

**THE EUROPE-UZBEKISTAN ASSOCIATION FOR ECONOMIC COOPERATION  
(EUROUZ)**

Sexual Harassment Policy

(Version 1.0)

**About this policy**

All organisations should have equal opportunities and an anti-discrimination policy referencing the Beijing Declaration (1995). This Sexual Harassment policy is designed as an addendum to an existing equality-focused policy or as a special insert.

**Policy statement**

Anyone can be a victim of sexual harassment, regardless of her/his gender and the gender of the harasser. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

EUROUZ recognises that sexual harassment manifests power relationships and often occurs within unequal workplace relationships, such as between manager or supervisor and employee. Therefore, anyone, including members and employees of EUROUZ, casual workers or visitors who sexually harasses another, will be reprimanded by this internal policy.

All sexual harassment is prohibited whether it takes place within EUROUZ premises or outside, including at social events, business trips, training sessions, conferences or other events sponsored by EUROUZ.

**Bullying**

Bullying is defined as offensive, malicious or insulting behaviour. It is an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure you. Bullying tactics can include hostile verbal or nonverbal communication, sabotage, exclusion, manipulation, and psychological or physical abuse.

Bullying behaviour can include:

- Competent staff being constantly criticised, withholding information or having responsibilities removed or being given trivial tasks to do;
- Shouting at staff;
- Persistently picking on people in front of others or in private;
- Blocking promotion;
- Regularly and deliberately ignoring or excluding individuals from work activities;
- Setting a person up to fail by overloading them with work or setting impossible deadlines;
- Consistently attacking a member of staff in terms of their professional or personal standing;
- Regularly making the same person the butt of jokes;
- Spreading malicious rumours;
- Undermining a person's self-respect by the treatment that denigrates, ridicules, intimidates, demeans or is physically abusive.

### **Harassment**

Harassment is defined as unwanted conduct related to “protected characteristics” that has the purpose or effect of violating your dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for you. Harassment is also unwanted conduct of a sexual nature that has that same purpose or effect.

The protected characteristics are:

- Age;
- Disability;
- Gender reassignment;
- Marriage and civil partnership;
- Pregnancy and maternity;
- Race;
- Religion or belief;
- Gender;
- Sexual orientation.

Bullying and harassment behaviours include when someone:

- Puts you down or deliberately embarrasses you;
- Makes insulting or offensive comments or jokes;
- Scares you, makes threats or shouts at you;
- Uses insulting words or threatening body language;
- Ignores you or unreasonably keeps you out of meetings or events;
- Stops or blocks you from doing your job;
- Threatens you or commits physical violence;
- Leaves offensive items around your work area.

### **Sexual harassment**

Sexual harassment is a particular type of discrimination that is typically defined as unwelcome sexual advances or other verbal, physical or non-physical conduct of a sexual nature in the workplace. This could be used as a factor in decisions affecting some aspect of employment or substantially interferes with an individual's employment by creating an intimidating or hostile work environment. Unwelcome sexual advances, requests for sexual favours and other verbal, physical or non-physical conduct of a sexual nature that could constitute sexual harassment when:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment or otherwise adversely affecting an individual's employment opportunities.

Examples of sexual harassment include when someone:

- Makes unwelcome sexual advances or touches you in an intrusive way;

- Makes sexual jokes, suggestive gestures or remarks;
- Unwanted or derogatory comments about clothing or appearance;
- Displays pornographic photographs or drawings around your work area;
- Sends you emails with material of a sexual nature;
- Asks you about repeated and unwanted social invitations for dates or physical intimacy.

In addition, “romantic” or “consensual” relationships, dating or even isolated sexual encounters between senior and junior personnel may constitute or lead to sexual harassment because the junior person involved may not be a willing participant, notwithstanding the perception of the senior person or statements of the junior person.

### **Your responsibility**

Everyone is responsible for her/his behaviour. You must:

- Treat everyone with dignity and respect;
- Not bully or harass anyone;
- Not victimise or attempt to victimise anyone who has made complaints of discrimination or provided information to support a complaint;
- Report incidents to your manager or Human Resources (HR) if you think they are inappropriate.

Managers should make sure that staff reporting to them are aware of this policy. If you are a manager, you must take action to become aware that bullying, harassment or victimisation is happening. It is not acceptable to say that bullying is part of your management style.

If you believe that discrimination is taking place, whether against you or a colleague, it is essential that you bring it to our attention in the ways set out in our policy.