

## PROCEDURES FOR ADDRESSING HARASSMENT AND DISCRIMINATION

December 2020 – *Under consultation*

Procedures for addressing discrimination and harassment contain two parts: preventative measures designed to make participants and external trainers aware of our policy and response procedures for addressing any allegations of violation of that policy.

### PREVENTATIVE MEASURES

#### 1. Publication of non-discrimination and harassment policy and response procedures

The non-discrimination and harassment policy will be published on our website and will be included in every notice of a call for participation in our trainings and events and in our calls for external trainers.

#### 2. Pro-active confirmation of agreement to policy

In registering for all our trainings, potential participants will be provided with a link to our non-discrimination and harassment policy and response procedures and asked to confirm that they have understood and agree to the policy before being able to register.

#### 3. Contractual clauses for external trainers

All contracts with trainers for CiFAR trainings will include a clause that requires trainers to commit to our policy. This clause will specify that we do not tolerate discrimination or harassment and will include a link to the full policy on our website. Non-compliance with this clause will be grounds for termination of the contract.

#### 4. Designation of staff members

Before any training, staff members will be designated as the contact point for assistance and addressing cases of discrimination and harassment that take place during the training. Staff members should be made aware that they are empowered to respond up to and including dismissal of participants and trainers from the training and can support participants to refer cases to competent authorities in county. At least one of these staff members should be a woman. At least one of the designated staff members will have a phone that will remain on continuously throughout the training, ensuring 24 hour a day availability of reporting.

#### 5. Inclusion of policies and procedures in information booklets

All information booklets sent to participants and trainers containing logistical information and agendas for the training must include a section that includes a) our non-discrimination and harassment policy, b) our response procedure for address cases of discrimination and harassment before, during and in follow-up and ongoing work after the training, and c) the contact details of competent authorities for reporting a crime involving discrimination or harassment.

#### 6. Verbal explanation

CiFAR staff members must explain our non-discrimination and harassment policy and procedures for addressing cases of discrimination and harassment at the start of each training. They should also refer participants and trainers to the section in the information booklet and indicate staff members responsible.

## REMEDIAL MEASURES

### *During an event*

1. Should any participants, trainers or CiFAR staff members be subjected to or witness discrimination, discriminatory behaviour and/or harassment directed towards another participant, trainer or CiFAR staff member during an event, they are required to report this to the designated staff member as soon as possible.
2. The designated staff member is required to record details of the discrimination in writing to be later transmitted to the CiFAR Executive Director and discuss with the concerned individual the course of action.
3. If the reporting person is not the subject of the discrimination or harassment, the designated staff member is required to speak with the affected person at the earliest opportunity to discuss the course of action.
4. If the allegation amounts to a crime, the designated staff member must ask the affected individual if they want to report the incident to authorities and shall accompany the affected person to the authorities to report the crime.
5. If an allegation amounts to a crime, whether or not the person subject to the discrimination or harassment decides to report the incident to authorities, the person alleged to have carried out the discriminatory treatment and/or harassment shall be suspended from the training immediately and information shall be transmitted to the CiFAR Executive Director to make a determination on next steps. The CiFAR Executive Director is able to permanently exclude the person from the training and future trainings and/or terminate contracts and remove the person from any accommodation provided for that training with immediate effect. At no time shall the person alleged to have carried out the discriminatory treatment and/or harassment be allowed to be alone in the same room with the person subject to the discrimination or harassment.
6. If the allegation does not amount to a crime, the designated staff member shall interview the person alleged to have carried out the discriminatory treatment and/or harassment, and also record details of the event from their perspective in writing to be later transmitted to the CiFAR Executive Director. The designated staff member shall also identify other witnesses to the alleged behaviour and interview them, recording details of the event from their perspective in writing to be later transmitted to the CiFAR Executive Director.
7. If the allegation does not amount to a crime, the person alleged to have carried out the discriminatory treatment and/or harassment shall be temporarily suspended from the training pending the investigation. At no time shall the person alleged to have carried out the discriminatory treatment and/or harassment be allowed to be alone in the same room with the person subject to the discrimination or harassment. Upon concluding their investigation, the designated person shall make a determination over whether the person has breached CiFAR's policies and the consequences thereof. This can include a warning, a temporary or permanent exclusion from the training. Upon consultation with the CiFAR Executive Director, this can also include permanent exclusion from future trainings and project activities, removal from any accommodation provided for the training and/or termination of a contract.



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### ***After an event***

1. Following an event, participants and trainers shall be informed by the responsible Project Coordinator that our discrimination and harassment policies still apply and shall identify themselves as the designated person for any other issues during the lifetime of the project. The contact details of the CiFAR Executive Director shall also be provided, in case participants are not comfortable reaching out to the Project Coordinator.
2. Should any participants, trainers or CiFAR staff members be subjected to or witness discrimination, discriminatory behaviour and/or harassment directed towards another participant, trainer or CiFAR staff member after an event but during project activities, they are required to report this to the Project Coordinator as soon as possible.
3. The Project Coordinator is required to prepare a report on this in writing for discussion with the CiFAR Executive Director, who will decide on the process and any consequences. These can range from warnings to permanent exclusion from the programme/termination of contract.