



What it is and where to go when:

A CGIAR pocket-guide on suspected or alleged harassment, sexual harassment, sexual exploitation and abuse, discrimination, abuse of authority and retaliation



Definitions and relevant policies

The policies that set out the definitions below apply to all staff, including temporary staff, consultants, trainees, interns, and students (“Staff”).

Harassment refers to any unwelcome or offensive conduct that has had, or might reasonably be expected to have, the effect of (1) offending, humiliating, embarrassing, or intimidating another person(s), and (2) creating an intimidating or hostile work environment and/or unreasonably interfering with another person(s)’ ability to carry out their functions at work. Harassment may occur through words (written or spoken), gestures or actions, and can be directed at one person or several people, at any level. There are different types of harassing behaviors, including abuse of authority, bullying/mobbing, sexual harassment, and discrimination. Any person of any gender identity may be the victim of any type of harassment. Harassment normally implies persistent or repetitive events rather than a single or isolated occurrence. However, a one-off incident might be considered harassment depending on its nature and gravity.

Abuse of authority is the improper use of a position of influence, power or authority by an individual towards others, whether through a one-time incident or series of incidents. It is particularly serious when the alleged offender uses influence, power or authority to improperly influence the career or employment conditions of another. Abuse of authority or misuse of power may include intimidation, express or implied threats, blackmail or coercion.

Sexual harassment is any unwelcome and unwanted behavior of a sexual nature, whether verbal or physical, that is offensive or creates a hostile or intimidating work environment. Sexual harassment may include unwanted sexual advances, unsolicited requests for sexual favors, or any other behavior of a sexual nature that might reasonably be expected or perceived to intimidate, cause offense or humiliation to another, when such conduct interferes with work or is made a condition of employment. Sexual harassment may occur between persons of the opposite sex or the same sex and regardless of the ranks and status of the individuals involved.

Sexual exploitation is any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” refers to the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. This definition includes sexual relations with a child, defined as a “human being below the age of eighteen years” in the Convention on the Rights of the Child.

Discrimination is any unjustifiable differentiation between individuals or groups or the unjust or prejudicial treatment of different categories of Staff, based on such grounds as a person's race, gender, gender identity/gender expression, religion, nationality, ethnic origin, sexual orientation, disability, age, language, or any other protected characteristics under applicable law. Discrimination involves direct or indirect actions that are based on distinctions or prejudices which have the purpose or effect of treating one person or a group of persons inequitably or unjustly. Discrimination may manifest itself through harassment or abuse of authority.

Retaliation refers to any direct or indirect unjustified detrimental action or omission that is recommended, threatened, or taken because an individual has engaged in a **protected activity**. Retaliation may include adverse administrative actions, such as, but not limited to (i) termination of employment, (ii) unjustified demotion or reduction in base salary, (iii) denial of opportunities for promotion, (iv) unwarranted poor performance appraisals etc.

A protected activity refers to any of the following:

- a) Reporting suspicions of misconduct through the established reporting mechanisms
- b) Assisting a whistleblower who reports suspicions of misconduct through the established reporting mechanisms
- c) Cooperating with a duly authorized investigation or audit procedure
- d) Having recourse to the Center- specific grievance and dispute settlement process or the procedures established in the CGIAR Dispute Resolution Policy, as applicable.

Safeguarding refers to preventative, responsive and referral measures undertaken to protect children and vulnerable adults, ensuring that no such individual is subject to any form of harm as a result of their engagement with the Organization or as a result of the actions of one of its representatives. This includes ensuring that where there are concerns over the welfare of a child or vulnerable person or where a child or vulnerable person has been subject to harm, that appropriate and timely actions are taken to address it.

RELEVANT POLICIES:

- *CGIAR Code of Ethics and Business Conduct for Staff*
- *CGIAR Policy on Protection Against and Prevention of Harassment and Discrimination*
- *CGIAR Safeguarding Policy – Protection Against and Prevention of Sexual Misconduct, Exploitation and Abuse, and Human Trafficking*
- *CGIAR Policy on Whistleblowing and Protection from Retaliation*

Resources and relevant training materials

Affected persons may choose from among the various channels for addressing these misconducts. Informal resolution mechanisms can in some cases resolve issues and prevent situations from escalating to the point where making a formal report becomes necessary.

SUPPORTED ADVICE & GUIDANCE

Ethics Business and Conduct Office (EBC)

EBC provides confidential advice and guidance to CGIAR Staff on ethical conduct-related issues. In providing such advice, it relies on the applicable CGIAR policies. In addition, the EBC is also here to guide CGIAR Staff on finding the right place within the organization for their needs.

Counselling

CGIAR Staff can reach out to the Rome Institute as a source of counselling and/or an additional resource for confidential advice and guidance. It also has the skills to help staff manage complex harassment and abuse processes. The Institute can be contacted directly at (petra.miczaika@romeinstitute.org).

The CIGNA Employee Assistance Program to which all CGIAR SO staff are enrolled offer counselling and therapy services.

Wellness@CGIAR

Supported by CGIAR's GDI Function, Wellness@CGIAR is an employee-led resource group (ERG) comprised of staff from across CGIAR. Wellness@CGIAR organizes activities that focus on maintaining physical and emotional health and wellbeing. These include educational seminars/webinars on wellness, contests, group discussions and other practical health-focused activities. The ERG is open to everyone and provides a forum for staff to express themselves openly.

For additional wellbeing resources, click [here](#).

Informal resolution process

The objective of the informal resolution process is to address concerns and resolve conflict as soon as possible in a fair, respectful and non-adversarial manner. CGIAR encourages, where appropriate, the use of informal channels and mechanisms by alleged perpetrators and aggrieved persons. Formal and informal processes are not mutually exclusive. Choosing to address the matter through informal options does not prevent a later shift to a formal process.

Approach the alleged perpetrator

Early, direct intervention to address behaviors perceived to be offensive may be effective in ensuring that any inappropriate conduct ceases. CGIAR staff are therefore encouraged, if they feel comfortable, to make their concerns known to the alleged perpetrator as soon as possible and to ask the alleged perpetrator to stop. This can be done in person or in writing.

The Ombudsperson

Informal intervention by an impartial third party may also be an effective mechanism to prevent an interpersonal conflict from escalating and help to ensure that any inappropriate conduct ceases. CGIAR has launched an Ombuds Office to assist staff and consultants to navigate interpersonal and institutional issues. CGIAR's new Ombudsperson is Dr. Anu Rao, Ph.D. Anu may be contacted by email for appointments. Anu adheres to the tenets, ethics and values, and the standards of practice, of the International Ombuds Association. This means that CGIAR's Ombuds Office is a resource for fairness and an impartial, independent, informal, and confidential resource for CGIAR.



Ombudsperson
Anu Rao | a.rao@cgiar.org
confidential & off the record

Food for Thought: Introducing CGIAR's new om...
Watch later... Share

What is an Ombuds Office?
Anu Rao, Ph.D. MSW,
Ombuds at CGIAR, Office of
Ethics

Formal reporting process

There are multiple options to formally report misconduct. The two main avenues are:



Whistleblowing hotline

www.lighthouse-services.com/cgiar
anonymous & confidential



Email the Ethics team

ethics@cgiar.org
confidential

There is no specific time limit for filing a report after the alleged events have occurred. However, individuals who report allegations are encouraged to do so, to the extent possible, as soon as possible after the relevant event(s) have become known, as the passage of time is likely to affect the ability of CGIAR to investigate the matter and, where warranted, take disciplinary action. More information [here](#) on the investigative path followed by EBC.

It always remains possible to:



Reach out to:
Supervisor
Human Resources/People & Culture
Internal Audit

RELEVANT CGIAR TRAINING MATERIALS:

- *Taking our Ethics to 2022 and beyond*
- *Sexual Harassment in the Workplace: What employers need to know*

There are a wide range of resources to support staff, including e-learning, toolkits, counseling and more. Please refer to the [Gender, Diversity and Inclusion Knowledge Hub](#) for further details.



Contact

✉ contact@cgiar.org

🌐 www.cgiar.org

Ombudsperson

Anu Rao | a.rao@cgiar.org

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