**changes to AAPC Legal Website**

7 March 2019

1. **Text changes (see attachment)**

Suggested text changes are attached. No text changes are proposed for Privacy Policy page.

1. **Change the website sub-pages**

Revise sub-pages and menu structure as below:

* Menu Tab 1: Know Your Rights
  + Defining Prohibited Conduct (The Problem)
  + Know Your Rights (Organisational Policies)
  + UN responses (jurisprudence and other initiatives)
* Menu Tab 2: Take Action
  + Report an Incident (for by-standers/ witnesses)
  + Talk to Us (chat page)
  + Make A Complaint
  + FAQs
* Menu Tab 3: About Us
  + About AAPC
  + Team
  + Support Us
* Menu Tab 4: Contact Us
* Menu Tab 5: Log In

1. **Edit bottom menu bar**

* Remove the Site Map.
* Remove Our Commitment

1. **Easy link to Chat Page**

Either in this edit or subsequently, include a new section on the home page:

*Have you experienced sexual harassment or abuse in your workplace?*

Clicking on the link opens to the chat page or Submit Complaint.

**Attachment: Suggested Text, current pages**

**Top-level page: Home Page**

Action Against Prohibited Conduct provides independent, external, and expert legal services for people facing sexual harassment and abuse, or other forms of prohibited conduct, in international organisations. We aim to create a work place of dignity and respect for women in international organisations, enabling us to participate as global changemakers without fear of harassment and discrimination.

**SUPPORT**: We offer confidential emergency and anonymous online legal support and advice for women experiencing sexual harassment or abuse. Get in touch with us now if you want advice on what to do if you have experienced or witnessed sexual harassment [link to chat page] or find out more [link to Take Action].

**REPRESENT**: We provide independent, external, and expert legal services for women and others facing sexual harassment, abuse, or other forms of discrimination, in international organisations on a non-profit basis. Get in touch with us now if you need assistance [open chat] or find out more [Know Your Rights].

**EMPOWER**: We are creating a one-stop access for (a) policy documents with simplified analysis, (b) relevant case law from international administration courts; (c) track developments and progress within international organisations. Find out more [link to Know Your Rights].

AAPC is here for anyone employed in any capacity by an international organisation, including staff members, contractors, interns and consultants. We want to back those facing or witnessing sexual harassment and abuse in an international organisation to take legal action without fearing the might of their employer.

**Sub-section: Latest Updates**

[keep latest updates feed]

*Delete any other content on this page*

**Top-level page: Know Your Rights**

Knowledge is Power. Both for you and for us. Knowing your rights and how to take action to protect yourself is important for anyone experiencing prohibited conduct.

New text: Click on any of the links below to access information to help you to understand your rights as a victim, and what you can do if you witness behaviour in your workplace, even if not directed at you.

*Find out more about prohibited conduct, your rights in the work place and your organisation’s approach*

Everyone has the right to a workplace free from harassment or abuse. Prohibited conduct is conduct that is derogatory, demeaning, discriminatory, harassing, abusive, violative, retaliatory, or otherwise prohibited by an organisation. Click here to find out what your organisation’s policies are about prohibited conduct and available rights and remedies [link to Sub-page: Know Your Rights]

*Find out more about what the UN is doing about prohibited conduct*

It is not just up to victims, bystanders and organisations like AAPC to bring about change – it has to come from the inside. Find out here what the UN is doing about prohibited conduct and what resources are available [link to Sub-page: UN Responses]

**Sub-page: Organisational Policies**

We have collected to the best of our capacity and network, policies relating to prohibited conduct, code of ethics, redressal mechanism, and other related documents. This was a surprisingly painful and time consuming task. We call upon all international organisations to publish their policies on harassment, code of ethics, complaints and justice mechanism - with full public access! Organisations should be proud of the policies they formulate and when faced with criticism, they have an opportunity to review and revise where needed.

Of our users and visitors, we have a request. If you do not find your IO listed here, have in your possession policies that are not available here, or have a more recent updated version of the policies included - please reach out through our *Contact Us* [hyperlink] page.

**[LOGO] Food and Agriculture Organisation (FAO)**

**[LOGO] International Atomic Energy Agency (IAEA)**

**[LOGO] International Criminal Court (ICC)**

**[LOGO] International Labour Organisation (ILO)**

**[LOGO] International Maritime Organisation (IMO)**

**[LOGO] International Organisation on Migration (IOM)**

**[LOGO] Organisation for the Prohibition of Chemical Weapons (OPCW)**

**[LOGO] United Nations Organisation Secretariat (UNO)**

**[LOGO] Joint United Nations Programmes on HIV/AIDS (UNAIDS)**

**[LOGO] United Nations Development Programme (UNDP)**

**[LOGO] United Nations Educational, Scientific and Cultural Organisation (UNESCO)**

**[LOGO] United Nations Population Fund (UNFPA)**

**[LOGO] United Nations High Commission for Refugees (UNHCR)**

**[LOGO] United Nations Children’s Fund (UNICEF)**

**[LOGO] United Nations Office for Project Services**

**[LOGO] World Bank**

**[LOGO] World Food Programme**

**[LOGO] World Health Organisation**

**Sub-page: UN responses**

The UN Secretary General has made it clear that he and the leadership in general is well aware that staff are regularly facing harassment and abuse in the course of their work. He has acknowledged this several times since 2016:

Video footage

In response, the UN has taken a few initial steps to address this issue – setting up a taskforce in the Inter-Agency Standing Committee (IASC); conducting an external global staff survey across the UN to identify incidences and experiences of sexual harassment; operating a 24 hour helpline for victims and allies to report prohibited conduct and seek guidance; appointing a system-wide focal point for sexual harassment and abuse.

For more information, please refer to the links below:

* [IASC and Task Force](https://aapc.legal/iasc-and-task-force/)
* CEB
* [Systemwide staff survey; screening database; SH complaints as category A](https://aapc.legal/system-wide-staff-survey-screening-database-sh-complaints-as-category-a/)
* [Promise to lift immunity for sexual misconduct](https://aapc.legal/promise-to-lift-immunity-for-sexual-misconduct/)
* [24 Hour helpline](https://aapc.legal/24-hour-helpline/)

*[additional text can be added with more information on the links]*

**Top-level page: Take Action**

Reporting prohibited conduct may feel like it comes with risks to your hard-earned career and even more important reputation. AAPC believes we can help you mitigate these risks. We provide immediate, anonymous, and personalised legal advice for victims and witnesses to seek help on whether and how to proceed.

Have you experienced sexual harassment, discrimination, and abuse at your organisation?

You are entitled to confidentiality in reporting the incident, protection from further such conduct and from retaliation should you choose to complain.

Did you witness your colleague being subjected to prohibited conduct?

You are entitled to report the incident on your own behalf as a witness. You too would enjoy confidentiality and protection from retaliation.

Use AAPC to take you through the process of making a complaint [link to Take Action Now]. If you aren’t sure what to do next, talk to us about your options anonymously [link to Chat].

**Sub-page: Take Action Now**

Even if prohibited conduct does not affect you directly, you can still speak up and report what you have seen. It makes you a good by-stander and an important ally. Most organisations actually may expect or even require you to do so. Ending prohibited conduct requires everyone to get involved, and by standing up you can ease the burden on those you saw being victimised.

Please contact us if you wish to make a complaint about your treatment that you think we can help with.

You can either benefit from our easy-to-use ‘first report’ design to tell us about the incident and we can revert to you with our thoughts. [insert link for reporting incident]

Or you can talk directly and anonymously to us, if you rather not provide contact information.

**Sub-page: Talk to Us**

Our emergency legal advice are provided free of charge to you when you need help the most. You can talk to us anonymously and without worrying about legal costs. We can help you determine whether what you experiences or witnesses would amount to a conduct prohibited by your employer.

Our legal representation services are subject to fees. We will, however, never turn you away if you cannot pay. Please contact us [insert link to Contact Us / chat] if you need representation and we will talk through options.

All information provided to AAPC is completely confidential. We do not collect or store any of your data, including your IP address or location information. All we know about our clients is what you voluntarily share with us.

**Sub-page: FAQS**

***Can I talk to you confidentially?***

All information provided to AAPC is completely confidential. We do not collect or store any of your data, including your IP address or location information and any information gathered automatically by the website is not available to the administrators. All we know about our clients is what you voluntarily share with us, and we do not share this information without your explicit consent.

***What steps do you take to ensure my privacy and anonymity?***

AAPC’s website is hosted on a secure server and no information from our visitors is recorded or stored in any way, other than what is legally required by regulatory authorities.

***What services do you offer?***

We provide the following services:

* **Support:** We offer confidential and anonymous online legal support or advice for people experiencing sexual harassment or abuse. [link to contact page] Get in touch with us now if you want advice or to make a complaint Or, not sure if what you are experiencing *is* prohibited conduct? Go here [link to XX page] to find out more, or get in touch with us [link to contact page].
* **Representation:** We know international organisations – we’ve worked there too. If you want to bring a wining case, you need a lawyer who knows the internal justice system. We can act as your legal representative if you make a formal complaint, including to help you take a complaint forward, ensure an impartial investigation and help keep you safe from retaliation. [link to contact page] Get in touch with us now if you need assistance
* **Information sharing:** Share latest news and developments, and provide access to policy documents for a range of organisations. Read more here [link to information sub-page]

We are not able to provide psycho-social support, although we are seeking to enlist qualified professionals who can provide emergency counselling. We encourage people looking for this assistance to seek out other service providers.

We are not a policy, research or advocacy group. However, we are willing to cooperate and assist such groups where we can, including with factual data.

***I don’t work in an international organisation, but I have been subject to prohibited conduct. Can you help me?***

AAPC is here to provide support for anyone employed in any capacity by an international organisation, including staff members, contractors, interns and consultants. We are not yet able to assist people who do not work in these organisations which are exempt from local/ domestic jurisdictions due to assertions of immunity.

***What is prohibited conduct?***

Prohibited conduct is conduct that is derogatory, demeaning, discriminatory, harassing, abusive, violative, retaliatory, or otherwise prohibited by an organisation. Most organisations have specific lists of behaviours that they include within the category of prohibited conduct. In some cases, the umbrella terminology may not be used and specific conducts such as harassment are more directly addressed. For more information, please refer here [link to page with definitions]

***Does AAPC make a profit?***

We are a non-profit legal service. Any fees that we might charge our client as used to fund our free services (e.g. information services and emergency legal advice) as well as to account for the operational costs. We hope to grow our team with more lawyers available across time zones and with the capacity to provide our services in more languages. Essentially, all monies are directed to our work.

***Does AAPC charge fees for service?***

Our information services and emergency legal advice are provided free of charge to anyone who needs our help.

To ensure we are able to continue to provide these services, without relying on donor funding, our legal representation services are subject to charges. However, we have a sliding scale for our fees and will never turn someone away because of financial capacity. Interns are particularly vulnerable as a group and mostly unpaid, and hence as a blanket rule they will never be charged.

***Does AAPC offer assistance in languages other than English?***

We are currently only able to offer services in English, but are keen to expand to French, Spanish and Arabic – if you think you might be able to help, get in touch [link to contact page].

***Does AAPC provide its service for men?***

Yes. AAPC provides its services without discrimination to all persons in international civil service of any kind. We believe men, women, and persons of a range of gender identities face prohibited conduct. We emphasise ‘women’ as the core target demographic of our services based on factual data which clearly indicates that 1 in 3 women face sexual harassment, abuse, assaults, and gender based discrimination at the work place in international organisations.

**Top level page: Contact Us**

All information provided to AAPC is completely confidential. We do not collect or store any of your data, including your IP address or location information and any information gathered automatically by the website is not available to the administrators. All we know about our clients is what you voluntarily share with us, and we do not share this information without your explicit consent. Our website is hosted on a secure server and no information from our visitors is recorded or stored in any way, other than what is legally required by regulatory authorities.

Our information services and emergency legal advice are provided free of charge to anyone who needs our help. Our legal representation services may be subject to a sliding scale, but we will never turn you away if you cannot pay. Please contact us if you need representation and we will talk through options.

*[include Contact Us form]*

**Top-level page: About Us**

We are a team of lawyers and supporters committed to helping women facing sexual harassment, abuse and discrimination at international organisations.

*Prohibited conduct is conduct that is derogatory, demeaning, discriminatory, harassing, abusive, violative or otherwise prohibited by an organisation* [quote style text – increase size/change colour etc]

**Sub-section: About AAPC**

AAPC was borne out of the fierce urgency of now for the individuals who dedicate their lives to the lofty mandates of international organisations even at the risk of harm. AAPC believes in protecting women and others who have dedicated their careers and lives to international organisations, and ensuring they have dignity, respect and freedom from fear in the workplace. We stand for fair and due process in complaints, for independent, impartial, confidential and professional investigations, for transparency, accountability and credibility, for a better victim/survivor support system, and for just and proportionate sanctions against perpetrators. We are a non-profit legal service focused on making crucial and timely legal assistance available to those who face sexual harassment, abuse and other prohibit conduct on a affordable basis.

**VISION**: AAPC aims to create a work place of dignity and respect for women at international organisations enabling us to participate as global changemakers and leaders without fear of harassment, abuse, and discrimination.

**MISSION**: AAPC’s mission is to bring about change in international organisations to ensure every complainant can access fair and due process, including independent, impartial, and professional investigations and internal proceedings, without fear of retaliation. We hope to nudge international organisations towards seeing the benefit from instituting a victim-centred approach in a process that is transparent and effective for which they are publicly accountable.

**Sub-section: Our team**

AAPC is an online service supported by a small team of lawyers, all of whom have served with international organisations in varying capacities. We are supported by a Board of Advisors, who have helped guide and shape our mission and approach.

*Keep individual profiles. Change from Director to Advisor for Shruti and Sarah.*

We are currently only able to offer services in English, but are keen to expand to French, Spanish and Arabic – if you think you might be able to help, get in touch [link to contact page].

*Remove other sections (IT Security and Development, Partnership and Financial)*

**Sub-page: Support us**

AAPC is currently reliant on the personal funds of its Founder, which includes all costs for the team running our services like lawyers, researchers and management. While we are applying for funding all the time, we are very happy to talk more if you would like to support us directly. You can email us at [counsel@aapclegal.net](mailto:counsel@aapclegal.net) or donate [link to donation page] directly here.

We are also welcoming in-kind contributions in the following forms:

* **Law students** can intern with us on discrete assignments such as individual cases, preparing case notes of relevant jurisprudence, conducting research for building our online resources.
* **Young lawyers** can assist the work of our pro bono attorneys on individual cases on a skills needed basis, such as language, location, knowledge of international administrative law and internal justice mechanisms.
* **Legal or human resource officers** in international organizations can contact us for independent external advice and legal memoranda.
* **Current or former members** of international organizations are particularly encouraged to refer us cases within our purview and also forward pertinent news, developments, information, and policies from your organization that you believe ought to be featured on our website.
* **Law firms** looking for innovative ways to improve the impact of their pro bono work can offer us the support of associates for casework and research, or could also provide us the use of resources such as office space and conference rooms.