



Reporting Mechanism

How to report sexual harassment

Anyone who is subject to sexual harassment (or suspect another person is being harassed), should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. GPA recognises that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, he/she can approach the Programme Coordinator, the Executive Director or the Gender Expert who are designated Board members responsible for receiving complaints of sexual harassment.

When a designated person receives a complaint of sexual harassment, he/she will:

- immediately record the dates, times and facts of the incident(s)
- ascertain the views of the victim as to what outcome he/she wants
- ensure that the victim understands the organization's procedures for dealing with the complaint
- discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal if he/she is not satisfied with the outcome.
- Keep a confidential record of all discussions.
- Respect the choice of the victim.
- Ensure that the victim knows that they can lodge the complaint outside of the organization to the relevant country/legal framework.

Throughout the complaint's procedure, a victim is entitled to be helped by a counselor within the organization. GPA's Gender Expert (counselor) will enhance assistance to victim of sexual harassment. GPA recognizes that because sexual harassment often occurs in unequal relationships within the work environment, victims often feel that they cannot come forward. GPA understands the need to support victims in making complaints.

Informal complaints mechanism:

If the victim wishes to deal with the matter informally, the designated person will:

- Give an opportunity to the alleged harasser to respond to the complaint.
- Ensure that the alleged harasser understands the complaints mechanism.
- Facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within the organization to resolve the matter.

- Ensure that a confidential record is kept of what happens.
- Follow up after the outcome of the complaints mechanism to ensure that the behaviour has stopped.
- Ensure that the above is done speedily and within five days of the complaint being made.

Formal complaints mechanism:

If the victim wants to make a formal complaint or if the informal complaint mechanism does not lead to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.

The designated person who initially received the complaint will refer the matter to designated hierarchy to instigate a formal investigation. The Program Coordinator or Executive Director may deal

with the matter him/herself, refer the matter to an internal or external investigator or refer it to a committee of three others in accordance with this policy.

The person carrying out the investigation will:

- Interview the victim and the alleged harasser separately
- Interview other relevant third parties separately
- Decide whether or not the incident(s) of sexual harassment took place
- Produce a report detailing the investigations, findings and any recommendations
- If the harassment took place, decide what the appropriate remedy for the victim is, in consultation with the victim (i.e.- an apology, a change to working arrangements, a promotion if the victim was demoted as a result of the harassment, training for the harasser, discipline, suspension, dismissal).
- Follow up to ensure that the recommendations are implemented, that the behaviour has stopped and that the victim is satisfied with the outcome.
- If it cannot determine that the harassment took place, he/she may still make recommendations to ensure proper functioning of the work environment.
- Keep a record of all actions taken.
- Ensure that all records concerning the matter are kept confidential.
- Ensure that the process is done as quickly as possible and in any event within five days of the complaint being made.

Outside complaints mechanisms

A person who has been subject to sexual harassment can also make a complaint outside of the organization. They can do so through the Judicial Police or State Counsel.