

- An anonymous complaint will be accepted after assessment
- Complaints can also be made to SHRC through email, call centre, helpline, telephone, mobile phone or SMS
- Sexual Harassment Redressal Team (SHRT) comprises of the local gender focal person (GFP), district BRAC representative (DBR), local programme management, a senior female employee of a BRAC programme, and two senior employees of local programme and BRAC Learning Centre respectively
- SHRT will provide necessary support to the SHR investigation team and ensure security of the victim and witnesses
- After submitting a complaint to SHRC, the concerned programme/ department must refrain from any attempt to influence the case
- No counter complaints are accepted during the investigation process against the respective person(s)
- Victim should be temporarily transferred to separate places for avoiding unhealthy work environment

Responsibilities of manager

- Disseminate and orientate all employees about the SHE policy and Inform everyone about the organisation's zero tolerance policy on sexual harassment
- Support a bias-free investigation process, maintain confidentiality and implement a punishment if an offence is proved
- Ensure job security of the victim and the eyewitnesses and protect the accuser from any criticism or unpleasant situation

False accusation of sexual harassment against anyone is not accepted. Using false allegations to defame someone's reputation is regarded as criminal offence.

For full version visit:
www.brac.net

Helpline: **01729071546** (During office time)

For complain:

Head, Sexual Harassment Redressal Committee and
Human Rights and Legal Aid Services Programme
BRAC Centre, 75 Mohakhali, Dhaka 1212
E-mail: complaint.shrc@brac.net

For queries:

T: +880 2 9881265 Ext: 5455, 5456, 5457
Gender Justice and Diversity Programme

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Sexual Harassment Elimination Policy and Procedure



What is sexual harassment?

Sexual harassment is unwelcome sexual advances, requests for sexual behaviour, and other verbal or physical conduct of a sexual nature when

- submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting this individual, or
 - it insults and intimidates an individual and often puts pressure on a victim to commit undesirable acts, or
 - such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, or
 - submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
 - sexual harassment involves both mental and physical domination and humiliation by the powerful, or
 - higher officials often harass employees who are junior and less powerful than them.
- Consequently, the more junior employee may remain anxious and ultimately fail to protest against the offence. As a result, this creates an unpleasant overall work environment.

Sexual harassment can happen to both genders and it is always unacceptable.

Acts of harassment can range from making lewd jokes, posturing offensively, giving obscene signals to disregarding the opinion of a woman. Sexual harassment can aggravate to sexual assault like rape or attempted rape.

Conduct considered as sexual harassment

Verbal

- Referring to someone with derogatory names, such as beti, maal, magi
- Whistling at someone
- Making sexual comments about a person's body
- Making sexual comments
- Turning work discussions to sexual topics
- Telling sexual jokes or stories
- Asking about sexual fantasies, preferences, or history
- Asking personal questions about social or sexual life
- Making kissing sounds
- Making sexual comments about a person's clothing, anatomy or looks
- Repeatedly propositioning a person who is not interested
- Telling lies or spreading rumours about a person's personal life
- Demand or requests for sexual favours
- Unhealthy discussions and unwelcome advice on women's gynaecological matters
- Exerting pressure or giving threats in case of refusal to love/marriage proposal
- Sexually suggestive messages, for example through letters, telephone calls, mobile phone calls, SMS, emails, pictures, notices, cartoons, or writing on benches, chairs, tables, notice boards, office walls, factory walls, classrooms, and washrooms.

Physical

- Touching the person's clothing, hair, or body
- Hugging, kissing, patting, or stroking
- Touching or rubbing oneself sexually around another person
- Standing close or brushing up against another person

Non-verbal

- Looking a person up and down
- Staring at someone
- Blocking a person's path
- Following the person
- Giving personal gifts
- Displaying sexually suggestive visuals
- Displaying or disseminating pornography
- Making sexual gestures with hands or through body movements
- Making facial expressions such as winking, throwing kisses, or licking lips
- Taking photographs or videos for the purpose of blackmail or disgrace
- Implicitly and explicitly using/ condoning sexual behaviour to threaten or insult someone and to control/ influence/ affect the pay/ terms and conditions of employment/ job promotion or career of a staff member
- Preventing participation in sports, cultural, organisational, or academic activities on the ground of sex and/or for the purpose of sexual harassment
- Rape or attempt to rape is not sexual harassment but in fact sexual assault and considered a criminal offence. As incidents of sexual harassment have escalated and led to rapes or attempts to rape, BRAC is including mention of sexual assault in its SHE policy
- Expressing sexual interest or engaging in any sexual activities with boys and girls under the age of 18 is considered sexual abuse and punishable by the law

For whom the policy is applicable

- If an employee of BRAC is sexually harassed by another employee
- If an employee of BRAC sexually harasses anyone involved in any BRAC programmes or activities
- An employee of BRAC who sexually harasses or assaults anybody from a partner organisation
- Individuals from a partner organisation who sexually harasses or assaults a BRAC employee
- A supervisor or colleague in BRAC who assists the offender in any form which is conducive to sexual harassment

The process of submitting a complaint of sexual harassment

- Either the victim, or any other eyewitness of the incident, or a family member, or the lawyer can submit a written complaint
- Anyone can directly submit a complaint to SHRC within 30 days after the incident takes place. There is no need to ask permission from respective line management or go through them