

Prevention of Sexual Exploitation, Abuse, and Harassment Policy
Adopted by the GNWP Board on 16 April 2022

The Global Network of Women Peacebuilders (GNWP) is committed to providing a safe environment for all its board directors, officers, staff members, interns, volunteers, consultants, and project partners free from discrimination on any ground – including exploitation, abuse, and harassment/sexual harassment at work. GNWP implements a zero-tolerance policy for sexual exploitation, abuse, and harassment in the workplace treats all incidents seriously, and promptly investigates allegations of sexual exploitation, abuse, and harassment. Any person found to have sexually harassed another will face disciplinary action, including possible dismissal from employment.

All sexual exploitation, abuse, and harassment complaints, including reports of lateral violence in a work environment, will be taken seriously and treated with respect and confidence. No one will be victimized for making such a complaint.

Definition of sexual exploitation, abuse, and harassment

Sexual exploitation is the actual or attempted abuse of a position of power, or trust, for sexual purposes, and may include profiting monetarily, socially, or politically from the exploitation.

Sexual abuse is actual or threatened physical intrusion of a sexualized nature, whether by force or under unequal or coercive conditions.

Sexual harassment is unwelcome conduct of a sexualized nature that makes a person (the complainant) feel offended, humiliated, or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment and situations that create an environment that is hostile, intimidating, or humiliating for the recipient. Sexual harassment can involve one or more incidents, and actions constituting harassment may be physical, verbal, or non-verbal. Examples of conduct or behavior which constitute sexual harassment includes, but is not limited to:

Physical conduct

- Unwelcome physical contact, including patting, pinching, stroking, kissing, hugging,
- fondling, or inappropriate touching
- Physical violence, including sexual assault
- Sexually suggestive gestures
- Whistling/sexualized comments directed at the complainant
- Leering

Verbal conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexualized comments, stories, and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex/gender identity of the worker

- Sending sexually explicit messages (by any form of communication)
- The use of job-related threats or rewards to solicit sexual favors

Non-verbal conduct

- Display of sexually explicit or suggestive material

Anyone can be a victim of sexual exploitation, abuse, and harassment, regardless of their sex/gender identity or and that of the alleged harasser. GNWP recognizes that sexual exploitation, abuse, and harassment may also occur between people of the same gender identity /sex. What matters is that sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

GNWP recognizes that sexual harassment manifests in power relationships and often occurs within unequal workplace relationships, such as between a manager and a new employee or consultant. Anyone, including members of the Board of Directors, officers, staff members, interns, volunteers, consultants, and project partners of GNWP found to have sexually harassed another, will face consequences in accordance with this internal policy. Both the complainant(s) and the respondent(s) will be advised of the outcome of the GNWP internal process in response to the complaint(s) brought, within a reasonable period.

All forms of sexual exploitation, abuse, and harassment are prohibited whether occurring within the GNWP office, in GNWP project implementation sites including overseas, public events, business trips, workshops, or conferences organized by GNWP.

Complaints procedures

Anyone subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. GNWP recognizes that sexual harassment may occur in unequal relationships and that it may not be possible for the complainant to inform the alleged harasser. If the complainant(s) cannot directly approach an alleged harasser, he/she/they can approach the designated Program Coordinator or Program Officer responsible for receiving complaints under this policy. If the alleged harasser is the so-designated Coordinator or Officer, the report of the complaint should go directly to the CEO. When a designated GNWP official receives a complaint under this policy, he/she/they will:

- immediately record the dates, times, and facts of the incident(s);
- ascertain the views of the victim as to what outcome he/she/they want;
- ensure that the victim understands the GNWP procedures for dealing with the complaint;
- discuss and agree on the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the complainant(s) from pursuing a formal complaint if not satisfied with the outcome;
- keep a confidential record of all discussions;
- Record and obtain written confirmation of the choice of the complainant on how they wish to proceed at that time;
- ensure that the victim knows that they can complain outside of GNWP through the relevant country/legal framework; and
- immediately provide the documentation of the complaint(s) to the CEO, who will immediately report to the Board of Directors to discuss the organization's response to the incident.

Throughout the complaints procedure, a complainant is entitled to choose to work with a counselor, from among several listed by GNWP, who may either be paid or working pro bono. Before engaging their services, GNWP will provide the counselor with a special orientation to

enable understanding of the context in which GNWP works. GNWP recognizes that victims often feel that they cannot come forward because sexual exploitation, abuse, and harassment often occur in unequal relationships within the workplace. GNWP understands the need to provide support to members of the organization who are trying to decide whether to bring a complaint.

Informal complaints mechanism

If a complainant wishes to deal with the matter informally, the designated GNWP official will:

- give an opportunity to the alleged harasser to respond to the complaint to ensure that the alleged harasser understands the complaints mechanism, and facilitate discussion between parties in an attempt to achieve an informal resolution that is acceptable to the parties and, because of the possible power imbalance in such situations, the GNWP official will meet privately with the complainant(s) to confirm in writing that they agree with the proposed informal resolution;
- if the alleged offender is the CEO, refer the matter to the executive of the Board to resolve the matter;
- If the alleged offender is a board director, refer the matter to the CEO;
- ensure that a confidential record is kept of what happened, and follow up after the outcome of the complaints mechanism to ensure that the behavior has stopped;
- ensure priority is given to the steps listed above by starting the process within seven days of receiving the complaint and that the entire informal complaints process is completed within a reasonable, prompt time – no later than 30 days after the complaint was made.

Formal complaints mechanism

If a complainant wishes to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome, the formal complaint mechanism should be used to resolve the matter.

The designated official who initially received the complaint will refer the matter to the CEO, who will initiate a formal investigation. The CEO may deal with the matter herself or refer the matter to the Board of Directors, who may designate a Board Member or other GNWP officer/s or a third party to carry out an investigation. If the complaint is against the CEO, the designated official will refer the matter to the executive of the GNWP board. The person/s carrying out the investigation will:

- interview the victim and the alleged harasser separately;
- interview other relevant third parties separately;
- decide whether any or all of the incident(s) of sexual exploitation, abuse, or harassment complained about took place;
- produce a confidential report detailing the investigations, findings, and any recommendations;
- if the exploitation, abuse, or harassment is found to have taken place, decide what the appropriate remedy for the victim is, in consultation with the victim (possible remedies could be an apology, a change to working arrangements, a promotion if the victim was demoted as a result of the exploitation, abuse, or harassment, training, discipline, suspension, dismissal of the harasser)
- Produce a follow up report to confirm that the recommendations are implemented, that the behavior has stopped, and that the victim is satisfied with the outcome;
- if it cannot be determined that the complaint of exploitation, abuse, or harassment took

place, the designated investigator/s will still make recommendations to ensure the proper functioning of the workplace;

- keep a record of all actions taken;
- ensure that all their records concerning the matter are kept confidential; and
- ensure that priority is given to the steps listed above by starting the formal complaints process within seven days of receiving the request for the formal complaint mechanism to be used, and that the entire formal complaints process is completed within a reasonable, prompt time – no later than 40 business days after the formal complaint mechanism was initiated.

Outside complaints mechanisms

A person affiliated with GNWP (board directors, officers, staff members, interns, volunteers, consultants, and project partners) who feel they have experienced sexual exploitation, abuse, or harassment within the GNWP work environment can also make a complaint outside of the GNWP processes listed above. They can do so through the available legal framework of the location of their affiliation to GNWP. GNWP will assist the complainant in identifying and accessing such a legal framework.

Sanctions and disciplinary measures

Anyone who has been found to have sexually exploited, abused, or harassed another person under the terms of this policy may be subject to any of the following sanctions:

- verbal or written warning;
- adverse performance evaluation;
- reduction in wages;
- transfer;
- demotion;
- suspension;
- dismissal

While confidentiality during the informal and formal GNWP complaint processes will be maintained, it is not part of any GNWP process of complaint resolution to require a non-disclosure agreement as part of any settlement or complaint resolution – except in cases where the complaint has been verified and there is confirmation in writing that a non-disclosure agreement is at the request of the complainant. The nature of the sanctions will depend on the gravity and extent of the finding of exploitation, abuse, or harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual exploitation, abuse, and harassment are not treated as trivial. In cases where it is found that personal safety is at risk, including physical violence, the GNWP response may be immediate dismissal of the harasser and referral to the police.

Restorative justice

GNWP will apply the principle of restorative justice when possible and when applicable. Restorative justice is an approach to justice in which the response to harassment is to organize mediation between the victim and the offender, and sometimes with representatives of a wider community.

Implementation of this policy

GNWP will ensure that this policy is widely disseminated to all relevant persons and institutions involved in the organization's work. It will be included in the organization's operations manual. All

new Board of Directors, officers, staff members, interns, volunteers, consultants, and project partners will be informed of the content of this policy.

Every year, GNWP will review this policy, update and revise it if necessary and conduct training for everyone involved in the governance, management, and operations of GNWP if deemed necessary.

It is the responsibility of every Program Coordinator and Program Officer to ensure that everyone involved in the work of GNWP, including donors and national and local project partners are aware of GNWP's firm commitment to implementing this policy.

Monitoring and evaluation

GNWP recognizes the importance of monitoring this sexual exploitation, abuse, and harassment policy and will ensure that it anonymously collects statistics and data on how it is used and whether or not it is effective. The Program Coordinator and Program Officer designated as the first responder to sexual exploitation, abuse, or harassment cases in the organization will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made once a year. As a result of this report, the company will evaluate the effectiveness of this policy and make any changes needed.