

CGIAR Integrated Partnership Anti-Harassment and Discrimination Policy

1. Policy Overview

The CGIAR Integrated Partnership is dedicated to fostering an inclusive, respectful, and safe working environment across its network of partner organizations. The CGIAR Integrated Partnership has a no-tolerance approach to harassment, discrimination, bullying, cyberbullying, mobbing, and abuse of authority, ensuring that all Personnel working within or for the CGIAR Integrated Partnership feel protected, valued, and empowered to report misconduct without the fear of reprisal.

The definitions and terms in this document do not alter, change, or modify the terms and conditions or privileges and immunities of the individual Centers.

This policy provides clear definitions, responsibilities, and mechanisms to address prohibited conduct and promote a culture of dignity, equity, and accountability throughout the CGIAR Integrated Partnership.

2. Objectives

The objectives of this policy are to:

1. Foster a safe and inclusive work culture within the CGIAR Integrated Partnership.
2. Clearly define behaviors that constitute harassment, discrimination, and other prohibited conduct, with illustrative examples for better understanding.
3. Empower Personnel¹ across all CGIAR Integrated Partnership organizations to report misconduct with the assurance of confidentiality and protection from retaliation.
4. Establish robust mechanisms for preventing, addressing, and resolving incidents of inappropriate behavior.

3. Scope

This policy applies to:

- All Personnel of the Centers and System Organization that comprise the CGIAR Integrated Partnership, including full-time and temporary staff, consultants, trainees, interns, and students.

¹ The broad use of the term 'personnel' under this policy shall not be construed to create an employer-employee relationship between any category of person indicated above with the CGIAR System Organization or any CGIAR Center.

- Third parties such as contractors, vendors, and partners engaged by CGIAR Integrated Partnership member organizations.
- Subsequently, all covered parties are generally referred to as ‘Personnel’.

This policy governs:

- All CGIAR Integrated Partnership operations, including fieldwork, research, and interactions with vulnerable populations.
- Conduct of Personnel during and outside of work hours, for both professional and private activities that may impact the CGIAR Integrated Partnerships reputation, interests, or mission, regardless of where the activities occurred.

When required by external partners, such as governments and independent agencies, CGIAR member organizations will include adherence to this policy in collaboration agreements. These policies are written to complement and coexist with policies of sponsors and funding agencies and will be interpreted consistently where possible, with guidance sought internally from the ethics advisor, legal office, or other designated representative within their organization.

4. Policy Statements

1. The CGIAR Integrated Partnership recognizes that harassment in any form has the potential to severely impact mental health and physical well-being, lower productivity, create divisions within teams, and is costly to its member organizations.
2. The CGIAR Integrated Partnership has no tolerance for harassment and discrimination. Personnel are responsible for creating a safe culture for everyone and must refrain from any prohibited conduct as defined in this policy.
3. Personnel are encouraged to undertake efforts to resolve disputes and to discuss inappropriate behavior at an early stage, if possible.
4. Managers and Human Resources/ People & Culture representatives must make themselves available to anyone who wishes to raise a complaint and should recognize the seriousness of any complaints raised and respect the sensitivity and confidentiality of the matter.
5. The CGIAR Integrated Partnership will take necessary actions to uphold a safe and respectful work environment for all. Member Organizations of the CGIAR Integrated Partnership have a fiduciary duty to investigate credible reported incidents of significant misconduct or harm. While conducting such investigations, the organization will make every reasonable effort to protect the privacy and confidentiality of those involved.
6. Non-compliance with, or violations of, this policy may amount to misconduct and, as such, may result in disciplinary measures in accordance with the relevant disciplinary procedures or personnel policy manuals.

7. **Conduct not considered Harassment:** Managers and supervisors may need to make assessments or decisions with which their supervisees may not agree; for example, about performance or work tasks. In doing so, they have a responsibility to give balanced, frank, clear and constructive feedback and, where necessary, to take appropriate corrective action. Unless such assessment, decisions, or actions are made in a manner that is offensive or intimidating, or used to retaliate against their supervisee, such actions would not normally constitute harassment.

5. Definitions of Prohibited Conduct

1. Harassment: Refers to any unwelcome or offensive conduct that has had, or might reasonably be expected to have, the effect of: (1) offending, humiliating, embarrassing or intimidating another person(s), and/or (2) creating an intimidating or hostile work environment and/or unreasonably interfering with another person(s)' ability to carry out their functions at work.

- **Frequency:** Harassment normally implies persistent or repetitive events rather than a single or isolated occurrence. However, a one-off incident might be considered harassment depending on its nature and gravity.
- **Intent:** The intention of the perpetrator is not determinative of whether harassment occurred; an act which is reasonably perceived by a person as offensive may constitute harassment regardless of whether it was so intended.

2. Sexual Harassment: Any unwelcome and unwanted behavior of a sexual nature, whether verbal or physical, that is offensive or creates a hostile or intimidating work environment. Sexual harassment may include unwanted sexual advances, unsolicited requests for sexual favors, or any other behavior of a sexual nature that might reasonably be expected or perceived to intimidate, or cause offense or humiliation to another, or when such conduct interferes with work or is made as a condition of employment.

Where sexual harassment is committed by a person in a position to influence the career or employment conditions of the victim, the conduct is referred to as quid pro quo harassment and may also constitute an abuse of authority. Quid pro quo sexual harassment occurs when sexual favors are sought, either under the express or implied promise of a reward for acquiescence or express or implied threats of detrimental action for refusal. While this form of sexual harassment typically arises when a more senior person takes improper advantage of their position to try to elicit sexual favors from a subordinate, it may also occur between colleagues irrespective of their seniority.

3. Bullying: Repeated offensive, cruel, intimidating, insulting or humiliating behavior that undermines an individual or a group of individuals. Bullying may be physical, verbal, visual or written.

4. Cyberbullying: Cyberbullying is unwanted or aggressive conduct perpetrated through electronic or social media that may harm, threaten, or demoralize the recipient(s) and can occur during or outside working hours.

5. Mobbing: When a group of individuals subject a person to bullying. Like bullying, mobbing typically occurs repeatedly and regularly over a period of time.

6. Discrimination: Any unjustifiable differentiation between individuals or groups or the unjust or prejudicial treatment of different categories of Personnel, based on such grounds as an individual's race, gender, religion, nationality, ethnic origin, sexual orientation, disability, age, language, or any other protected characteristic under applicable law.

7. Abuse of Authority: Improper use of a position of influence, power or authority by an individual towards others, whether through a one-time incident or series of incidents. It is particularly serious when the alleged offender uses influence, power or authority to improperly influence the career or employment conditions of another (e.g., through decisions on assignments, contract renewal, performance evaluation or promotion). Abuse of authority may include intimidation, express or implied threats, blackmail or coercion.

6. Misconduct Reporting Mechanisms

Reporting Channels

1. **Direct Reporting:** Personnel who feel they have been harassed or discriminated against can report misconduct to their respective supervisors, human resources / people and culture departments, legal office, or the ethics and business conduct representative within their organization following applicable misconduct reporting procedures.
2. **Good Faith Reporting:** Reports should be made in good faith in accordance with relevant procedures for reporting misconduct and contain sufficient detail to allow for proper assessment. Anyone who files a complaint that is known to be false or malicious, or with a reckless disregard for the truth of the statements made, may be subject to administrative or disciplinary action.
3. **Anonymous Reporting:** Reports can also be made through each member of the CGIAR Integrated Partnerships independent third-party whistleblowing/complaint reporting hotline (at the time of writing, each Center and the System Organization has engaged Lighthouse Services).
4. **Ombudsperson Services:** Confidential support and informal resolution options are available to all staff through the designated CGIAR Ombudspersons.
5. **Confidentiality:** All reports will be treated with the highest level of confidentiality, with information shared on a need-to-know basis, ensuring the protection of due process, adherence to applicable law, and the rights of individuals involved, including the victim and the accused, subject to the immunities and privileges of the Center of System Organization.

6. **Non-Retaliation:** Retaliation against reporters is prohibited and will result in disciplinary measures. Please refer to the CGIAR Integrated Partnership Policy on Whistleblowing and Protection from Retaliation for more information.

7. Prevention Measures

1. **Training:** Annual training will be offered for all Personnel of CGIAR Integrated Partnership members.
2. **Awareness Campaigns:** Regular campaigns across the CGIAR Integrated Partnership will promote awareness of prohibited conduct and available reporting mechanisms.
3. **Early Intervention:** Managers and supervisors are encouraged to address issues proactively to prevent escalation.

8. Accountability and Enforcement

Responsibilities of Personnel

All Personnel of the CGIAR Integrated Partnership must:

- Demonstrate respectful behavior.
- Intervene (whenever practical) and report incidents of harassment or discrimination.
- Cooperate fully with investigations.

Management Responsibilities

Leaders and supervisors across the CGIAR Integrated Partnership are responsible for:

- Addressing complaints effectively and promptly.
- Monitoring team dynamics to foster a respectful environment.
- Ensuring no offensive material is circulated or displayed.
- Role model and champion ethical behaviors.

Consequences for Misconduct

Violations of this policy will result in disciplinary actions, up to and including termination of employment.

9. Policy Monitoring and Evolution

Regular Reviews

This policy will undergo reviews every three years to ensure alignment with evolving best practices and legal standards.

Stakeholder Engagement

All member organizations of the CGIAR Integrated Partnership will be consulted during reviews to ensure relevance and effectiveness.

Annex: Examples of Prohibited Conduct

This annex provides examples of behaviors that may constitute harassment, bullying, discrimination, abuse of authority, or sexual harassment. These examples are illustrative, not exhaustive, and are intended to reflect diverse regional and cultural contexts within the CGIAR Integrated Partnership. Given the worldwide reach of the CGIAR Integrated Partnership, cultural norms may also interact with our policies and if this is the case, always seek guidance from your director of people and culture / human resources for support interpreting or understanding this policy.

1. Harassment: General Examples:

- Use of offensive jokes, ridicule, or gossip targeting personal characteristics such as appearance, gender, sexual orientation, or ethnic origin.
- Racial slurs and negative stereotyping of an individual or group.
- Verbal or written comments intended to demean or belittle someone, such as public criticism.
- Persistent unwelcome questions about personal or family matters, especially in contexts where privacy is culturally valued.
- Display of images or written materials that are offensive, obscene or objectionable.
- Making disparaging remarks about someone's accent or language proficiency in multilingual regions.

2. Bullying: General Examples:

- Setting unattainable goals or deadlines to undermine a colleague.
- Publicly humiliating or ridiculing someone in front of their colleagues
- Consistently excluding an individual from work-related discussions or decisions.
- Regular setting of clearly unattainable work goals and deadlines.

3. Cyberbullying - General Examples:

- Sending harassing or threatening messages through email, text, or workplace communication platforms.
- Sharing offensive memes, jokes, or materials about a colleague in group chats or social media.
- Posting derogatory comments about a coworker online.
- Using online forums to spread false claims about someone's professional qualifications.

4. Sexual Harassment: General Examples:

- Making inappropriate comments about a person's appearance or body.
- Persistent unwelcome invitations to social events after being declined.

- Unsolicited physical contact, such as touching or hugging, or unwelcome unnecessarily close physical proximity;
- Sending inappropriate or sexually suggestive messages over messaging platforms.
- “*Quid pro quo*” sexual harassment by a supervisor or person in a position of authority with respect to the target’s employment status;

5. Discrimination: General Examples:

- Denying opportunities for advancement based on race, gender, or disability.
- Excluding someone from a project due to their perceived national origin or religious beliefs.
- Favoring individuals from dominant ethnic groups in hiring or promotions.
- Penalizing employees for not conforming to traditional gender norms, such as dress or behavioral expectations.

6. Abuse of Authority: General Examples:

- Coercing employees into performing personal tasks unrelated to their work duties.
- Threatening non-renewal of contracts if unreasonable demands are not met.
- Using positional power to force employees to accept unethical practices.
- Favoring relatives or individuals from the same community in recruitment or project allocations.