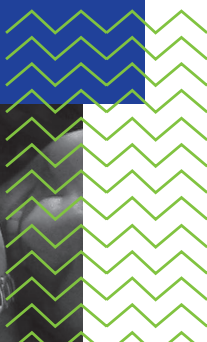




Harassment
& Bullying



FORMS OF HARASSMENTS:

- **Sexual harassment:** relates to any unwanted verbal, non-verbal or physical behaviour of sexual nature that undermines the dignity of a person, or that it creates an intimidating, hostile, humiliating, offensive, degrading or annoying environment to the victim. It includes unwanted questions or remarks about a person's sex life, comments or ridicule about appearance or dress, unwanted sexual advances, remarks and/or pressure for sexual favours, displays or distribution of pornographic or sexually suggestive and/or offensive material (photos, videos, posters, etc). ***A single isolated incident may constitute sexual harassment.***
- **Racial harassment and harassment based on religious belief:** includes unwanted gestures, jokes, offensive remarks or denigrating comments about a person's colour, race, religion or nationality.
- **Harassment based on sexual orientation:** includes homophobic remarks, unwanted jokes, denigrating comments, or threats related to a person's sexuality.
- **Harassment or bullying at work:** consists on prolonged abusive behaviour, psychological violence or pressure, or discriminatory behaviour against a person in the workplace, either personally or professionally. Such inappropriate behaviour leads to continuous and progressive damage to their dignity, self-esteem or psychological integrity. It creates a working environment that is hostile, humiliating, offensive or intimidating to the victim. It includes spreading false information or rumours to discredit a person, disturbing them while performing their work activities, threatening, insulting, abusing, treating them deceptively, rudely, intimidating or isolating them from the rest.



INSTITUTIONAL STATEMENT

- ICFO is committed to promoting and ensuring a working environment where individuals are treated with respect, equality and courtesy.
- ICFO will not tolerate any type of conduct or behaviour considered harassment or bullying.
- ICFO is committed to raising awareness of the subject within its community and communicating to all ICFOians the procedure to be followed should the need arise.
- ICFO is committed to diligently and rigorously assisting individuals who may need support while maintaining confidentiality.

WHAT IS HARASSMENT AND BULLYING?

- **Harassment and bullying** are unwanted behaviours which harm, intimidate, threaten, victimise, offend, degrade or humiliate, undermining the person's dignity or psychological integrity.
- **Harassment** may consist of a single incident or a series of incidents. It is always unacceptable, whether intentional or not.
- **Bullying** is repeated inappropriate behaviour, direct or indirect by one or more persons.
- **Harassment and bullying** can take a variety of different forms: physical, spoken, written or transmitted through electronic media (email, instant messaging or text messaging and social networking websites).

HOW TO RECOGNIZE HARASSMENT OR BULLYING?

Some forms of harassment or bullying are subtle and thus, difficult to recognize. Some examples to identify them are:

- **Verbal abuse:** persistent shouting, sarcasm or derogatory remarks. Constant criticism, without constructive support.
- Sending or distributing photos, videos, text messages or any other documents with explicit **sexual or racist** content.
- Spoken, written or electronically transmitted messages with **unwelcome comments** about someone's private life, physical appearance or dress, sexual orientation or religious beliefs.
- Persistently approaching someone with **unwelcome messages** via email, text messaging, instant messaging or any other social networking websites.
- **Physical** aggression or deliberate physical contact
- Any type of **discriminatory behaviour**
- **Ridicule or depreciating** comments or messages about the skills and/or abilities of a person.
- An individual may feel harassed or offended even when the **inappropriate comment or conduct is not made towards or about herself/himself.**
- Persistent **inappropriate jokes** or **circulation of "funny"** documents, photos, videos of gender, sexual, racist or religious content.

WHAT TO DO IF YOU ARE THE VICTIM OF HARASSMENT OR BULLYING:

All ICFOnians, invited guests and participants in ICFO events should discourage harassment or bullying by making it clear that they find such behaviour unacceptable, and by supporting colleagues who suffer such treatment and who are considering making a formal complaint.

If you find yourself being harassed in anyway, discuss first the problem informally with the person causing the offense: explain that the conduct is unwelcome, offensive and interfering with your work. If the issue persists then:

- 1** Collect as much evidence as possible of the issue at hand (keep emails, messages, photos, videos, etc.)
- 2** ICFOnians are encouraged to discuss the matter with immediate supervisors or managers to seek a solution.
- 3** Report the situation to the Head of Human Resources – laia.miralles@icfo.eu.
- 4** The protocol will be activated to manage the situation in a strictly confidential manner.

REMEMBER:

Harassment affects the physical and emotional health of victims and alters their career pathways and opportunities – it hinders the process and progress of science. **Do not do it and do not tolerate any form of harassment.**

Trustees



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