



**UNION INTERNATIONALE
DE LA MARIONNETTE**

ORGANISATION INTERNATIONALE NON GOUVERNEMENTALE FONDÉE EN 1929
BÉNÉFICIAIRE DU STATUT CONSULTATIF AUPRÈS DE L'UNESCO

Gender-based and Sexual Harassment Policy

The Policy Statement

UNIMA is committed to providing a safe environment for all its employees, officers and volunteers, free from discrimination on any ground and from harassment at work including gender-based and sexual harassment. UNIMA will operate a zero-tolerance policy for any form of gender-based and sexual harassment in the workplace, treat all incidents seriously and promptly investigate all such allegations. Any person found to have sexually harassed or discriminated against another on the basis of gender will face disciplinary action, up to and including dismissal from employment or from volunteering for the organisation.

All complaints of gender-based and sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimised for making such a complaint.

Definition of gender-based and sexual harassment

Gender-based and sexual harassment is unwelcome conduct of a sexual or sexist nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment or voluntary commitment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Gender-based and sexual harassment can involve one or more incidents and actions. It may be physical, verbal and non-verbal. Examples of conduct or behaviour which constitute gender-based and sexual harassment include, but are not limited to:

Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or other inappropriate touching
- Physical violence, including sexual assault
- The use of job-related threats or rewards to solicit sexual favours
- Other physical intimidation which does not involve touching, e.g. not respecting another's personal space

Verbal conduct

- Comments on a worker's appearance, age, private life, etc., including moral judgement
- Sexual comments, jokes, innuendos, or other actions based on another's gender or sexual preference which are intimidating
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy

- Insults, belittling and degrading remarks, and inappropriate addresses based on the gender or sexual preference of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages
- Incivilities, disrespect or contempt based on gender (these may also be based on unconscious bias)
- Blackmail and/or threats

Non-verbal conduct

- Display of sexually explicit or suggestive material
- Sexually suggestive gestures
- Disparaging gestures based on someone's gender or sexual preference
- Whistling
- Leering
- Inappropriate non-physical closeness

Anyone can be a victim of gender-based and sexual harassment, regardless of their gender and of the gender of the harasser. UNIMA recognises that gender-based and sexual harassment may also occur between people of the same sex. What matters is that the gender-based sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

UNIMA recognises that gender-based and sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee.

Anyone, including UNIMA employees and Executive Committee volunteers, clients, customers, casual workers, contractors or visitors who sexually harass another will be reprimanded in accordance with this internal policy.

All gender-based and sexual harassment is prohibited whether it takes place within the UNIMA premises or outside, including at social events, business trips, training sessions or conferences sponsored by UNIMA.

Complaints procedures

All victims of gender-based or sexual harassment have the right to be accompanied in meetings, both formal and informal, by a person of their choice.

Anyone who is subject to gender-based or sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. UNIMA recognises that gender-based and sexual harassment may occur in unequal relationships (e.g. between a supervisor and their employee) and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, they can approach one of the designated members responsible for receiving complaints of gender-based or sexual harassment.

When a designated person receives a complaint of gender-based or sexual harassment, they will:

- immediately record the dates, times and facts of the incident(s)
- ascertain the views of the victim as to what outcome they want
- ensure that the victim understands the company's procedures for dealing with the complaint

- discuss and agree about 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 complaint if they are 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 organisation through the relevant country/legal framework

UNIMA will provide specialist training for the Executive Committee, volunteers and employees of UNIMA to develop awareness and sensibility about these forms of harassment and how to assist victims of gender-based and sexual harassment. UNIMA recognises that because gender-based and sexual harassment often occurs in unequal relationships within the workplace, victims often feel that they cannot come forward. UNIMA 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 trained counsellors, mediators or other appropriate professionals where necessary.
- 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

➤ **Formal complaints mechanism**

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led 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 one or both of the UNIMA legal representatives – the President and/or the Treasurer – to instigate a formal investigation. The legal representatives may deal with the matter themselves or refer the matter to the designated person to manage, or, where necessary, refer it to an outside person/organisation.

The person carrying out the investigation will:

- interview the victim and the alleged harasser separately
- interview any other relevant third parties separately
- decide whether or not the incident(s) of gender-based or 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 (e.g. 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, they may still make recommendations to ensure proper functioning of the organisation

- 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 10 days of the complaint being made

Outside complaints mechanisms

A person who has been subject to gender-based or sexual harassment can also make a complaint outside of the organisation. They can do so through a complaint in their own country.

Sanctions and disciplinary measures

Anyone who has been found to have sexually harassed another person or harassed them on the basis of gender, under the terms of this policy is liable to any of the following sanctions:

1. Verbal warning
2. Written warning
3. Suspension
4. Dismissal

The nature of the sanctions will be applied in this order, subject to the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidences of gender-based and sexual harassment are not treated as trivial. Certain serious cases, including physical violence, may result in the immediate dismissal of the harasser.

Implementation of this policy

UNIMA will ensure that this policy is widely disseminated to all relevant persons. All new employees must be made aware of the content of this policy and have access to training in the area.

Every two years, UNIMA will require all employees, officers and Executive Committee members to attend a refresher training course on the content of this policy.

It is the responsibility of the UNIMA Board to ensure that all employees, Executive Committee members, volunteers and officers, are aware of the policy.

Monitoring and evaluation

UNIMA recognises the importance of monitoring this Gender-based and Sexual Harassment Policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective.

Supervisors, managers and those responsible for dealing with gender-based and sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis. As a result of this report, UNIMA will evaluate the effectiveness of this policy and make any changes needed.

Designated persons

Normally, the designated persons will be specified during the first Executive Committee meeting following a UNIMA Congress. These persons will assume the roles for a period of two years; this can be renewed after the first two years. Where a designated person is unable to continue in the role, another person will be designated by the Executive Committee.

For the period 2022 - 2024 the designated persons are:

Cariad Astles: cariadastles@gmail.com, telephone number: +44 7870 553032

Female

Can read and speak English, Spanish, Catalan, French, Italian, Portuguese, Swedish

Clément Peretjatko: clement.peretjatko@gmail.com, telephone number: +336 88 31 86 70

Male

Can read and speak French, English.

Kata Csató: csato.kata@gmail.com, telephone number: +36 20 4298298

Female

Can read and speak Hungarian, English, Polish; can read German; understands Slavic languages.

Read and approved, the 3 of December 2022

Karen Smith
UNIMA President



Dimitri Jageneau
UNIMA General Secretary



Lucile Bodson
UNIMA Treasurer

