

Anti-Sexual Harassment Policy – resources for the prevention and management of sexual harassment cases

Friedrich-Ebert-Stiftung, South Africa office and TUCC¹

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¹ The policy is largely based on the "Protocolo ante el acoso sexual - Recursos para la prevención y el manejo de casos de acoso sexual" that was adopted in the FES Latin America department and which applies to all the FES offices in the region.

1. Framework for the anti-sexual harassment policy²

Throughout its history, the feminist movement has highlighted and condemned violence and discriminatory practices against women. Over time, this call was taken up by various international organisations, cooperation bodies, and states, who included the prevention and punishment of sexual harassment – as an expression of gender-based violence – into their agenda around the guarantee and protection of fundamental rights.

The Fourth World Conference on Women (Beijing, 1995) considered that governments should actively work to promote and protect the human rights of women. More specifically, the United Nations Convention on the Elimination of All Forms of Discrimination against Women (CEDAW, 1979) highlighted the importance of guaranteeing gender equality and non-discrimination against women. The first article of CEDAW defines discrimination against women as:

“... any distinction, exclusion or restriction on the basis of sex, which has the effect or purpose of impairing or nullifying the recognition, enjoyment or exercise by women, irrespective of their marital status, on the basis of equality of men and women, of human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field.”

At its International Labour Conference in 1985, International Labour Organization (ILO) pointed out that sexual harassment is:

“... a violation of the rights of male and female workers... it constitutes a problem of safety, health and discrimination; that is, an unacceptable employment situation and a serious form of violence.”

Since 1985, ILO has highlighted that sexual harassment is one of the most blatant forms of the violation of the rights of all workers, and has urged countries to adopt measures to eradicate it. More recently, in 2019, at the ILO Convention No 190, ILO expressly defined the rights of people to a world of work, free from violence and harassment.

The Friedrich-Ebert-Stiftung (FES) is committed to fulfilling all human rights. Our work is based on the core values of social democracy – freedom, justice and solidarity. We work in the spirit of these values and ideals so that we can live in a society that treats all people with dignity and respect. We do not tolerate any form of abuse and we reject any type of violence or discrimination. FES is committed to

² This protocol guides the prevention and management of cases of sexual harassment that occur in the context of FES. However, if this protocol is not sufficient when practically dealing with certain cases, it will be extended to include the necessary provisions. Independent of this, the protocol should be reviewed annually in a team workshop.

taking appropriate and adequate measures to protect people from any of the situations described above. (Please see “Code of conduct of FES headquarters”).

2. The objectives of the policy

The policy has the following objectives:

- a. To promote an environment free from gender-based discrimination and violence, by encouraging the dignified treatment of all people in FES.
- b. To prevent discrimination, gender-based violence and sexual harassment incidents in the workplace and in communal spaces.
- c. To define the procedure for investigating gender-based violence, abuse and sexual harassment cases that involve FES’ workers and/or members of partner organisations, as well as the people who participate in activities organised by FES.
- d. To build a comprehensive policy regarding spaces and activities free from sexual harassment for FES South Africa and TUCC.

The principles and tools included in this policy constitute FES’ overall policy against sexual harassment.

3. Who, what and when this policy applies

Who does this policy apply to?

This policy applies to:

- People who have a working relationship with FES. This includes temporary FES employees, such as interns and people under temporary professional contracts; and
- Partners, service providers, co-workers and participants in FES activities.

What is a complaint and a report?

For the purposes of this policy, a "complaint" is understood as any grievance that a person who is a victim of any form of violence lodges within FES.

This policy also understands a “report” as any grievance filed officially with the police or any legal body.

When does this policy apply?

This policy and FES’ zero tolerance policy towards sexual harassment, applies inside and outside its offices, 24 hours a day. For this reason, we call on you to conduct yourself in a professional manner at all times and to avoid finding yourself in any compromising situation.

Definition of terms

- The affected person (or victim) refers to the person who is a victim of sexual harassment.
- The accused or perpetrator refers to the person who is accused of sexual harassment.

4. Principles underpinning the policy

The following principles underpin the anti-sexual harassment policy:

- **Prevention:** FES will disseminate information and train FES staff about gender-based violence and sexual harassment so as to prevent any incident of violence. This includes, for example, discriminatory comments or sexist jokes / pranks. We seek to create a zero-tolerance culture towards harassment and sexual abuse in all FES departments and activities.
 - a. FES does not downplay gender-based violence and sexual harassment. Therefore, we are putting permanent measures in place to prevent situations of violence during FES activities.
 - b. FES staff will have access to training on gender-based violence.
 - i. FES will adopt a gender mainstreaming perspective to promote gender equality in all our activities and partnerships.
 - ii. FES staff and its cooperating partners must actively commit to preventing gender-based violence and sexual harassment.
 - iii. FES staff and partners will be encouraged to continue to discuss the topic of sexual harassment in training sessions as well as in team meetings to reinforce the zero-tolerance policy against sexual harassment.
- **Gender equality:** FES fosters and promotes the participation of women and non-binary persons in all spaces and activities, and opposes any gender-based discrimination that may occur in FES activities.
- **Diversity and inclusion:** FES will defend gender equality, as well as the right to diversity and inclusivity. All participants will be protected from any form of abuse during FES activities and projects.
- **Confidentiality and respect:** FES will ensure that the identity of any person lodging a complaint is protected. Similarly, we will respect the will of this person in terms of the actions they might decide to take – taking into account the seriousness of the situation. FES will also protect any other information the person wants to keep confidential.
- **Speed of the process:** Sexual harassment cases applicable to this policy do not expire and the complaint will be taken seriously, regardless of the time that has passed since it was lodged. However, once a complaint is lodged, FES will follow a meticulous procedure. The investigation phase must be resolved within one calendar month.
- **Non-revictimisation:** FES will prevent the person who was the victim of sexual harassment from being revictimised while the case is being investigated. In addition, we will avoid unnecessary requests to narrate the facts again, as well as public exposure of the identity of the person who lodged the complaint, report or information.

5. The right to counselling

a. Employees at FES

- i. FES colleagues (including interns and people hired by FES) who have been affected by **sexual harassment** at their workplace, have the right to a confidential conversation with a dedicated focal point within FES SA and/or TUCC, or with the representative of FES SA or TUCC, or with someone from an external support structure.
- ii. A person who is a victim of sexual harassment has the right to report the incident. The person must be told that including witnesses to support their case can be beneficial.
- iii. FES will take every complaint or report seriously. The complainant will not be obliged to provide evidence when making the complaint. Rather, the accused / perpetrator will have to defend themselves against the complaint.
- iv. The complainant should be made aware that they can turn to the following organisations for support:

- *In the process of concluding agreement with support organisation*

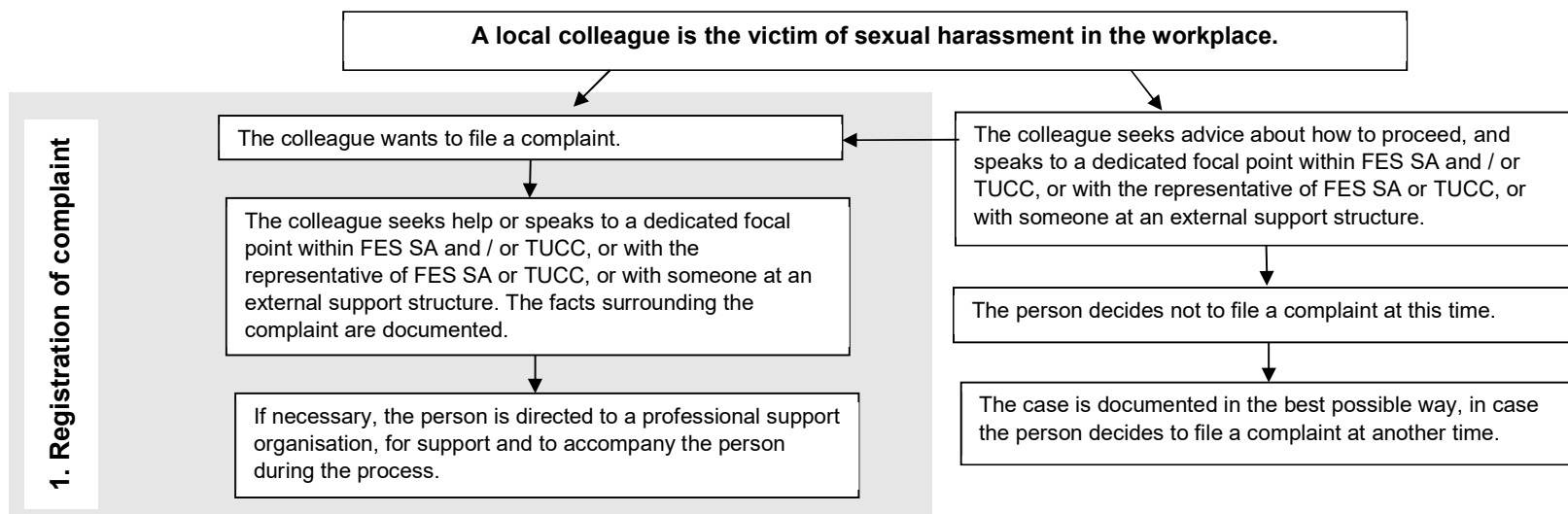
This does not mean that the internal FES complaint process will be stopped.

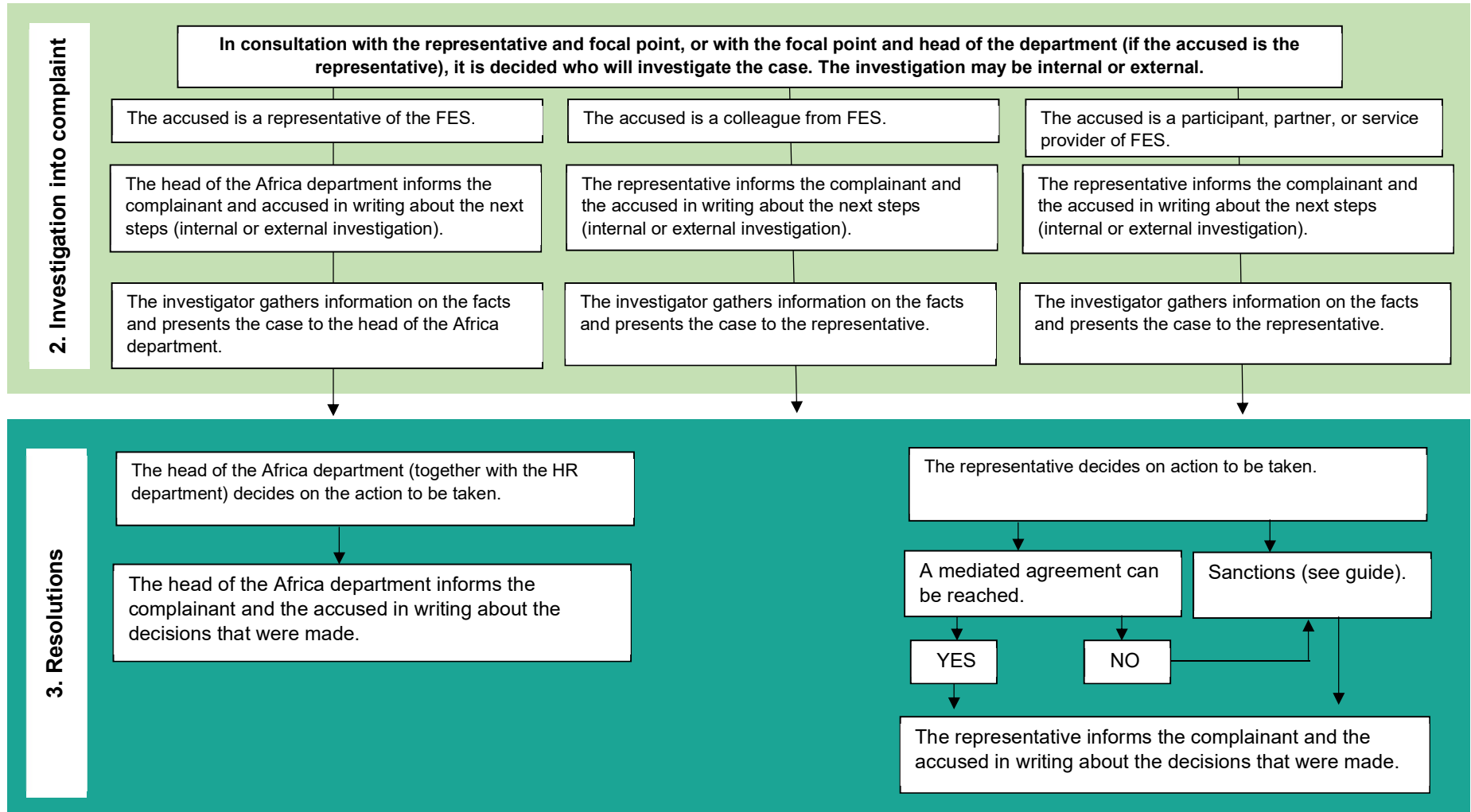
- v. The complainant will not be disadvantaged with regards to their connection to FES, for example, an employee will not lose their job, and a partner will not be cut off from FES support.

b. External persons (partners, participants, service providers)

- i. External persons who have been affected by sexual harassment during their involvement in a FES event, and / or while carrying out their work at FES (for example, a service provider), have the right to a confidential conversation with a person from FES. This could be the person in charge of receiving this type of complaint (for the event or in general), or another trustworthy person at FES. A person who is a victim of sexual harassment has the right to report the incident.
- ii. The person must be told that including witnesses to support their case can be beneficial.
- iii. FES will take every case (complaint or report) seriously. The complainant will not be obliged to provide evidence when lodging the complaint. Rather, the accused / perpetrator will have to defend themselves against the complaint.
- iv. The complainant will not be disadvantaged with regards to their connection with FES.

6. Complaint and reporting mechanisms in sexual harassment cases





7. Annexes

1. Implementation Guide: FES procedures for dealing with a complaint about sexual harassment and the reporting mechanisms

It is difficult to anticipate every sexual harassment case that may occur between FES personnel or participants, or between FES and its partners. Rather than try to describe each case, this guide explains the general tools to use in all sexual harassment cases. While a policy such as this, with complaint procedures and reporting mechanisms is needed to deal with these cases, it is even more important for FES to do everything possible to prevent sexual harassment from happening in the first place.

FES' commitment to prevention includes the following:

- Creating spaces that are free of sexual harassment within our own offices, and in the spaces we occupy with our partners.
- Including training sessions on gender justice and feminism in our programs.
- At the beginning of any FES event, sharing the FES code of conduct and policies around sexual harassment with participants, as well as our intention to create spaces free of sexual harassment, and the name of the FES contact person who will provide support in these instances.

1.1 For employees of FES South Africa and TUCC (including interns and people contracted on a short-term basis)

a. The person who is a victim of sexual harassment decides not to file a complaint or to report the incident, at that time

- The focal point, representative or external institution receives the complaint and records it in writing, using the “**Case Documentation Form**”. This document will be used if the person wants to file a complaint at a later stage. It must therefore, be kept safely and in a manner that guarantees the protection of the person and the information.
- Where the harassment affects the person in a very serious way (for example, physical, psychological and emotional violence, rape or sexual abuse, coercion and threats), and in situations where other people may be in danger, FES must continue with the reporting mechanism procedure, even if affected person does not want to report the incident.
- In the event that the situation is extremely serious, but the affected person does not wish to file the complaint and continue with the process, the representative is still obliged to continue with the case because of the responsibility for protecting other office personnel.

In all case, FES has an obligation to ensure the protection of the person who is the victim of the harassment and the integrity of the information. FES must explain this obligation to the person.

b. The person who is the victim of sexual harassment decides to file a complaint

The focal point within FES SA and / or TUCC, the representative of FES SA or TUCC, or the external support structure receives the complaint, and documents the events that occurred. All the information goes into a complaint docket. This document must contain sufficient detailed information so that ideally no further interviews are required, which could lead to revictimisation, or so that having to ask for sensitive or painful information again and again, is avoided. (See Case Documentation and Research Guide Form). The affected person is informed in writing and in detail about the steps in the investigation and in the resolution process.

If the affected person first notifies someone in the office who is not the focal point, this person must keep the information confidential at all times. The person can report the situation only to the representative without having to provide evidence of what happened. There are trained people to gather evidence and conduct the investigation. This prevents the event from being discussed with others in the office and creating rumours or gossip.

It is important that all colleagues inform the representative and / or the focal point if they witness any inappropriate behaviour or harassment of third parties. Reporting the situation will contribute to building a zero-tolerance culture against sexual harassment. FES must highlight that whistleblowers or witnesses of such incidents will also be protected.

c. Guidance and support of the person who is the victim of sexual harassment

FES is aware that the person who has been a victim of sexual harassment may need support to deal with what occurred. FES will support the person in an appropriate manner. If the health services contracted for FES insurance or the social security system do not include psychological support for cases of sexual harassment, FES will assist with covering the costs for initial psychological support. Likewise, FES may also organise a consultation with a lawyer to review, establish and advise on the legal conditions of the case.

The accused person will not receive any support from FES.

d. Separation of complainant and accused from the beginning

From the initiation of the complaint, FES must explain to the complainant how it will ensure that the complainant is not exposed to more risk and that their demands will be taken into account.

If necessary, the accused should be separated from the complainant. Our laws do not provide for the separation of the complainant and the accused during the investigation process. However, FES will take the following options into account to separate the parties:

- The accused will be required to work from home (according to the applicable working from home policies).
- The affected person/complainant will be given days off (if so wished).

- The accused and complainant will be prevented from working together and from sharing activities outside the office.

When deciding on which measures to take, FES will take into account the risk of a repeat harassment incident occurring and will consult with the complainant. The complainant must agree on the final measures to be taken.

e. Investigation

Once the complaint is recorded, the representative will consult with the focal point or external support organisation to make a decision on who will investigate the case. Preference should be given to an external organisation³ to conduct the investigation.

If the accused person is the representative, the head of the Africa department will ensure that the investigation is carried out.

The investigation must be carried out in an objective manner and may not be based on subjective or irrelevant issues, for example, the personality of the complainant and the accused. The results of the investigation, as well as the next steps to be taken, must be communicated to the complainant no later than within one calendar month.

The investigation will include interviews with witnesses, potential other affected or vulnerable people, and / or the accused. Before each interview, a *Confidentiality Agreement* must be presented to each person (see “Confidentiality Agreement Format”). This Agreement must be signed before starting the interview, so that the person being interviewed expresses:

- their consent to being part of the process
- that they are aware of the purpose of the meeting
- that they are aware of how the information will be handled
- they understand how the investigation will proceed.

As an investigation tool, the interview can be recorded. However, the investigating team should enquire about whether or not the interviewee is comfortable with this.

Based on the results of the investigation, the decision about the consequences and the resolution of the case will be made as follows:

- If the accused is the representative of the office, the decision about consequences will be made by the head of the Africa department.
- If the accused is a colleague of FES, or a partner, participant or another person with whom FES has a working relationship, the decision about consequences will be made by the representative of the office.

³An option could be HumanitarianHR <https://humanitarianhr.org/> (contact person: Colleen Striegel, colleen@humanitarianhr.org).

- If the accused is a partner of strategic importance to FES, the representative may consult the head of the Africa department regarding the decision.

f. Resolutions

The resolutions will be communicated in writing to the complainant and the accused.

1. The case can be resolved by mutual mediated agreement

In certain circumstances, the case can be resolved through mutual agreement, which is mediated by the representative or by specialists. This is an exceptional method that can only be used with the explicit consent of the person who is the victim of the sexual harassment. The said agreement must be formalised in a written document, signed by the affected person and by the accused. The agreement is binding.

Cases that cannot be resolved by mutual mediated agreement:

- Under no circumstances will cases in which the sexual harassment affects the person in a very serious way (for example, physical, psychological and emotional violence, rape or sexual abuse, coercion and threats) be resolved by mutual agreement.
- Likewise, cases in which the representative is the person under investigation cannot be resolved by mutual agreement.
- Cases in which the accused has previously had a case of harassment resolved by mutual agreement, are also excluded.

2. The case leads to work penalties

Work penalties will depend on each case. All the options offered under the labour code must be taken into account, which may include the dismissal of the accused.

3. The case is referred to a national legal entity

The person who is the victim of harassment may decide that they want to take legal action against the accused. The legal process can be cumbersome, lengthy and can lead to revictimising the affected person. For these reasons, FES will follow its own internal process regardless of the legal process and its resolutions. The judicial process can occur at the same time as the FES internal investigation.

g. Decision regarding the complaint or report

In resolving the case, FES will respect the autonomy and dignity of the complainant. If the complainant does not agree with the decision made by FES regarding the accused, FES will listen attentively and empathetically, and it will respectfully and sincerely consider the person's responses and feelings. FES will not judge the person's perceptions or opinions on the resolutions, but will rather focus on resolving their requests in the most effective way possible.

1.2 For participants, partners and service providers

All people providing an external service to FES must commit to knowing and respecting the guidelines and directives of this policy.

a. The accused is an FES partner, participant or service provider

If the accused is a partner of strategic relevance, the decision on the consequences should be made jointly with the head of the Africa department.

Depending on the assessment of the situation, the following options should be considered:

- Confront the accused person and demand that they react appropriately (for example, a public apology, take protective measures, implement code of conduct, and so on).
- If the person comes from a trusted partner organisation, use the advantage of this relationship to influence the actions that the organisation can undertake to actively fight sexual harassment in their midst (e.g. training on gender relations and sexual harassment, critical masculinities, and so on.).
- In the case of participants at an event, expel the participant from the event and notify the partner / organisation to which the person belongs.
- Immediately cease any relationships with the respective organisation, if possible. This applies where the chances are low that the organisation would deal with the case and be open to a change process within the organisation. This could be an option with non-essential partners.
- In the instance of service providers, confront them with the case and, if necessary, terminate relationships.
- In the event of there being international involvement, report the harassment to the FES office of the country the complainant and / or accused person comes from. Depending on the case, the involved FES offices should coordinate the action to be taken with the participant / partner.

b. The person who is the victim of the harassment is a FES partner, participant or service provider

If the accused is a FES worker, take the reporting mechanism to process the case into account. The focal points will not necessarily be the ones receiving the complaint. This is why it is

essential that at each FES event it is made very clear who the contact person is in cases of harassment.

If the accused is in turn a FES partner, participant or service provider, take action in accordance with the options and recommendations of item (a). However, also take into account that the case could be outside FES' direct scope of influence.

Whatever the circumstances, FES must appoint a person to address the case, together with the representative of the office, based on the guidelines and guiding principles of this policy.

2. What constitutes sexual harassment?

Sexual harassment may include any of the following:

Gender-based discrimination: Action or behaviour (expressions, comments, jokes) directed at a person because of their sexual and / or gender orientation or identity. The action is unwanted and not consensual, affects the person's dignity and makes them fear for their personal safety.

Harassment: Any sexual insinuation, or request of a sexual nature, or any other visual, verbal or gesture of a sexual nature, which is unwanted, not consensual, and affects the person's the dignity. The harassment is accompanied by a suggestion (explicit or implicit), that the acceptance or rejection of the person's actions will impact on their decision-making. Or, the harassment interferes with the person's work and creates an intimidating or hostile environment.

Face-to-face and / or virtual harassment: Any action or behaviour directed at a person without their consent, which makes them fear for their personal safety, and causes them obvious emotional distress.

Abuse: Any act committed through the use of force, threat of force, or any other form of coercion or intimidation.

Sexual violence: Any behaviour of a sexual nature that is committed by a person against another person without their consent.

Physical violence: The use of physical force, which might include the use of an object, to cause deliberate damage or injury. Physical violence ranges from pushing and shaking the person, to hair pulling, pinching, squeezing, punching, kicking, or hitting.

Psychological violence: Situations in which the person tries to control another person through threats, manipulation, coercion, humiliation and emotional pressure.

3. Actions considered as sexual harassment

The following behaviours and actions constitute sexual harassment of another person:

- Any action or behaviour which is excessive and non.
- Unwanted hugs and kisses.
- Unwanted touching, pinching, or similar.
- Touching non-genital areas, supposedly in an accidental manner.
- Taking advantage of work-related situations (events with partners, meetings at night, work trips, etc.) to get closer to and more intimate with a person.
- Persistent glances at a specific part of the other person's body, both in public and in private.
- Persistent calls to a person who does not wish to receive them or to have a relationship.
- Commenting on a person's supposed sexual problems because the person does not want to engage in sexual intimacy. For example, referring to the person as being sexually repressed or lacking in physical attractiveness.
- Making comments on the other person's sex life.
- Attributing their own lustful or obscene desires to the other person.
- Sending notes, messages, letters or the like, requesting intimacy with the harassed person.
- Sending notes, messages, letters or the like, asking for sexual encounters.
- Explicit requests for the person to show certain parts of their body.
- Explicit and repeated requests to have sex, when the other person does not want to.
- Explicit requests to have sexual relations, and suggesting the benefits (if accepted) or harm (if rejected) that this could bring to the other person.
- Bullying the person to have sex for a favour.
- Forcing the person to perform sexual favours in exchange for an improvement in working conditions.
- Suffering a sexual assault.

4. Code of conduct of FES headquarters

Text of Code of Conduct of FES headquarters:

At the Friedrich-Ebert-Stiftung (FES), we hold the fundamental values of Social Democracy to be our guiding principles: freedom, justice, and solidarity. In the spirit of these values and on the basis of our Mission Statement, we strive to work towards a society where every human being is met with dignity and respect, both in Germany and abroad. For our daily work this means that our workplace atmosphere shall always be characterised by mutual respect and tolerance.

We do not tolerate discrimination based on ethnic origin, sex/gender, disability, religion, world view, age, or sexual identity/orientation.

We reject any form of sexualised or gender-related discrimination and do not tolerate any sexual harassment. This applies to FES staff both in Germany and abroad, to all persons and organisations around the world with whom we stand in contact or cooperate, to our scholarship holders, to all contract partners of the FES in Germany and our approx. 100 international offices, as well as to all participants in our activities world-wide.

As an employer, the FES takes its moral responsibility and legal obligation to prevent sexual harassment in the workplace very seriously. Preventative measures aim at raising awareness among staff members for how to handle incidents of sexual harassment, as well as encouraging them to openly address these whenever they occur. Sensitivity and confidentiality are fundamental principles for the FES when it comes to exercising its obligation to protect and its duty of care towards its staff. The FES will pursue any incident of sexual harassment, investigate, and adopt adequate, necessary, and appropriate measures to penalise these infringements and protect those affected as well as other employees against further aggression.

As we go forward, it will remain imperative to continuously develop protection against gender-based forms of discrimination and sexual harassment within the FES. This is the only way to effectively counter sexualised harassment, discrimination, and violence. We take this challenge very seriously

5. Case Documentation Form



COMPLAINT DOCUMENTATION FORM FOR SEXUAL HARASSMENT CASES AT FES

FES is committed to creating an environment free from discrimination and gender-based violence, thus promoting the dignified treatment of all people.

This document forms part of the tools of the "Anti-Sexual Harassment Policy – Resources for the prevention and management of sexual harassment cases".

Before documenting a complaint

It is most important to get the persons' consent to record the complaint before you begin to document the complaint. Explain the following:

- The interview is based on the principles of confidentiality and respect.
- The purpose of recording the facts is to guarantee that the person will not be revictimised and to avoid unnecessary requests to narrate the facts again.
- You will treat the information you collect with a high degree of discretion. This means that you will avoid any public exposure of the person filing the complaint and you will avoid providing any information to others, that could disclose the person's identity.

How to use this form

This form is a guide for receiving complaints. You are not expected to fill it out rigidly like a survey, or to ask one question after the other. Rather, use the questions to guide a conversation with the person and in this way obtain the relevant information. To do this, you must create an environment of trust and respect. Give the person space and do not force them to respond to any questions.

Your role is to assure the person that if they proceed with the complaint or report, they will have the protection of FES.

After documenting the complaint

Once you have completed the interview, explain the next steps of the FES process, as well as the support that the person will receive from FES. Explain that the process will be completed quickly and objectively.

6. How often have the events occurred?

- a. Once (indicate date, place and time) _____
- b. Several times (indicate approximately how many times) _____
- c. Continuously to date _____

7. Where did the events take place?

- a. Inside the workplace
- b. On the outskirts of the workplace
- c. Other (describe the site)

8. Have you informed the representative or another person from the office about the event?

- a. Yes, (Name of the person/people) _____
- b. No

9. Have you confronted the accused about the case?

- a. Yes
- b. No

10. Are there other people who have witnessed the events?

- a. No
- b. Only one person (please provide information)

c. Several people (please provide information)

11. How has the harassment affected your work?

12. Do you have any evidence of the facts?

a. None

b. Witnesses

c. Emails or chats

d. Photographs

e. Other (describe the type of evidence) _____

13. Do you need assistance from a support body?

Observations and comments:

Name and signature of the person receiving the complaint:

Name and signature of the person lodging the complaint:

6. Confidentiality Agreement

Friedrich-Ebert-Stiftung is currently conducting an investigation into a case of potential violation(s) of its policy against sexual harassment. You are identified as someone who can provide information that can contribute to the investigation.

The purpose of this notice is to provide you with important information regarding your rights and what Friedrich-Ebert-Stiftung expects from staff involved and/or affected by the case. Any form of retaliation against anyone involved in this interview is strictly prohibited. If you believe you have been mistreated or retaliated against due to your involvement in this investigation, please inform us immediately. Similarly, you must not retaliate against anyone involved in this process.

Friedrich-Ebert-Stiftung expects all staff to fully cooperate during the investigation by answering questions fully and honestly and by providing any documents that may be relevant. You should also be available for follow-up interviews, if necessary.

Friedrich-Ebert-Stiftung expects all personnel to maintain confidentiality in this process, both during and after the investigation. This means that you should not talk about the process or about statements made during interviews, with colleagues or any member of the staff. Please inform us immediately if you observe any breach of confidentiality, for example, if you hear others talking about the case. Friedrich-Ebert-Stiftung will maintain confidentiality as much as possible and only disclose information when necessary.

Friedrich-Ebert-Stiftung will remain at the forefront of the investigation. If you have any questions about the investigation, you can contact the investigator at: (*email / phone*).

Your signature will indicate that you have received this notice and that you understand your rights and Friedrich-Ebert-Stiftung's expectations.

Date:

Please print name:

Signature:

7. Addendum to local staff contracts

Addendum to the employment contract between _____ (Employee) and
Friedrich-Ebert-Stiftung (Country) represented by _____, signed on

The employee declares that he/she is aware of the FES code of conduct, as well as the "Anti-Sexual Harassment Policy – Resources for the prevention and management of sexual harassment cases". Therefore, he/she undertakes to respect them and that all his/her actions shall comply with the policies and guidelines mentioned in the said documents.

(Place), (Date)

Employer
Friedrich-Ebert-Stiftung (Country)
Represented by

Employee

8. Text to be included in professional fees agreements, work done with service providers and interns' agreements

Friedrich-Ebert-Stiftung is committed to the prevention and eradication of all types of gender-based violence. Likewise, we do not tolerate any form of abuse or sexual harassment and we reject any type of violence or discrimination. FES has the responsibility to adopt appropriate and adequate measures in order to protect people from any of the situations described above.

Therefore, the contracted person declares that he/she is aware of the FES code of conduct against sexual harassment and undertakes to respect and comply with it within the framework of all activities considered in this agreement.

9. Example: “FES’s code of conduct for sexual harassment for event participants”



Code of conduct

At Friedrich-Ebert-Stiftung (FES) we are guided by the core values of social democracy – freedom, justice and solidarity. In the spirit of these values, we advocate for a society that treats all people with respect and dignity. In the context of our activities this means that our spaces **must always be characterised by mutual respect and tolerance.**

We do not tolerate any type of exclusion or discrimination based on racism, sexism, class, disability, religion, ideology, age, identity or sexual orientation.

We reject any type of gender-based discrimination and we do not tolerate any form of sexual harassment.

This is applicable to **all people** participating in our activities.

As an organization, FES takes its responsibility and legal obligation to prevent sexual harassment in all its spaces very seriously. We encourage you to always disclose any incidents of sexual harassment, violence and other forms of discrimination.

Please do not hesitate to contact our colleague XXX (*Telephone and Email*) in case you feel discriminated against by any person present in our company. Sensitivity and confidentiality are key principles for FES in exercising our responsibility and obligations to protect and assist participants.

Collectively creating spaces free from sexual harassment, violence and discrimination!

10. Example: Information in participants' file



FES has ZERO-TOLERANCE for sexual harassment

We welcome you to this Friedrich-Ebert-Stiftung (FES) event and we thank you for joining us.

For FES, it is essential to create spaces where we can interact with each other in a safe, consensual and free manner. We do not tolerate any form of sexual harassment. Therefore, if any kind of harassment occurs, we will not hesitate to take the necessary measures, such as excluding the offender from our programmes and events. This applies to all people involved in our activities.

In the event that someone harasses you, please do not hesitate to contact our colleague XXX (*Telephone and Email address*). She is our point of contact in sexual harassment cases. We will carry out the necessary process according to your needs. Sensitivity and confidentiality are the fundamental principles for FES in exercising our responsibility and obligations to protect and assist participants.

Collectively creating spaces free from sexual harassment!

11. Example: “Event posters explaining the handling of sexual harassment cases by FES”



In South Africa, X out of 10 women have suffered some type of violence in their lives!

Being mindful of this alarming situation,

we want to ensure that this space is free from sexual harassment.

FES seeks to create a space where we can interact with each other in a safe, consensual and free way without anyone feeling harassed.



FES has ZERO-TOLERANCE for sexual harassment

Welcome to the FES event!

This is a space where we can interact with each other in a safe, consensual and free manner. We strive to guarantee a space of safety and trust, where no one feels harassed.

In the event of an act of sexual harassment, there are FES colleagues who will intervene and assist you. They are identified with a purple ribbon on their arms.



HAVE YOU EVER SUFFERED HARASSMENT IN THIS SPACE?

In the event of an act of sexual harassment,
please feel free to seek support!

Contact our colleague from FES:

Name, Telephone number, Email address

Together we will handle the situation!

12. FES Johannesburg – Feminist Minimum Standards

FES Johannesburg – Feminist Minimum Standards

(To be shared and discussed with partners and included in MOU/Cs, service and honoraria contracts where applicable.)

- Panels with only men are not acceptable, no matter if these panels are national, regional or global. If only one woman participates in the panel, she should not be the moderator but a panellist. We will aim for gender parity in all FES-led events, and all programmes will aim to ensure intersectional and feminist approaches (the quality of representation matters!).
- At least 40% of studies / papers / articles must be written by women. We will aspire to gender parity of authors in each project.
- At each event, participants must be informed about the code of conduct on sexual harassment (read it, include it in participants' folders, post information at event venue, share contact details for FES staff to be contacted in case harassment occurs, and so on).
- Child care must be offered for participants' children under the age of 6 years, at every event organized by FES. This must be mentioned in the invitation to the event so that potential participants can respond to this option, so that FES can organize it.
- All FES SA and TUCC events welcome and encourage the use of gender pronouns that are not limited to traditional gender binaries. This includes the option of ticking "non-binary or prefer not to say" on our forms that require people to state their gender.
- For any future service contracts (be it a one-time service or a longer-term service contract) we will make an effort to contract female-owned businesses. The objective is to contract at least 50% of the annual value of services to female-owned businesses.