



Anti-harassment Policy, including bullying and sexual harassment, for IUCN events

March 2019 - Version 1.0



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Code Version Control and History: IUCN Anti-harassment policy, including bullying and sexual harassment, for IUCN events

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| Version | Version 1.0 |
| Source language | English |
| Published in French under the title | |
| Published in Spanish under the title | |
| Responsible Unit | Director General's Office |
| Developed by | Union Development Group, Congress Unit |
| Subject (Taxonomy) | Anti-harassment Events |
| Date approved | 21 March 2019 |
| Approved by | Director General |
| Applicable to | As defined in section "Applicability", point 5 |
| Purpose | Ensure that IUCN events provide a professional, respectful and harassment-free experience for all Participants |
| Is part of | N/A |
| Related Documents | Annex 1 – Procedure for reporting harassment at IUCN events Annex 2 - Procedure for handling reported harassment cases Annex 3- Key Performance indicators on anti-harassment policy for IUCN events Gender mainstreaming strategy for IUCN events |
| Distribution | Sent to all IUCN employees world-wide, available on the IUCN Union Portal (intranet) sent to all Commission Chairs and Deputy Chairs, sent to all contracted staff for an event and available on request. The policy shall also be published on all event websites and is permanently available via https://www.iucn.org/about/world-conservation-congress |
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Document History

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| Version 1.0 | March 2019 |
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For further information contact:

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Definitions

1. Harassment refers to repeated, unreciprocated and/or unwelcome comments, gestures, actions, suggestions, symbols, and/or physical contact, based on, among other things, an individual's gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, ethnicity, race, national origin, age, religion, working language proficiency or other personal characteristics that are evidently and widely understood as intended to be demeaning, humiliating and/or intimidating. Examples of such conduct include, but are not limited to¹:
 - Verbal comments that reinforce social structures of domination related to gender, gender identity and expression, sexual orientation, disability, physical appearance, ethnicity, race, national origin, age, or religion.
 - Distribution or display of offensive or inappropriate messages, images, videos or other material (electronic or social media or printed) whether private or public
 - Threatening, intimidating, or hostile acts (including stalking or following) directed at a particular group or an individual because of, for example, their sexual orientation, gender, ethnicity, race or religion
 - Repeated inappropriate behaviour (bullying), direct or indirect, whether verbal, physical or otherwise which involves an abuse or misuse of power by one person over another and which makes the recipient feel threatened or humiliated, gradually eroding his/her self-confidence and which could reasonably be regarded as undermining the individual's right to dignity at work
 - Sustained disruption of speakers or of a session in general with the intent to make the session a hostile event
 - Inappropriate physical contact or uninvited and unwelcome touching of an individual's body or unwelcome sexual attention
 - Undermining somebody's reputation and/or authority through disparaging comments and/or gestures, or propagation of lies either in the presence of that person or in speaking to third parties about that person
 - Psychological manipulation using persistent denial, misdirection, contradiction and/or lying with the attempt to destabilize and delegitimize a person's belief, memory and/or mental sanity
 - Advocating for, or encouraging, any of the above behaviour
2. Any form of harassment, including bullying or sexual harassment is behavioural and therefore, does not require intent for it to be considered harassment.

Purpose

3. The purpose of this Policy is to ensure that IUCN events provide a professional, respectful and harassment-free event experience for everyone. Harassment including sexual harassment, bullying, discrimination and intimidation of any kind are violations of this policy and will not be tolerated.
4. IUCN recognises the individual dignity of all persons and strives to assist each individual to fully realise their potential. Every participant is expected to conduct themselves in a professional, respectful and responsible manner at all times. IUCN strives to create an event experience that allows participants to feel

¹ For other examples, see www.un.org/womenwatch/osagi/pdf/whatish.pdf

safe, respected and valued. IUCN is committed to protecting the dignity and safety of all participants in IUCN events and encourages all participants to come forward if they feel disrespected.

Applicability

5. This policy applies to all events organised by **the IUCN Secretariat, and can provide guidance to Commissions, National Committees and IUCN Members**. The type of events range from project-level workshops, trainings and small meetings on the margins of larger events (e.g. side-events), the IUCN Regional Conservation Fora, the IUCN World Conservation Congress and the IUCN World Parks Congress. It applies to the duration of an event including but not limited to the main venue, official events hotels, or venues used for social functions as well as to any interaction among participants in preparation, during or follow-up of the event.
6. This policy applies to
 - a. Any IUCN employee or contracted event staff in charge of organising the event ("**Staff**"), (including those not physically attending the event) including but not limited to Secretariat employees, Host Country staff, suppliers, vendors, consultants, hosts/hostesses, and/or volunteers.
 - b. All participants ("**Participants**") of such events and includes, but is not limited to:
 - i. Any duly registered individual including individuals who will participate only virtually including but not limited to Participants from IUCN's constituencies (Members, Commissions, Council) and the general public, speakers and panellists, observers, exhibitors, donors, sponsors, and/or media.
 - ii. Any non-registered person who is visiting the exhibition or any other freely accessible area of the event.

Obligations for event organisers

7. To implement this policy, any person responsible for the organisation of an IUCN event ("Event Organiser") will
 - a. Promote the principles of this policy to all Participants prior to and during the event including but not limited to making the policy easily accessible via the event website (if applicable), including a formal acceptance during the registration process (if applicable), promoting it in pre- and onsite communication (emails, newsletters, signage, badges, presentation slides, etc.).
 - b. Ensure that all individuals involved in the organisation of the event are adequately briefed about this policy.
8. For events with 100 or more Participants, the Event Organisers will in addition to the points listed under article 7
 - a. Identify a focal point responsible for handling harassment cases for the event.
 - b. Prepare a specific reporting procedure for the event as Annex 1 to this policy as necessary and promote it to all Participants
 - c. Report on the key performance indicator for the anti-harassment policy for IUCN events stated in Annex 3.

Enforcement

9. If a Participant or Staff engages in harassing behaviour, IUCN reserves the right to take any actions to keep a welcoming environment for all Participants and Staff in preparation, during or follow-up of the event. This includes but is not limited to warning the offender and asking him/her to immediately stop any inappropriate behaviour, revoking of the registration with no refund, expulsion from the meeting venue, denial of registration to future IUCN events.
10. If a speaker or panellist engages in harassing behaviour, IUCN reserves the right to interrupt that speech/presentation immediately and to take any other actions necessary to keep a welcoming environment.
11. If an allegation is determined to have been made frivolously, in bad faith, maliciously, for personal gain or for revenge, the person having made such allegations may have their registration revoked and be removed from the venue; and may be refused registration or participation as speaker or panellist at future IUCN events.
12. IUCN may take action to redress anything designed to, or with the clear impact of, disrupting the event or making the environment hostile for any Participants.
13. Participants, at events organised by IUCN must comply with the local applicable laws. If an incident is of such gravity that it would appear to be violating local laws, IUCN will therefore report it to the local police unless the aggrieved person specifically requires that IUCN refrains from doing and there is no obligation to report the case anyway. To the extent possible, IUCN will also give appropriate support to an aggrieved person who wishes to report any harassment to the local police.
14. IUCN requires Participants to follow this policy at all event venues and event-related social activities. In addition, they must comply with the local applicable law.
15. With the adoption of this policy and related implementation measures, IUCN aims to ensure a harassment-free experience for Staff as well as all other Participants to IUCN event. Incidents should be reported in line with the procedure set in Annex 1.
16. If a complaint is made against an IUCN employee, an IUCN Council member, or a Commission member, alleged to have engaged in harassing behaviour or to have made frivolous allegations as stated in clause 11, additional provisions outlined in the IUCN [Code of Conduct for the Secretariat](#), the [IUCN Commission members Code of Conduct](#) or the [IUCN Code of Conduct for Councillors](#), respectively, may apply.

Reporting

When to report

17. IUCN encourages every Participant and Staff at an IUCN event to report, as soon as possible, incidents that make them or someone else feel unsafe, unwelcome or harassed. Delayed reporting limits the options for action that can be taken. Concerned individuals should follow the general procedures outlined in section [How to report](#) as well as any specific procedures applicable to the respective event as outlined in Annex 1. Harassment and other code of conduct violations reduce the value of the event for everyone. IUCN wants Participants and Staff to be safe and respected at its events. People who report any harassment incident contribute to making the event a better place.
18. If an incident of harassment occurs within the meeting premises or in an event-related activity before, during or after the event including social events outside the meeting premises, then the aggrieved person or witness to the harassment should promptly report it.

How to report

19. Participants and Staff may make a report either personally or anonymously. Individuals making an anonymous report need to be aware that IUCN will not be able to inform them about the status of the investigation. Information on to whom to report is included in Annex 1. When taking a personal report, IUCN will ensure the individuals are safe and cannot be overheard. IUCN may suggest involving other colleagues to ensure the report is managed adequately. Once safe, IUCN will handle the report and treat the Participant making the report with respect. Participants may bring other witnesses or other Participants for support during conversations with IUCN. IUCN will not ask Participants to confront anyone and will keep the reports confidential according to local laws.
20. Allegations, whether made anonymously or not, must be supported by documentary evidence or statements. Without such factual evidence the investigation cannot take place. When reporting an incident, the following information should be provided:
 - Name and, if applicable, badge number of the Participant or Staff
 - The behaviour that was in violation
 - The approximate time of the behaviour
 - The circumstances surrounding the incident
 - The identity of the complaining person (unless the report is submitted anonymously)
 - Other people involved in or witnessing the incident

No retaliation

21. IUCN will not tolerate threats or other intimidation against a person who has made a complaint or provided information in support of complaint.
22. Consequences for retaliation include revoking registration with no refund and removal from the meeting premises; and/or refusal to register at future events.
23. Additional disciplinary measures may apply for IUCN employees, Council members and Commission members in line with the respective applicable Code of Conducts.

Annex 1 – Procedure for reporting harassment at IUCN events

This annex can be tailored for the needs of specific events, especially larger events such as IUCN Congresses.

Anonymous Report

1. Participants can make an anonymous report through the confidential hotline +41229990349 (voice mail) or the email account iucneventsethicsline@iucn.org, which will exclusively be monitored by the Human Resources Management Group.
2. IUCN will fully investigate anonymous reports and take whatever action is necessary to prevent a recurrence.

Personal Report

3. You can make a personal report:
 - a. Before, during or after the event
 - By sending an email to iucneventsethicsline@iucn.org.
 - b. During the event
 - By calling or messaging this phone number: +41229990349 (voice mail).
 - By contacting an IUCN employee, identified by STAFF or SECRETARIAT badges, which will put you in contact with Human Resources staff.
4. IUCN will be happy to help you contact venue security, local law enforcement, local support services, or otherwise assist you to feel safe for the duration of the event.