Transforming Teaching, Education and Learning (T-TEL)
Sexual Harassment Policy

Introduction
The T-TEL Sexual Harassment Policy enshrines the organisation’s commitment to providing a safe environment for all its employees and all who come into contact with the organisation. It aims to ensure an organisation is free from any form of sexual abuse or harassment.

T-TEL will enforce a zero-tolerance policy against all sexual harassment in the workplace, take all incidents seriously, and quickly look into any claims made. Anyone found guilty of sexually harassing another individual will face disciplinary actions, which may include losing their job or contract. All allegations of sexual harassment will be dealt with respectfully and confidentially.

No one will face reprisal from T-TEL for filing a complaint about sexual harassment because the organisation has a zero-tolerance policy.

Scope of Policy
This policy applies to all T-TEL staff, key advisors (permanent and casual), volunteers, interns, national service personnel, individual contractors, consultants (including School Improvement Advisors), subscribers, board members and all other stakeholders involved in the development, implementation, and management of T-TEL’s programmes and activities. This also includes partners, donors, supporters, and service providers such as researchers, journalists, photographers, videographers, film crews, translators, etc.

This policy is adapted from the GTEC’s Sexual Harassment Policy Guideline for Colleges of Education (https://t-tel.org/download/ncte-sexual-harassment-policy-guideline_final/).

Sexual Harassment
a. Sexual harassment is any unwelcome sexual advance, request for sexual favours, or other verbal or physical conduct of a sexual nature.

b. Sexual harassment includes any conduct that creates a hostile or offensive work environment, interferes with an individual’s work performance, or negatively affects an individual’s employment opportunities.

c. Sexual harassment is described in Ghana’s Labour Act (2003) as an unwanted sexual request or advance directed towards a worker by their employer, superior, or co-worker, regardless of their gender.

d. Sexual harassment can happen to anyone regardless of their sex or the sex of the harasser. T-TEL acknowledges that sexual harassment can also occur between individuals of the same sex. What matters is that the sexual behaviour is unwelcome and unwanted by the person to whom it is directed.

e. T-TEL recognises that sexual harassment is often a result of power imbalances and can happen within unequal workplace relationships, such as those between managers/supervisors and employees/interns.

f. Anyone, including employees, consultants (including Key Advisors and School Improvement Advisors (SIAs)), casual workers, contractors, partners, or visitors, who engage in sexual harassment will face disciplinary action in accordance with this policy.

g. All forms of sexual harassment are prohibited, whether within T-TEL premises or outside, including at social events, field trips, training sessions, or conferences sponsored by T-TEL/ partners.

h. Sexual harassment can take many forms and involves one or more incidents, with actions that may be physical, verbal, or non-verbal. Examples of behaviours that T-TEL does not tolerate include, but are not limited to, the following. This policy recognises three types of sexual harassment – Hostile environment, Quid Pro Quo, and Retaliation.
These lists draw on GTEC Sexual Harassment Policy Guidelines for Colleges of Education (2018).

<table>
<thead>
<tr>
<th>Type of Harassment</th>
<th>Definition</th>
<th>Examples (not exhaustive)</th>
</tr>
</thead>
</table>
| **Hostile Environment** | This is when unwanted conduct of a sexual nature makes the work environment unpleasant or uncomfortable for a colleague. With this type of abuse, the perpetrator can be anyone - a supervisor, a colleague, a supervisee, a partner etc. | 1. Unnecessary and unwanted nicknames such as ‘sweetie’, ‘baby’, ‘girlfriend’, and ‘boyfriend’.  
2. Spreading rumours about a person’s sexuality, sexual activity, or speculations about previous sexual experience.  
3. Remarks of a sexual nature about a person’s clothing or body  
4. Unnecessary and unwanted touching, pinching, massaging, dancing, hugging, or brushing up against a person’s body  
5. Sexually suggestive stares, sounds or gestures such as winking, licking lips, whistling, sucking noises, or pelvic thrusts.  
7. Unwanted recurrence of telephoning, texting, emailing, comments on social media, following, stalking, gift giving, proposing, or asking for a date.  
8. Unwanted propositions of a sexual nature (including those occurring in situations that begin as mutual attractions but later cease to be mutual).  
9. Actual or attempted rape or sexual assault |
| **Quid Pro Quo** | Quid Pro Quo (meaning “this for that”) sexual harassment occurs when someone implies or states to an employee that an impending action or decision depends upon whether they submit to a conduct of a sexual nature. For example, a line manager suggesting to an employee on probation that their contract shall only be confirmed if they agree to a sexual relationship with him or her. | 1. Direct or indirect promises of work-related benefits (such as job offers, travel opportunities, change of work schedule, promotion, good appraisals, and partnerships), in return for sexual favours. |
| **Retaliation** | This occurs when a victim suffers a negative action after they have rejected a sexual advance, made a report of sexual harassment, or assisted someone else with a complaint. Negative actions can include social exclusion, getting a poor appraisal or being fired, | 1. Adverse employment/ engagement actions or partnership decisions (such as evaluations, failure to hire or promote, change in schedule, social exclusion, unfavourable report, poor treatment in the workplace), because a sexual |
### Policy Framework

T-TEL is committed to promoting a safe and respectful working environment for all who work with or work for T-TEL. One of the ways T-TEL is achieving this goal is through the development and implementation of a comprehensive policy framework on sexual harassment. By prioritising the prevention and response to sexual harassment, T-TEL aims to promote a culture of respect and dignity for all individuals while promoting gender equality and social inclusion.

### Policy Goal

The policy goal is to prevent sexual harassment in T-TEL by promoting a culture of respect and gender equality, providing accessible reporting procedures and support services, and ensuring accountability through prompt investigation and appropriate disciplinary action.

### Policy Principles

The T-TEL policy framework on sexual harassment is based on several policy principles that guide its implementation. These include:

i. **Zero Tolerance**: The policy adopts a zero-tolerance approach to sexual harassment. This means that any form of sexual harassment, whether verbal or physical, is unacceptable and will not be tolerated.

ii. **Gender Equality**: The policy promotes gender equality by ensuring that all individuals, regardless of their sex, are treated with respect and dignity.

iii. **Respectful Workplace**: The policy promotes a respectful workplace where individuals can work without fear of harassment, discrimination, or retaliation.

iv. **Confidentiality**: The policy ensures that all reporting mechanisms for sexual harassment are confidential and that individuals who report incidents are protected from retaliation.

v. **Procedural Fairness**: The policy directs how cases should be reported and handled. It also ensures that all reported incidents of sexual harassment are promptly and thoroughly investigated and that appropriate disciplinary action is taken against offenders. This includes ensuring that individuals who engage in sexual harassment are provided with procedural fairness.

vi. **Support Services**: The policy mandates that individuals who need special support services (counselling, legal advice, and medical support) due to sexual harassment are appropriately referred.

vii. **Prevention**: The policy aims to prevent sexual harassment in T-TEL by promoting a culture of respect, dignity, safety, and gender equality. This includes providing training and education on sexual harassment to staff and consultants.

viii. **Safeguarding**: This Sexual Harassment Policy should also be read in conjunction with T-TEL’s Child and Youth Safeguarding Policy, which ensures that the organisation has a framework that guarantees that children are protected from deliberate or unintended actions that place them at risk of abuse, sexual exploitation, injury, discrimination, and all other forms of harm. For the purposes of this Policy, ‘children’ also include at-risk adults’ who are defined as all people up to the age of 18 and those still in full-time education over the age of 18 in Secondary Education Institutions, Colleges of Education, Universities, or other tertiary institutions.
Prevention Measures
T-TEL will implement preventive measures to reduce the risk of sexual harassment, including:

a. Regular training on sexual harassment prevention, including taking an online certification course, is required for all employees, consultants, and volunteers.
b. Thorough background checks for all staff and consultants (Key Advisors) before recruitment.
c. Appropriate monitoring and supervision of interactions with children and youth (footnote: refer to Safeguarding Policy)
d. Requiring staff to report any observed behaviours that may be deemed sexually inappropriate.
e. Conduct surveys or evaluations to gather information on the frequency and characteristics of sexual harassment in T-TEL in order to inform future prevention strategies.
f. Promoting a culture of respect and dignity by encouraging open communication, supporting diversity and inclusion, and fostering community and belonging among staff and stakeholders.

Reporting Procedures
If a person feels that they are the target of unwanted sexual behaviour, they should first, if possible, make it known to the harasser that the behaviour is offensive and that it must stop right away. T-TEL is guided by the following formal and informal reporting procedures. These procedures draw on the GTEC Sexual Harassment Policy Guidelines for Colleges of Education (2018).

Informal Reporting System
Informal reporting systems are aimed at resolving sexual harassment complaints through confidential guidance, support and negotiation by an objective third party. The informal reporting procedure will work as follows:

1. T-TEL shall appoint two focal persons (male and female) who will act as the first point of contact for informal reporting. All stakeholders should be made aware that these focal persons aim to provide support and a safe space to informally report cases of sexual harassment.

2. The focal persons should ensure confidentiality and listen to the victim’s/complainant’s claim in a non-judgmental way. They should ask the victim to narrate the incident in his or her own words. The focal person should listen carefully and take notes to document relevant facts such as dates, times, situations, witnesses, and anything else that seems relevant. The focal person should refer the victim for counselling or further support where necessary.

3. If one of the focal persons does not feel that they would be sufficiently objective to deal with the case (particularly if it involves a close friend or colleague), they should ask the other focal person to mediate. If objectivity is still an issue, the two focal persons should assess whether there is another member of staff to step in.

4. After listening to the report, the focal person can help the victim/complainant to identify the type of harassment they have experienced (hostile, quid pro quo, retaliation) and confirm whether they asked the harasser to cease the behaviour. If the victim has been too uncomfortable to ask or has asked but the unwanted behaviour has continued, the focal person should mediate with the harasser on the victim’s behalf.

5. Mediation with the alleged harasser must be done sensitively, thoughtfully, and confidentially. The harasser may not realise they have done anything wrong. It is often best to speak to the harasser as if they are being given the benefit of the doubt rather than being accused of harassment. What needs to be conveyed to the alleged harasser is that the victim feels uncomfortable because of their behaviour. It may be helpful to use examples of sexual harassment in this policy to demonstrate how and why the unwelcome action can be considered sexual harassment.

6. Listen to both the victim and the harasser – the focal person should ask the alleged harasser for their account of what happened and ensure confidentiality. The focal person should listen with care and take notes to document relevant facts such as dates, times, situations, witnesses, and anything else that seems relevant. If the harasser denies that they have done what was claimed, the focal person should remain neutral.
7. The focal person should state that as long as the victim is not made to feel uncomfortable again, no further discussions will be held. If the alleged harasser agrees with this, the focal person should communicate this verbally to the victim and document the mediation so that there is a record of it. These records should remain confidential and in a secure place. The focal person should also tell the victim to immediately report if the unwanted behaviour continues or if the harasser retaliates in any way.

8. Escalation to formal reporting – the victim may request that the matter be dealt with under the formal reporting system if they are not satisfied with the outcome of the informal mediation, the unacceptable behaviour continues, or retaliation occurs.

An informal report may resolve problems quickly and, in many cases, should be used in the first instance of harassment. However, if the harassment persists or has caused serious distress to the victim, more formal reporting may be necessary.

**Formal Reporting System**

Formal reporting systems are aimed at resolving a complaint of harassment through an investigation and documentation of evidence. The perpetrator can be anyone – the board, directors, managers, supervisors, staff, Key Advisors, partners/stakeholders, internal and external consultants, etc.

Decisions will be made by an objective committee, and appropriate disciplinary action will be taken. All staff should be made aware of the formal reporting system.

The formal reporting procedure will work as follows:

1. The victim can have a preliminary meeting with a focal person to discuss the formal complaint process and the evidence needed. The focal person should ensure confidentiality, be sympathetic and understanding, and refer the victim for counselling if required. The focal person should also make sure the victim is aware that false accusations are sanctionable.

2. The victim should submit a written complaint of the grievance to the focal person. The grievance should include supporting evidence as follows:
   a. dates/times/locations of harassment
   b. types of harassment experienced (hostile, quid pro quo, retaliation, or other) – descriptions should be as detailed as possible.
   c. witnesses (if there was no witness who observed the harassment, a witness could be used to at least verify the victim’s dates/times/locations)
   d. material evidence, if available (like emails, text messages, letters, recordings, etc.)
   e. documents from any informal reporting/mediation that may have been attempted.

3. Formal hearings should be dealt with by a Grievance Committee, which includes the two focal persons (one female, one male) and the HR function (who should be the chairperson). If any of these individuals feel they would not be sufficiently objective to deal with the case (particularly if it involves a close affiliate), they can be replaced by a neutral member of staff. If the HR function is involved in the complaint, the Executive Director should take their place. Where the Executive Director is involved or is unavailable, a Board Member should take their place.

4. The Grievance Committee should acknowledge the victim’s complaint within one week of receipt. At the time of acknowledging the complaint, a copy of the complaint and supporting evidence should be forwarded to the alleged harasser involved in the grievance. The alleged harasser should be given one week to submit to the Grievance Committee a written response to the complaint, along with any supporting evidence and/or witnesses. A formal hearing will then be arranged one week after receiving this response. All parties (including named witnesses) will be required to attend the hearing. Victims have the right to be accompanied by a colleague or friend throughout the formal grievance meeting.
5. The formal hearing should not be made public and should provide confidentiality to all those involved. During the meeting, the Grievance Committee should ask the victim to share their experience in their own words. The alleged harasser or witnesses should not be present in the room during this time. The committee should ask open-ended questions and seek facts that support or disprove allegations. The committee should use the same approach when interviewing witnesses for the victim, the alleged harasser, and witnesses for the harasser. The committee members should each take individual notes.

6. At the end of the hearing, the Grievance Committee should review all evidence/testimony to decide and discuss appropriate disciplinary action. Once a decision has been made, documentation of the proceedings and results should be given to the victim and the harasser. T-TEL management will implement the recommendations in line with the T-TEL HR Policy. This must be properly documented.

Appeal Procedure

1. Individuals have the right to appeal any decision reached. An appeal can be made on the following grounds:
   - Either party (complainant or alleged harasser) can appeal the outcome if they are dissatisfied with the outcome of the grievance process.
   - New evidence or a new witness can be brought forward to challenge the committee’s original decision.
   - Either party (complainant or alleged harasser) can appeal the outcome if they are dissatisfied with Management’s response and/or implementation of the outcome of the grievance process.

2. An appeal should be lodged in writing to the Operations Director no later than one week from the date of notification of the outcome of the initial hearing. The notice should include the new evidence/witness and why they were not included in the original case. If the HR function is satisfied with the rationale for why the new evidence/witness was not originally included, a copy of the notice for appeal will be submitted to the other parties involved. The other party has one week to respond to this new evidence/witness, and the appeal hearing should be arranged within one week of receipt of this response. The appeal will be heard by an Appeal Committee made up of Senior Management and one Board Member.

3. The appeal hearing should be conducted in a similar manner to that of the original hearing. At the end of the appeal hearing, the Appeal Committee will provide an immediate decision and any appropriate action required. Once a decision has been made, documentation of the appeal proceedings and result should be given to the victim and the harasser and filed. T-TEL’s Board will implement the recommendations in line with the T-TEL HR Policy with necessary action taken. The decision reached at the appeal hearing is final.

Call to Action

1. T-TEL has a zero-tolerance policy for retaliation against individuals who report incidents of sexual harassment or who serve as witnesses.

2. If anyone experiences sexual harassment, they are encouraged to speak up and, if possible, inform the person who is responsible for the conduct that it is unwelcome and unwanted.

3. Any individual who experiences or witnesses sexual harassment should report it immediately to any of the focal persons, HR function or their line supervisor.

4. Reports can be made in person, by phone, or by email.

5. T-TEL prioritises providing support to victims who wish to file a complaint.
6. A victim of sexual harassment can also make a complaint outside of T-TEL. They can do so through relevant legal mechanisms available in Ghana by visiting the office and filling out a complaint form or sending an email of the complaint to any one of the following:
   b. Labour Commission
   c. Domestic Violence Victim Support Unit (DOVVSU) of the Ghana Police Service

Disciplinary Action
1. Any individual who has violated this policy will face consequences in line with the T-TEL HR manual, Code of Conduct, Safeguarding Policy and other related T-TEL policies. This may include but is not limited to:
   • A verbal or written warning
   • Change of work schedule that reduces contact with staff and stakeholders.
   • Suspension from work
   • Termination of contract

2. The severity and extent of the harassment will determine the appropriate sanction to be applied. Sanctions will be implemented to deter future incidents of sexual harassment and will not be treated lightly and may result in immediate dismissal.

Communication and Implementation of the Policy
- T-TEL will communicate this Sexual Harassment Policy to all staff and stakeholders in contact with the organisation.
  - This will be done through orientation sessions, regular training, online courses and certification, and distribution of the policy document.
  - The HR function will lead in the implementation of this policy with support from the T-TEL GESI team.
  - The HR function will also train staff, partners, stakeholders, contractors, and consultants and ensure that all staff take online sexual harassment certification courses.

Compliance with the Policy
- The focal persons, in collaboration with the HR function, will present an annual report regarding incidents of sexual harassment, how they were addressed, and any recommendations made to management.
- T-TEL will review and update this policy every two years to ensure it remains current and effective.
- T-TEL will also monitor and evaluate the implementation of this policy and make necessary changes to address any gaps or weaknesses.
  - Monitoring and evaluation will focus on the following indicators:
    • Number of reported incidents.
    • Number of incidents resolved.
    • Time taken to resolve cases.
    • Staff satisfaction with policy and procedures.
    • Training Effectiveness.
    • Policy compliance.

Required and Acceptable Behaviour
Required and acceptable behaviour is a crucial component of our organisation’s commitment to preventing sexual harassment in the workplace. All employees, consultants, and partners are to conduct themselves in a
professional and respectful manner and in compliance with the policy. Acceptable behaviours will include but not limited to the following:

i. Respect all individuals and treat them fairly, regardless of their sex, age, ethnicity, religion, sexual orientation, race, or any other characteristic protected by law.

ii. Refrain from using offensive or derogatory language, jokes or gestures that could be considered discriminatory or offensive to others.

iii. Avoid any behaviour that could be perceived as sexual harassment, such as unwelcome advances, comments or gestures of a sexual nature, or inappropriate touching.

iv. Report any incidents of harassment or discrimination to management or HR promptly.

v. Maintain professional boundaries with colleagues, clients, and customers.

vi. Avoid any behaviour perceived as flirtatious, making unwanted physical contact, and assigning inappropriate names and tags.

vii. Avoid any behaviour that could create a conflict of interest or damage the organisation’s reputation.

viii. Seek guidance from managers or HR when faced with ethical or legal dilemmas.

Declaration and Consent
I have read carefully and understand the T-TEL Sexual Harassment Policy. I hereby agree to abide by its requirements and commit to upholding the standards required. I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of the policy.

Name: __________________________________________

Role: __________________________________________

Signature: _______________________________________

Date: __________________________________________
Annex 1

**Functions of a Sexual Harassment Grievance Committee**

The role of the Sexual Harassment Grievance Committee is critical in tackling sexual harassment in T-TEL. The Grievance Committee helps to resolve formal complaints related to sexual harassment. The Committee should follow specific procedures to ensure fairness, thoroughness, and adherence to T-TEL policies. Below are prompts that should guide the work of the Committee:

- a. Review and properly comprehend the T-TEL Sexual Harassment Policy.
- b. Familiarise yourselves with other HR and GESI-related policies of T-TEL.
- c. The Committee should communicate the process for submitting complaints, including contact details of Safe Space Focal Persons and available channels of reporting (e.g., email address and/or phone number).
- d. Maintain confidentiality throughout the process to retain trust and protect the privacy of the complainant, the accused, and any witnesses. Cases must not be discussed with colleagues and friends of Committee members or any other individuals unrelated to the case.
- e. Conduct a prompt and objective assessment of each complaint to determine its credibility and seriousness.
- f. Upon receipt of a formal complaint, the Committee must notify the alleged harasser of the complaint, the initiation of an investigation, and the expected timeline.
- g. Conduct a thorough and impartial investigation, which may involve interviews with the complainant, the alleged harasser, and any relevant witnesses.
- h. Collect and review any pertinent documents or evidence.
- i. Committee members must take notes during interview sessions and refer to their records when making final decisions about the case and compiling the final report.
- j. Prepare a comprehensive report detailing the investigation's findings, including determining whether harassment occurred.
- k. If harassment is substantiated, the Committee must recommend appropriate disciplinary actions per T-TEL’s policy. This may include warnings/reprimands, suspension, or termination of contract.
- l. Share the report with the victim, the alleged harasser, and T-TEL Management.
- m. The Sexual Harassment Policy provides an appeals process for both the victim and alleged harasser to address any perceived procedural errors or unfairness, discovery of new evidence, or any unfairness/dissatisfaction with management response to the outcome of the formal process.
- n. Keep detailed records of all proceedings, including complaints, evidence, investigation reports, and outcomes. All records must be kept confidentially.
- o. Periodically review and update grievance procedures to ensure they remain effective and relevant.
- p. Offer support services for both the complainant and the accused, such as counselling or resources for further assistance.

**Interview Tips for Grievance Committee**

- Begin with a clear and empathetic introduction.
- Clearly state the purpose of the interview and what the process involves.
- Reassure the interviewee (victim, alleged harasser, or witness) that they can stop or take breaks at any time.
- Allow the victim to share their experience in their own words.
- Use open-ended questions to encourage narrative responses, for example:
  - "Can you tell us, in your own words, what happened?"
  - "Please walk me through the events leading up to and during the incident as you experienced them."
  - "Where and when did this incident take place?"
  - "Were there any specific circumstances or events that you think may have contributed to the situation?"
  - "Did anyone else witness the incident or contribute to the situation in any way?"
  - "Are there any specific details or actions that stood out to you during the incident?"
o "How did the incident make you feel at the time?"
  o "Can you describe any emotional or physical reactions you had during or after the incident?"
  o "Did you communicate your discomfort or objections during the incident?"
  o "How did the person involved respond to your feelings or objections?"
  o "What actions, if any, did you take following the incident?"
  o "Have you discussed this with anyone else, such as your line manager, HR, or a colleague?"
  o "Did you keep any records, messages, or evidence related to the incident?"
  o "Is there anything else you would like us to share that might be relevant to our understanding of the situation?"
  o Avoid leading or suggestive questions that may unintentionally influence the interviewee’s account.
  o Empower the victim by giving them control over the pace and flow of the interview.
  o Allow them to share information in their own time and in their own way.
  o Use respectful and non-judgmental language.
  o Avoid making assumptions or expressing disbelief.
  o Demonstrate active listening by maintaining eye contact, nodding, and using verbal affirmations when appropriate.
  o Allow for periods of silence if the victim or interviewee needs time to gather their thoughts.
  o If necessary, ask clarifying questions for a more detailed understanding, but do so in a gentle and non-intrusive manner.
  o Be aware of and sensitive to potential emotional reactions.
  o Document the interview accurately and comprehensively, including the interviewee’s statements and any relevant details.

Role of a Safe Space Focal Person

− Understand thoroughly what constitutes sexual harassment.
− Be thoroughly familiar with the T-TEL’s sexual harassment policy.
− Strengthen your capacity to address cases.
− Receive reports of sexual harassment.
− Assure the victim of confidentiality and support.
− Investigate the report (review evidence or speak with witnesses).
− Mediate between victim and perpetrator in an informal procedure.
− Document and keep records safe.
− Support victims in making formal reports.
− Be an objective member of the Grievance Committee.
− Refer victims for appropriate support (e.g., counselling, police report).

Attributes of a Safe Space Focal Person

− Good listener (sharpen your interviewing skills)
− A trusted person who maintains confidentiality
− Be non-judgmental.
− Believe the victim.
− Be objective.
− Be empathetic.
− Do not minimise the incident or impact.
− Be professional (physical contact should be avoided).
− Know when to refer and know your support systems.
− Protect the victim and ensure abuse does not recur.
− Keep confidential records.
− Upgrade your knowledge – read widely.
**Tips for Interviewing Victims of Sexual Harassment by Safe Space Focal Person**

- Begin with a warm and empathetic introduction to establish trust.
- Allow the victim to share their experience at their own pace.
- Encourage the victim to share their experience in their own words.
- Avoid leading or suggestive questions that may influence the victim's account.
- Empower the victim by giving them control over the conversation.
- Allow breaks and check in on their comfort level throughout the interview.
- Use neutral and non-judgmental language.
- Avoid making assumptions or expressing disbelief.
- Demonstrate active listening through body language and verbal affirmations.
- Allow for silence to give the victim time to share their thoughts.
- If needed, ask clarifying questions to ensure a clear understanding, but do so with sensitivity.
- Document the interview accurately – the victim's statements and any relevant details.
- Include information on the impact of the harassment on the victim.
- Debrief the victim on what will happen next and the potential outcomes.
- Refer the victim for additional support, like counselling where needed.
- Always be transparent about the process and timelines.

**Staff with the following disposition do not qualify to be safe space focal persons or grievance committee members.**

- Individuals who strongly believe in practices and notions that condone the violations of others, for example, men cannot control their sexual desires, or women are provocative, so they call abuse upon themselves.
- If the individual behaves questionably or is a harasser themselves.
- If the individual has a sexual harassment/abuse case pending against them.
- If the individual is a convicted or known sex offender.
- If, by the individual's experience, they have a strong bias against victims or perpetrators of sexual harassment/abuse.

**When to recuse oneself as a Safe Space Focal Person**

- When you are interested in the case (e.g. affiliated with the victim or perpetrator).
- When you are the accused.
- When you are the victim.
- If you are a witness.
- When the case evokes personal sentiments.
- When you think your biases are too strong.
**Glossary**

<table>
<thead>
<tr>
<th><strong>Sexual harassment:</strong></th>
<th><strong>Bystander intervention:</strong></th>
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<tbody>
<tr>
<td>Any unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature.</td>
<td>The act of intervening in a situation to prevent or stop sexual harassment or other harmful behavior.</td>
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<tr>
<th><strong>Victim:</strong></th>
<th><strong>Training:</strong></th>
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<tr>
<td>The person who has experienced sexual harassment</td>
<td>Formal instruction on sexual harassment prevention, reporting, and investigation</td>
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<tr>
<th><strong>Harasser:</strong></th>
<th><strong>HR:</strong></th>
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<tr>
<td>The person who has engaged in sexual harassment</td>
<td>Human Resource</td>
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<tr>
<th><strong>Consent:</strong></th>
<th><strong>Investigation:</strong></th>
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<tr>
<td>An affirmative, conscious, and voluntary agreement to engage in sexual activity.</td>
<td>The process of gathering information and evidence to determine whether sexual harassment has occurred and taking appropriate action to address the situation.</td>
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<th><strong>Reporting:</strong></th>
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<td>A report of sexual harassment made by the victim or a witness.</td>
<td>The process by which individuals can formally or informally report incidents of sexual harassment, either to a supervisor, HR representative or through a designated reporting channel.</td>
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<th><strong>Retaliation:</strong></th>
<th><strong>Confidentiality:</strong></th>
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<tr>
<td>Any adverse action taken against the victim or a witness for making a complaint of sexual harassment.</td>
<td>The practice of keeping information related to a sexual harassment complaint or investigation private, and only sharing information with individuals who have a legitimate need to know.</td>
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<th><strong>Remedies:</strong></th>
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<tr>
<td>Any sexual conduct or behavior that is not desired or invited by the recipient.</td>
<td>The actions taken by an employer to address a complaint of sexual harassment, including discipline of the harasser, counselling for the victim, or changes to policies and procedures to prevent future incidents.</td>
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