

Tools for the prevention of sexual and gender harassment in the workplace

Guide



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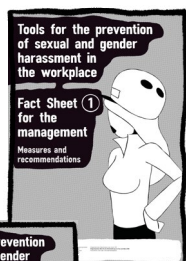
Eidgenössisches Departement des Innern EDI
Eidgenössisches Büro für die Gleichstellung von Frau und Mann EBG
Finanzhilfen nach dem Gleichstellungsgesetz

Sexual and gender harassment is a serious form of gender discrimination and an attack on the personality and dignity of the person concerned.

Sexual and gender harassment at work is prohibited by law.

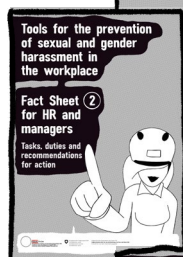
The Swiss Conference of Gender Equality Offices (SCGE) has developed a set of materials for the prevention of sexual and gender harassment in the workplace.

They address companies and private or public organizations, are free of charge and freely accessible for all. They include:



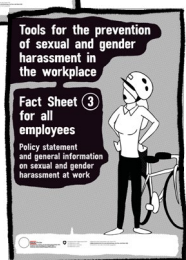
SHEET 1 *MANAGEMENT BOARD*

Measures and recommendations



SHEET 2 *HR AND MANAGERS*

Tasks, duties and recommendations for action



SHEET 3 *ALL EMPLOYEES »*

Policy statement and general information on sexual and gender harassment at work



FILM 1 *SEXUAL AND GENDER HARASSMENT IN THE WORKPLACE*

The Film may be combined with Fact Sheet 3



FILM 2 *EMPLOYER'S DUTIES »*

The Film may be combined with Fact Sheet 1 and 2

E-LEARNING *ME? HARASSMENT?! IT'S NO LONGER A LAUGHING MATTER! »*

The e-learning tool, provided by the Canton of Geneva, addresses all employees

This set of materials was created with the financial support of the Federal Government. They support employers who strive to comply with their legal obligations to prevent and stop sexual and gender harassment in the workplace.

The SCGE would like to thank the Canton of Geneva for making its e-learning tool available to other cantons, municipalities and companies, and for its collaboration in the development of the materials.

Recommendations

Before using these materials, your company / organization should define the guidelines for the implementation of the planned preventive measures against sexual and gender harassment in the workplace.

→ See Fact Sheet 1 for the management: Measures and recommendations



The materials for the prevention of sexual and gender harassment in the workplace can be used in training courses or events that concern personnel policy, corporate health care or values of the company / organization.

Sexual and gender harassment in the workplace can be made the subject of discussion either exclusively or in connection with other subjects such as bullying or burn-out, depending on the circumstances and culture of your company / organization. The second option may help to reduce any possible resistance within the company / organization.

Film 1, *Sexual and gender harassment in the workplace* and Film 2, *Employer's duties*, can be used together, but can also be used separately. Film 1 is about recognizing sexual and gender harassment, Film 2 is about how to prevent and stop sexual and gender harassment.

The Fact Sheets contain the essential information concerning sexual and gender harassment in the workplace. In order to adapt them to your needs you can just fill in the spaces provided for this purpose (e.g. with details of internal or external contacts, the company / organization).

Lastly, an e-learning tool, developed by the Canton of Geneva, proposes awareness raising through roleplays.

Overview

MATERIALS	TARGET GROUP	AIMS	COMBINE
SHEET 1	Management Board	<ul style="list-style-type: none"> - Knowledge of the legal framework, tasks and duties towards the employees. - Knowledge of measures to prevent sexual and gender harassment in the workplace - Drafting of a policy statement 	Film 1 Film 2 Sheet 2 Sheet 3
SHEET 2	HR and Managers	<ul style="list-style-type: none"> - Knowledge of HR and managers' responsibilities - Recognizing sexual and gender harassment - Knowing what to do in a specific case - Knowing where HR and managers receive external support and advice 	Film 1 Film 2 Sheet 3
SHEET 3	Staff	<ul style="list-style-type: none"> - Knowing that a declaration of principle exists - Knowing the definition, legal provisions, possible forms of sexual and gender harassment in the workplace - Knowing what happens when employees contact HR or managers - Knowing where employees can get external support 	Film 1
FILM 1	<ul style="list-style-type: none"> - Management Board - HR and Managers - Staff 	<ul style="list-style-type: none"> - Recognizing possible forms of sexual and gender harassment in the workplace - Knowing the legal provisions 	Sheet 3
FILM 2	<ul style="list-style-type: none"> - Management Board - HR and Managers 	<ul style="list-style-type: none"> - Knowledge of recommended preventive measures - Knowledge of how sexual and gender harassment can be stopped - Knowledge of procedures against sexual and gender harassment in the workplace 	Sheet 1 Sheet 2 Sheet 3
E-LEARNING TOOL	<ul style="list-style-type: none"> - Management Board - HR and Managers - Staff 	<ul style="list-style-type: none"> - Knowing and remembering the most important provisions regarding sexual and gender harassment in the workplace - Facing and handling possible situations and interventions and their consequences 	Film 1 Film 2 Sheet 2 Sheet 3