14/02/2018 – CE

What to do, if as a **co-worker** you are confronted with sexism, sexual harassment, or violence?

1. What could be done by your own means?

Say « No » to the person whose behaviour towards you is displaced. It is important to set your own boundaries, because they are different for everyone. If you feel in a position where you can talk, make sure this person knows that he/she/they went too far. Make clear how you would like to see the incident solved.

Ask for support and help from a colleague or a person you trust.

1. If your work is linked to an organization, institution or an enterprise:

* Talk about it to a person in charge (head of the project, your employer, director of the venue, a superior, a union representative,…)
* Talk to a person specifically assigned for this purpose (confidential person, an advisor in prevention of psychosocial aspects, an external service)

The coordinates of those persons (or of an external service) have to be present in work regulations and be accessible from the place of the enterprise that has been communicated to you. Temporary co-workers have to receive this information as well and be able to get the assistance.

* Examine what are the actions to undertake within the organization. Sometimes, few conversations can already help you, you could initiate an “informal procedure (the employer is not informed in this case) or you might opt for a “formal procedure” ( the employer is then informed and investigation initiated)
* If you work with BSA (Social Bureau for Artists), speak to them about

the problem.

1. First look for an attentive ear, an advice and psychological support…that is not linked to the organization, institution or the enterprise where you work at the moment of the offence.

* If you wish to have an anonymous talk, without the weight of someone’s opinion: call

[1712](https://1712.be/)

* If it’s about sexual harassment, contact one of the Belgian Centers of taking in charge victimes of Sexual Violence, ([Centres de Prise en charge des victimes de Violences Sexuelles (CPVS) belges)](https://www.seksueelgeweld.be/zorgcentra-na-seksueel-geweld-wat-voor-wie-waar)
* If it’s about descrimination : signal the incident to [Unia](https://www.unia.be/en) (Centre for equality of chances and against discrimination)
* You can get consultation and guidance in regard to all problematics related to well-being, free of charge at [CAW](http://www.caw.be/). You will find there juridical help too.
* If you are affiliated to a trade union organization, ask them for an advice.
* Talk about it to your doctor.

1. You want to share your story or look for people who went through a similar experience?

* [Wij spreken voor onszelf](http://wijsprekenvooronszelf.be/) is a forum that allows victims and survivors of sexual violence or harassment to share their experience.
* There is a closed Facebook-group called #wetoo #makemovement where experiences can be share anonymously through the administrators.
* You will find [here](https://www.dropbox.com/s/9c540x8i9rp3to5/20151014_folder_lotgenoten.pdf?dl=0) other organizations that put in contact victims

1. Do you want to pursue your aggressor? From this moment you can go to the work inspection, police, court for civil procedure (legal damages) or penalty.

What to undertake as an **employer, organization, institution** to prevent and attack harassment in the professional context :

1. Affirm that your organization gives importance to the leadership ethics, to the appropriate relations with each others and that zero tolerance is practiced in regard to harassment… For example, you could make your position explicit in the welcoming brochure, conduct code, chart,…
2. Discuss concretely during performance review meetings the conduct to be adopted, particularly with those in head positions.
3. Make aware and inform your workers of the subject, in a way that would not make it a taboo, create the culture of openness and transparency in communication. This way you will minimize the risk of victims to remain silent. Make sure, if necessary, to propose formations, as on individual as on the level of the entire organization.
4. Inform yourself of the legal frame :

* You can form one or several confidential persons.
* Make sure that it is clear for everyone who is the person to consult on prevention of psychosocial aspects (possible starting from 5O workers), or inform which service you are working with.
* Take those information from work regulations and make sure they are communicated clearly and are visible somewhere (intranet, valves,…).
* Arrange so that temporary workers would also know where to address.
* Mention eventually possible sanctions (warnings, penalties, suspensions of the working contract,…).

1. Provide (possibly send to) psychological support, if despite all, harassment took place.