allegations.
- ❖ Interviews: The investigator interviews the complainant, the alleged harasser, and any witnesses separately to gather their perspectives and insights into the incident.
- ❖ Confidentiality: Emphasize the importance of confidentiality to all parties involved, and ensure that sensitive information is handled discreetly.

TOPIC 5 : Handling complaints and Investigations

The procedures to be followed

5. Determining Findings:

- ❖ Preponderance of Evidence: Based on the evidence collected, the investigator determines whether it's more likely than not that the alleged harassment occurred.
- ❖ Substantiated, Unsubstantiated, or Inconclusive: Findings could be substantiated (harassment occurred), unsubstantiated (insufficient evidence), or inconclusive (insufficient evidence to confirm or refute).

6. Outcomes and Actions:

- ❖ Report and Recommendation: The investigator prepares a report summarizing the findings, recommendations, and potential actions to address the situation.
- ❖ Consequences: Based on the findings, the company takes appropriate actions, which could range from counselling, training, disciplinary measures, to termination, depending on the severity of the incident.

TOPIC 5 : Handling complaints and Investigations

The procedures to be followed

7. Communication:

- ❖ Notification: Both the complainant and the alleged harasser are informed of the investigation's outcome and any subsequent actions.
- ❖ Updates to Policies: If necessary, the company may update its policies or procedures based on the investigation's findings.

8. Appeals Process:

- ❖ Appeals: Provide a process for appealing investigation outcomes if one of the parties feels that the investigation was unfair or inaccurate.

TOPIC 6: Legal framework and policies -per country



In Greece the law regarding sexual harassment :

Article 337 - Penal Code (Law 4619/2019) - Insult to sexual dignity
<https://www.lawspot.gr/nomikes-plirofories/nomothesia/n-4619-2019/arthro-337-poinikos-kodikas-nomos-4619-2019-prosvoli-tis>

Moral harassment and bullying in the workplace (mobbing) in the light of Article 312 of the new Criminal Code
<https://www.lawspot.gr/nomikes-plirofories/nomothesia/n-4619-2019/arthro-312-poinikos-kodikas-nomos-4619-2019-somatiki>

Conclusion

Sexual harassment in the workplace is a serious issue that requires collective action and commitment to eradicate. It undermines individuals' well-being, negatively impacts organizations, and perpetuates gender inequality.

By implementing preventive measures, educating employees, establishing robust reporting mechanisms, conducting prompt investigations, and providing support to victims, organizations can create safe and inclusive work environments. Together, we can strive towards a future where every workplace is free from sexual harassment and where all individuals can thrive with dignity and respect.



ACTIVITIES

Activity 1 Guidelines

Participants should navigate through the following 2 scenarios, and make decisions at each step and receiving feedback on their choices. This immersive scenarios allow employers to apply their understanding of sexual harassment policies, gender-based harassment, ethical considerations, and practical HR skills to address a complex real-world situation.

The email

Topics Covered: Complaints about sexual harassment

Skills Gained: Understanding and validating the procedures to be followed in the company regarding complaints about alleged sexual harassment, understanding the validity of information and investigation.

Duration: 45'

Venue: Online meeting space/ or company's venue if the activity is performed face to face

Requirements: Wifi / electronic devices

ACTIVITIES

The email

Background Scenario:

You are the HR manager at a mid-sized tech company, TechSolutions Inc. You've just received an email from Sarah, a software engineer, who alleges that she has been experiencing sexual harassment from a colleague, John, for the past few months. Sarah's email contains detailed descriptions of unwelcome advances, comments, and inappropriate messages she's received from John.

You know that the company has a strict anti-harassment policy in place, and you're committed to addressing this complaint promptly and appropriately.



ACTIVITIES

Activity 2 Guidelines

Anonymous Complaint
Topics Covered: Complaints about offensive comments based on gender
Skills Gained: Understanding and validating the procedures to be followed in the company
Duration: 45'
Venue: Online meeting space
Requirements: Online meeting facilities/electronic devices/computers/tablets/Wifi

ACTIVITIES

Activity 2-The Anonymous Complaint



Background scenario: In a medium-sized company, an anonymous complaint is submitted to HR, alleging gender-based harassment within a specific department. The complaint provides details of offensive comments, derogatory jokes, and unwelcome advances. HR is tasked with addressing the issue while maintaining confidentiality.

SUMMARY

You have learned:

- ❖ That it is our collective responsibility to create a safe and inclusive workplace
- ❖ The importance of a workplace that fosters respect and equity for everyone.
- ❖ The responsibility of championing gender equality and denouncing physical violence
- ❖ The severe impact that sexual harassment has on victims/employees
- ❖ The procedures to be followed in cases of complaints in the workplace
- ❖ Tools and ways so we can contribute to a workplace culture where all employees can thrive without fear and where their physical and emotional well-being is valued above all else.

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<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A52018IP0331&qid=1693906488833>
- **Open data from the EU**
The EU Open Data Portal
<http://data.europa.eu/euodp/en>

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