



Leaving no trade unrecorded

**SECURITY AND SAFETY GUIDELINES,
AND SEXUAL HARASSMENT**



**GHANA
STATISTICAL SERVICE**

Outline of Presentation

1. Introduction
2. Purpose and Learning Outcomes
3. Security and Safety guidelines
4. Sexual Harassment
5. Revision

Introduction (1/2)

1. As a Field Officer, you are going to operate within complex, hazardous, remote, and dynamic socio-political contexts to collect the data.
2. The quality of data collected, and the security of the Field Officers and logistics are critical to the success of the entire survey.
3. These guidelines are to equip Field Officers with the requisite knowledge to be conscious of hazards and to ensure the safety of their lives as well as all logistics in their possession.

Introduction (2/2)

The Ghana Statistical Service has worked hard to build a reputation for responsible behaviour and fairness.

It is the policy of the GSS that: every person has the right to be treated with dignity and respect; and be free from the demoralising effects of all forms of harassment in the workplace.

Ghana Statistical Service is a multicultural workplace and working relationships between persons at our offices and on the field (for research) must take account of how people express themselves.

In the context of this multicultural environment, all officials are expected to observe the highest possible standards of behaviour, respecting the dignity and personal integrity of their colleagues and any person they interact with.

Purpose and Learning Outcomes

The purpose of this presentation is to equip trainees with the requisite knowledge to be security conscious and avoid any form of sexual harassment during training and fieldwork.

- By the end of this presentation, trainees should be able to:
 1. assess risk and be conscious of hazards;
 2. mitigate potential risk;
 3. explain health and safety guidelines;
 4. identify and explain the three main forms of sexual harassment;
 5. explain the causes of sexual harassment;
 6. explain the strategies to prevent sexual harassment; and
 7. explain ways to react to sexual harassment.

Security and Safety Guidelines (1/2)

Guidelines for Field Officers:

1. always keep a clean filled water bottle on you;
2. always keep minimal cash when stepping out;
3. keep all equipment and gadgets (i.e., tablets, power banks, etc.) inside your bag at all times except when administering a questionnaire;
4. avoid shortcuts, dark routes, suspicious neighbourhoods etc. while moving from border post to place of residence;
5. avoid indulgence in any kind of arguments with natives;

Security and Safety Guidelines (2/2)

Guidelines for Field Officers:

6. leave behind expensive articles such as jewellery, etc.
7. if possible, avoid working during odd hours i.e., night, dawn;
8. ensure your luggage has a good lock to keep items safe after relocating to border community;
9. if you become suspicious, consider changing the key cylinder in the lock of the door of room where you reside; and
10. where necessary, report the incident to the police or local authorities.

Sexual Harassment (1/9)

- **Sexual harassment** is the uninvited and unwelcome sexual advances (usually repeated or persistent), request for sexual favours and other verbal or physical conduct of a sexual nature in the workplace or in connection with work.



Sexual Harassment (2/9)

Breaking down the definition

“Conduct”- Conduct is NOT sexual harassment if it is welcome. For this reason, it is important to communicate (verbal, non-verbal or in writing) to the harasser that the conduct makes you uncomfortable and you want it to stop. **(NO MEANS NO!)**.

“Of A Sexual Nature”

Non-verbal: Looking up and down at a person's body; derogatory gestures or facial expressions of a sexual nature; following a person

Visual: Posters, drawings, pictures, screensavers, emails or text of a sexual nature

Sexual Harassment (3/9)

Verbal/Written: Comments about clothing, a person's body; sexual or sex-based jokes; repeatedly asking a person out; sending emails or text messages of a sexual nature

Physical: Assault; impeding or blocking movement; inappropriate touching of a person or a person's clothing; kissing, hugging, patting, stroking, grabbing, etc.



Sexual Harassment (4/9)

- Discussion of Intent vs. Impact
 - How do you know if your comments or actions are unwanted or unwelcome?
- Test yourself by asking these questions:
 - Is there equal power between me and the person I'm interacting with?
 - Is there equal initiation and participation between me and the person I'm interacting with?
 - Would I behave the same way if the person I'm in a relationship with were standing next to me?

Sexual Harassment (5/9)

Steps to Take if Harassed

- Ghana Statistical Service encourages reporting of all incidents of sexual harassment regardless of who the offender may be.
- Be direct with the harasser. Let him/her know that you do not like the behaviour and that the conduct is unwanted and unwelcome, and you want it to stop immediately.

Sexual Harassment (6/9)

Procedures for reporting and effects

Steps to take if harrassed

Formal

- Record cases and send to the Project Coordinator who would then refer to an investigation committee.
- It is a serious offence if you initiate the process to blackmail

Sexual Harassment (7/9)

Steps to take if harrassed

Informal

- Speak firmly to the harasser about the behavior and draw his/her attention that such behavior is unwelcome and inappropriate, and you detest it;
- Speak to his/her friends and colleagues to inform him/her about the unwelcome behavior;
- Get a trusted person to mediate on the issue and if the act does not stop, report to the Project Coordinator as directed; or
- Report the unwelcome behavior to any of the trainers or supervisors you trust.

Sexual Harassment (8/9)

Steps to Take if Harassed

- An individual who believes that she or he has been or is being harassed, should do the following:
 - make personal written notes of relevant events, as soon as possible after the incident(s) has (have) occurred, noting date(s), place(s).
 - a short description of what happened and the names of any witnesses and/or of any third parties to whom the incident might have been mentioned.
 - the official may also wish to discuss the incident(s) with a colleague or a friend.

Sexual Harassment (9/9)

Sanctions

- Proven cases of sexual harassment will be subject to any one of the following sanctions:
- warning, reprimand, censure, temporary or indefinite suspension, discharge and summary dismissal
- Any participant who reports a sexual harassment will be protected from any form of reprisal.
- In view of the seriousness with which the GSS views sexual harassment in the workplace, special procedures have been set forth for the handling of such cases.

Revision (1/2)

1. What do the following concepts mean:

- Security;
- Health
- Safety;
- Sexual harassment.

2.State guidelines the Field Officers should adhere to with respect to the following:

- Security of Field Officers
- Health of Field Officers
- Safety of Field Officers
- Security and safety of fieldwork logistics and equipment

Revision (2/2)

3. Discuss the three forms of sexual harassment.
4. Discuss the steps one could take if harassed.
5. Discuss the sanctions for sexual harassment.

Answers

- Q1 Refer to field manual page 24
- Q2 Refer to field manual page 23-25
- Q3 Refer to field manual page 16-17
- Q 4 Refer to field manual page 20
- Q 5 Refer to field manual page 20

THANK YOU

Please Any Question...?

