

HARASSMENT PREVENTION POLICY

- Gender Mainstreaming Strategy
- Harassment Prevention Policy

PRINCIPLES

- *Zero tolerance* means that submitted complaints are taken seriously, investigated, and appropriate action taken, which may include warning, training, probation, termination, or expulsion. The OSCE Academy takes a zero-tolerance approach to:
 - a. sexual, verbal, or physical harassment and persecution,
 - b. any kind of discrimination, including discrimination based on gender, race, sexual orientation, gender identity, religion, or other personal or group characteristics that is irrelevant to the mission of the OSCE Academy,
 - c. practices that maintain or create a culture that tolerates harassment and persecution and promotes gender discrimination.

THE MAIN TYPES OF BEHAVIOR THAT ARE NOT ALLOWED AT THE OSCE ACADEMY

- Purposely harassing one or more members of the academic community, insulting the honor and dignity, creating an unfriendly, hostile working or learning environment, nicknaming/deprecating names and name-calling, attempting to get an employee/faculty/student to leave the OSCE Academy by creating impossible working or learning conditions.
- Various forms of harassment, including those without sexual overtones: stalking, street harassment, unauthorized entry into one's workplace or residence, unwanted correspondence unrelated to academic and professional obligations.
- Various unacceptable forms of unilateral unwanted attention, unrelated to the realization of academic and professional obligations, with sexual overtones, expressed both personally or in correspondence.
- Using a situation of inequality: manipulating grades, salaries, authorship of publications, participation in grants or other projects and activities of the OSCE Academy in order to achieve an intimate relationship.
- Open, intentional violation of the physical boundaries of another person without his/her explicit consent or after expressing such disagreement (harassment, attempts of unwanted touching, verbal and/or physical coercion to actions of a sexual nature).
- Actions falling under the criminal law of the Kyrgyz Republic require application to law enforcement agencies and are outside the competence of the OSCE Academy.

CONFLICT (INCIDENT) RESOLUTION PROCEDURES AND COMPLAINT ASSESSMENT STAGES:

I Stage:

- The parties to a conflict are encouraged to mutually clarify the situation independently for the purpose of resolving it through peaceful discussion. To that end, the person confronted with offensive behavior should, whenever possible, try to make it clear to the offender that such behavior is inappropriate and that it should be terminated.



2 STAGE:

- a. If the abusive behavior continues, or if the affected party cannot handle the situation himself/herself, he/she may ask the appropriate Program Supervisor/Department Head to resolve the situation orally or in written form through negotiation with the parties to the conflict.
- b. The appropriate program officer/department head may independently request written explanations of the circumstances of the conflict from the parties to the conflict with appropriate written evidence. Upon receipt, the Program Supervisor/Division Head may invite the parties, give them an opportunity to explain their positions, and call for an amicable resolution of the conflict.



3 STAGE:

If it is not possible to resolve the conflict peacefully within a reasonable time by the appropriate program supervisor/department head or a third party involved, the party who believes its rights have been substantially violated may draft a complaint in the written form established by the OSCE Academy and send it to the OSCE Academy Gender Focal Point for review. The Gender Coordinator takes steps to conduct a preliminary assessment of the complaint:

- documents the complaint,
- collects evidence, explanations, objections of the parties and witnesses,
- clarifies the circumstances of the conflict for violations actually involving a failure to comply with the rules set forth in this policy,
- provides interested parties to the conflict with relevant materials for review,
- clarifies the scope of guilt and the presence of damage,
- invites the parties to the conflict to mediate and resolve it peacefully,
- on the basis of the conflict study, provides the management of the OSCE Academy with a written preliminary assessment with appropriate recommendations in Russian and/or English.

The management of the OSCE Academy reviews the Gender Focal Point's preliminary assessment and takes the appropriate decision in due course.

4 STAGE

- a. At the discretion of the management of the OSCE Academy and/or upon written request of an interested party who reasonably disagrees with the findings of the Gender Focal Point's preliminary assessment, materials related to the conflict may be referred for further review by the Ethics Committee, with the assistance of the Gender Focal Point.
- b. The Ethics Committee holds its meetings in Russian or English in accordance with its Rules of Regulation, makes a Final Opinion, which is a formal recommendation for action, involves taking measures to implement it by the management of the OSCE Academy and informing the parties concerned about the measures taken.



DISCIPLINARY CONSEQUENCES

- ❖ Warning,
- ❖ Training
- ❖ Probation
- ❖ Termination
- ❖ Expulsion.

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