

# Policy on Harassment and/or Discrimination

*Approved by the Globethics Board of Foundation on 29 April 2022*

## Contents

Preamble .....	2
1. This Policy's Intent .....	2
2. Anti-Harassment, Non-Discrimination and Freedom of Speech .....	2
3. Standards and Principles of Non-Discrimination and Integrity of the Person.....	3
4. Definitions .....	3
5. Responsibilities .....	4
6. Measures to Address Harassment and/or Discrimination.....	4
7. Complaint Reporting, Investigation and Resolution Involving Complaints against Instructors, Staff or Course Participants .....	5
8. Confidentiality .....	6
9. Appeals.....	6
10. Protection of Retaliation and Bad Faith Complaints.....	6
11. Filing an External Harassment and/or Discrimination Complaint .....	7
Annex A: Course Participant Complaint Form .....	8
Annex B: Release of Information Form .....	9

## Preamble

Globethics is committed to creating and safeguarding a culture of respect of each individual, the dignity and integrity of the person and principles of non-discrimination. Globethics vision, mission and values and the national and international legal frameworks constitute the foundation upon which the organisation endeavours to maintain an environment in which educational and professional ambitions can be pursued free from discrimination and harassment as described in this policy.

In particular, Globethics refers to the Universal Declaration of Human Rights

([https://www.ohchr.org/en/udhr/documents/udhr\\_translations/eng.pdf](https://www.ohchr.org/en/udhr/documents/udhr_translations/eng.pdf)), the Charter of the United Nations (<https://www.un.org/en/about-us/un-charter/full-text>), the International Convention on the Elimination of All Forms of Racial Discrimination (<https://www.ohchr.org/en/professionalinterest/pages/cerd.aspx>) and the UNESCO Convention against Discrimination in Education (<https://en.unesco.org/themes/right-to-education/convention-against-discrimination>).

## 1. This Policy's Intent

This policy aims at describing the organisation's commitment to non-discrimination and to the creation and perseverance of a harassment free environment, the measures it takes to achieve this in alignment with its vision, mission and values, as expressed in the Globethics Code of Ethics (<https://www.globethics.net/en/code-of-ethics>), and how it offers, in particular but not exclusively, course participants opportunities to solicit advice, accompaniment and to make use of reporting and investigation mechanisms in view of protecting individuals and groups subjected to any form of harassment and/or discrimination and of safeguarding an educational and professional environment marked by respect of the dignity and integrity of all persons, inclusion, fairness and equal consideration. This policy relates with its intent to the Globethics Disability, Accessibility and Inclusion Policy.

This policy is part of the Globethics policy collection and is subject to the approval of the Board of Foundation. The Board of Foundation reviews Globethics policies periodically upon consideration of recommendations received by the Executive Committee and the Board of Foundation Committees as appropriate.

## 2. Anti-Harassment, Non-Discrimination and Freedom of Speech

Globethics recognises the freedom of expression as a fundamental human right with particular bearing in the context of its educational mission. The Globethics Policy Statement on Academic Freedom unequivocally underlines the central role of this fundamental principle in order to enable all parties involved in the internal educational enterprise to study, teach, exchange, to conduct research and to engage in other scholarly activities in view of advancing knowledge and understanding for the common good of all.

Globethics recognises the high value of free speech. However, the organisation is convinced that this fundamental right comes into its own if it is received and exerted in consideration of other fundamental rights, such as the dignity of all persons and their right of integrity. This policy is built on the understanding that the freedom of expression is contoured and limited by the full adherence to the principles of non-discrimination and anti-harassment.

### 3. Standards and Principles of Non-Discrimination and Integrity of the Person

Globethics recognises in the context of the policy standards and principles in alignment with its own Code of Ethics, supported by internationally recognised principles, such as the respect and protection of the inviolable human dignity and the protection of the rights of individuals in their physical and mental integrity. In the intercultural educational environment, Globethics endeavours to provide for all its participants the protection of individuals and groups from discrimination and harassment is of paramount importance. The organisation therefore positions itself clearly against behaviour in word and action not honouring its Code of Ethics and internally recognised laws, and in particular against the following:

- Incitement to unlawful action (see Policy on the Prevention of Radicalisation and Extremism);
- Hate speech;
- True threats;
- Defamation;
- Harassment;
- Material and substantial disruption;
- Bullying;
- Cyberbullying or cyberstalking; and
- Mobbing.

### 4. Definitions

Globethics understands harassment and discrimination as all behaviour in word and deed that threatens, defames the dignity or harms the physical and mental integrity of all persons based on personality traits or protected characteristics. Globethics uses the following basic definitions in the scope of this policy, realising that it operates in an international context, which will require a continuous intercultural exchange on the scope, meaning and extent of these definitions:

#### **Protected characteristics/personality traits:**

The experience of discrimination and/or harassment can be based on the nine broadly recognised 'personality traits' of age, disability, sex, marriage and civil partnership, pregnancy and maternity, race or ethnicity, religion or belief, gender reassignment, sexual orientation.

#### **Discrimination:**

The unfair treatment of individuals or group of individuals based on specific characteristics (see protected characteristics), and in contrast to the treatment of other individuals or groups, resulting in situations, conditions and structures of inequality and/or unequal access, and/or exclusion.

#### **Harassment:**

Any undesired suggested, physical, or verbal form of behaviour that makes a reasonable person feel uncomfortable, humiliated or mentally distressed. Harassment may include, but is not restricted to workplace harassment or violence, sexual harassment, civil harassment, criminal harassment, bullying, cyberbullying or cyberstalking, and mobbing.

#### **Hate Speech:**

The articulation of denigrating, defamatory and discriminatory voices, by way of using a specific language and by making use of various communication channels to disseminate hate against individuals or groups, in particular on the basis of protected characteristics, with the intention to stigmatise and dehumanise.

**Defamation:**

An oral or written communication of a false statement on an individual or a group, based on protected characteristics, but not exclusively, that injures the person's or the group's reputation.

**Threats:**

An oral or written statement of an intention to inflict pain, injury, damage or another hostile act on an individual or a group, based on protected characteristics, but not exclusively, and in retaliation for something done or not done.

**Retaliation:**

The act or the oral or written announcement of an act of harming someone in return for an action done or alleged to have been done, based on protected characteristics, but not exclusively.

## 5. Responsibilities

Globethics compliance with the provisions of this policy and the respective laws in vigour are coordinated by the Coordinator for Anti-Harassment and Non-Discrimination, or a designee as assigned by the Academic Dean. The coordinator's responsibilities include, but are not limited to, the following:

- Ensuring that programmes, meetings and events take place in a safe environment free of harassment and discrimination;
- Collaborating with all organisational departments in the implementation of appropriate measures to ensure non-discrimination and absence of harassment;
- Reviewing the Course Participant Complaint Forms (see Annex A) submitted and implement the appropriate procedures; and
- Assisting in the evaluation, periodical review and amendment of policies, rules and regulations as appropriate and as assigned in collaboration with the organisation's habilitated instances.

**Contact information**

The Coordinator for Anti-Harassment and Non-Discrimination

Globethics

Academic Office

Route de Ferney 150

CH-1211 Geneva 2

Switzerland

Tel: +41 (0)22 791 62 49

Email: [academy@globethics.net](mailto:academy@globethics.net)

## 6. Measures to Address Harassment and/or Discrimination

Globethics, in accordance with its intention to demonstrate the alignment of its vision, mission and values with the organisational practice, will make every effort to contribute resolving any matters brought to its attention to address harassment and or discrimination.

The measures Globethics adopts bear in mind the specific context and responsibility for the safety and wellbeing, in particular but not exclusively, of its course participants. The aim is to prevent, moderate and sanction, as appropriate and necessary, so that a safe space free of discrimination and harassment can be provided for all.

Globethics takes on the responsibility to embed the topics of harassment and/or discrimination in the pedagogical framework of the organisation and recurrently underline the centrality of dignity, respect, inclusion and fair treatment for an open access, qualitative and inclusive education for all, across the educational provisions of the organisation. Furthermore, the measures include three stages (see also Guidelines for Course Participants Making a Complaint):

**Stage 1: Informal Reporting and Resolution** – Encouraging participants, and course participants in particular, to report observations and sentiments in relation to the subject matter described in this policy to designated staff for advice, counsel and in view a satisfactory and timely resolution.

**Stage 2: Formal Reporting, Investigation and Resolution** – Participants may submit a formal complaint, which will be investigated seriously and fairly in view of a satisfactory and timely resolution.

**Stage 3: Complaint Review** – Participants who have submitted a formal complaint and are not satisfied of the outcome of the procedure of stage 2 may request a complaint review, if all other means of resolution have been exhausted and within 14 days after the communication of the outcome of the formal complaint process.

## 7. Complaint Reporting, Investigation and Resolution Involving Complaints against Instructors, Staff or Course Participants

Any individual participating in the programmes and activities of Globethics, in particular the course participants, who believe that they have been subjected to or witnessed discrimination may report a complaint to the Coordinator. Any participant considering reporting a complaint may at any time contact the Coordinator or a designee for consultation on the matter. The Coordinator or a designee will explain the complaint reporting procedure.

Globethics takes complaints regarding harassment and/or discrimination very seriously. At the same time, it encourages staff, course participants and instructors to contribute to the creation of a culture of complaint resolution based on the stages described under section 6. of this policy.

A complaint investigation is initiated upon submission of a written statement alleging discrimination, or when a participant provides similar information in an interview. A prompt submission of complaints is encouraged.

The Coordinator will consider the complainant's submission and may, in consultation with the appropriate internal instances, dismiss it if the Coordinator determines that the complaint is on its face without merit, not credible, or outside of the scope of these procedures.

The benchmarking criteria for the determination of the presence of a harassment and/or discriminatory act are the presence of an intention (or un-intention) to annoy, threaten or demean the person who makes a complaint on grounds related to harassment and/or discrimination, and the repetition and severity of the undesired action.

If the complaint is retained, it will be reviewed, and depending on the case, the Coordinator may conduct individual interviews, review evidences and take any other appropriate action in view of collecting relevant information pertaining to the complaint.

The Coordinator will determine if the complainant was subject to discrimination according to laws and conventions in force. The Coordinator will consult with other departments and instances of the organisation as necessary in view of attaining a decision regarding the complaint. The Coordinator will establish a report detailing findings, conclusions and actions to be taken, if any, and will determine the departments in the organisation with whom to share the report. The investigation time will depend on multiple factors. Globethics attempts to keep the investigation as short as possible and to conclude complaint procedures within thirty (30) working days. The Coordinator or the designee will keep the complainant informed on the status of the process and communicate the outcome. The coordinator will ensure that, following the review, necessary measures are taken in view of the organisation's compliance with laws in vigour as needed and appropriate.

## **8. Confidentiality**

Globethics is committed to protecting the personal data of its participants. Individuals making use of a formal investigation and/or moderation process can be assured that the information provided orally or in written will be kept confidentially and will be used only within the strictly necessary involved instances within the organisation. The provisions of the Globethics Privacy Policy and the Data Protection Policy are valid and offer detailed information on the provisions in place to protect individuals' data in accordance with legal frameworks in vigour. If in the course of a review process, confidential information is to be disclosed to or received by a third party not part of Globethics, the participant will be asked to sign a Release of Information Form (see Annex B).

## **9. Appeals**

Individuals can make a written appeal related to the resolution communicated at the end of the complaint process. Globethics encourages appeals to be made as soon as possible, and latest within 14 days after the communication of the complaint procedure outcome. Globethics is committed to conclude appeal processes as soon as possible and latest within 60 days after the written submission of the appeal, if not for specific circumstances demanding an extension of this period, which will be communicated to the individual making the appeal. The outcome of the appeal process will be communicated in writing.

## **10. Protection of Retaliation and Bad Faith Complaints**

Globethics is aware of the possibility that complaints may be made out of harmful motives, such as retaliation and bad faith complaints. While the organisation is committed to the protection of all participants' safety and wellbeing, and in particular, of participants who are credibly subjected to acts of harassment and/or discrimination, Globethics also takes its responsibility to protecting staff, course participants and instructors from retaliation and bad faith complaints seriously. Therefore, the review of formal complaints is carried out rigorously and the investigation is conducted with particular insistence on establishing clear evidences, collecting information from, and conducting interview with all parties involved. Globethics endeavours to balancing the rights of all parties. Review processes will be scrutinised, also with the support of internal and external instances as appropriate. Knowingly false complaints will be dismissed and the person who filed the complaint may be subject to discipline.

## **11. Filing an External Harassment and/or Discrimination Complaint**

Globethics is committed to contribute satisfactorily and in a timely manner to the resolution of all complaints made orally or in written, and to offer adequate advice to all complainants on the complaint procedure. The organisation encourages complainants to use the rigorous reporting and investigation stages as outlined in this policy and further explained in the Guidelines for Course Participants Making a Complaint, and especially the opportunity to solicit counsel from a qualified person outside of the direct Globethics operational context. The Coordinator can be contacted at all times for advice, to explain the details of the procedure and to make the corresponding arrangements. In case of a persisting dissatisfaction, the individual is free to consider filing a harassment and/or discrimination complaint with an external habilitated authority in accordance with the national laws in vigour at the place of Globethics operations.

**Annex A:**

**Course Participant Complaint Form**

First Name, Family Name

Email Address

Course you are registered for

Semester/ MM/YYYY

Your Complaint Description

Date of Complaint Submission

DD/MM/YYYY



## Annex B:

### Release of Information Form

Tel: +41 (0)22 791 62 49

Email: [academy@globethics.net](mailto:academy@globethics.net)

[www.globethics.net](http://www.globethics.net)

I, *First Name, Family Name*, of legal age, and currently residing at *Domicile Address (full postal address)*, do hereby authorize Globethics with legal domicile at Route de Ferney 150, CH-1211 Geneva 2, Switzerland, to release the following records:

Records on the complaint area mentioned below

The information to be released shall be for the purpose of

Seeking external professional counsel in relation to harassment and/or discrimination reporting and investigation in the context of

I understand that this authorization to release records and information will remain effective until I revoke it in writing and in the understanding that the recipient shall use the information in compliance to applicable laws.

Last day of effectivity DD/MM/YYYY

This authorisation permits the recipient to authorize release of my information to a third party without my consent.

This document is a standing consent and all information processed shall be limited to what is authorised to be shared by the owner of the information.

Signature

Signed by DD/MM/YYYY, Name