

ANTI-HARASSMENT POLICY

MUSEUM FOR THE UNITED NATIONS – UN LIVE

UN LIVE'S VALUES AND PRINCIPLES

UN Live's Anti-harassment policy expresses our commitment to maintain a workplace that is free of harassment, so that all those who work for the organization can feel safe. The policy takes its starting point in UN Live's five core values:

- Kindness
- Courage
- Authenticity
- A sense of urgency

As the key principle, UN Live does not tolerate any form of harassment, including sexual harassment and abuse of power, as this is defined below in and outside of the workplace, including sexual exploitation and abuse and any conduct that is discriminatory toward others. UN Live prohibits wilful discrimination based on sex, gender, sexual orientation, marital status, race (including colour, nationality or ethnic or national origin), religion or belief, age, disability, and other aspects of identity.

All employees must be protected to full degree, regardless of any personal characteristic, including their sex, gender, sexual orientation, marital status, race (including colour, nationality, or ethnic origin), religion or belief, age, disability.

This policy applies to all persons working for UN Live or on UN Live's behalf in any capacity, including employees at all levels and UN Live-engaged external consultants. It applies during or outside of working hours, every day of the year.

The policy lends inspiration from and follows the high standards of anti-harassment policies by some of the leading global organisations working in the space of human rights, children rights and social justice. This includes UN Women, UNICEF, and Save the Children. Further, the policy is referenced and complements the UN Live's Code of Conduct, which holds detailed descriptions of the processes that support the policy, as well as general guidelines for the accepted conduct of UN Live employees, and measures to protect employees and create a safe, fair and engaging work environment.

KEY DEFINITIONS

UN Live follow the below definitions of harassment etc.

Harassment. Consists of unwanted conduct, whether verbal, physical or visual, which is related to a person's sex, gender, marital status, sexual orientation, race (including colour, nationality or ethnic or national origin), religion or belief, age or disability with the purpose or effect of violating the dignity of a person or creating an intimidating, hostile, degrading, humiliating or offensive environment. Such conduct may take place on a single occasion or on several occasions.

Sexual Harassment. Consists of unwanted conduct of a sexual nature, which has the purpose or effect of violating the dignity of a person or creating an intimidating, hostile, degrading, humiliating or offensive environment. Such conduct may take place on a single occasion or on several occasions.

Sexual Harassment may take the form of unwelcome physical, verbal, or non-verbal conduct directed at a person or group of persons, which may include - but is not limited to - the following:

- unwanted physical contact, ranging from touching to sexual assault and rape
- verbal forms of sexual harassment including unwelcome sexual innuendoes, suggestions and hints, sexual advances, comments with sexual overtones, sex-related jokes or insults, comments about a person's body or enquiries about a person's sex life or sexual orientation
- non-verbal forms of sexual harassment including unwelcome gestures, whistling, indecent exposure or the unwelcome display of sexually explicit pictures or objects
- unwanted messages of a sexual nature that are sent via email, SMS, skype, voice messages and other electronic means, whether using IT devices or personal mobiles/equipment or
- harassment of a sexual nature that is linked to recruitment/employment opportunities, promotion, training or development opportunities or the offer of salary increments or other employee or worker benefits in exchange for sexual favours

Abuse of authority. Abuse of authority is the improper use of a position of influence, power or authority against another person. This is particularly serious when a person uses their influence, power or authority to improperly influence the career or employment conditions of another, including, but not limited to, appointment, assignment, contract renewal, performance evaluation, working conditions or promotion. Abuse of authority may also include conduct that creates a hostile or offensive work environment which includes, but is not limited to, the use of intimidation, threats, blackmail or coercion. Discrimination and harassment, including sexual harassment, are particularly serious when accompanied by abuse of authority.

Harasser. The harasser may be any colleague, manager, or member of the board. This includes employees at all levels and partners of UN Live.

Place of harassment. Harassment of any UN Live employee will be dealt with under this policy, both if it takes place in a work setting (e.g., UN Live's office space or at events) and if it happens outside the work setting. It applies during or outside of working hours, every day of the year.

UN LIVE'S APPROACH TO ANTI-HARASSMENT

UN Live does not tolerate any form of harassment, including sexual harassment and abuse of authority. Every concern raised is fully responded to and where necessary prompt action (including investigating and taking disciplinary action, if applicable) is taken. UN Live will hold employees to account against the same standards and subject them to the same processes, regardless of their position or reputation within the organisation.

UN Live's tactical approach includes the following steps:

1. Awareness and prevention of harassment (incl. partner commitment)
2. Safeguarding responsibilities and organisation
3. Process of reporting and responding
4. Monitoring and updating of policy

The processes for each of these are outlined in UN Live's internal employee handbook and guidelines.

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