

Guidelines to Prevent Harassment, Sexual Harassment and Discrimination at IFAD Events

International Fund for Agricultural Development

IFAD Ethics Office

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Note to Organizers, Hosts and Sponsors of IFAD Events

These Guidelines to Prevent Harassment, Sexual Harassment and Discrimination at IFAD Events (the “Guidelines”) are based on best practice developed in the UN system and are intended for use during IFAD events at IFAD Headquarters, country offices, regional hubs and liaison offices (together “IFAD premises”). These Guidelines will be reviewed over time and adapted in the light of experience.

These Guidelines should be communicated in advance of each IFAD event to all participants involved in the event. At the time of registration or invitation of each IFAD event, participants should be informed and be provided access to the Guidelines. Copies of the Guidelines may also be made available at the IFAD event.

These Guidelines contain contact information with respect to channels for reporting and support services available for persons affected by harassment, including sexual harassment and discrimination (herein also collectively referred to as “unacceptable conduct”) at an IFAD event.

For IFAD events that take place outside of IFAD premises, and for which IFAD may not be the main organizer or sponsor, IFAD will ensure that these Guidelines are forwarded to the entity co-organizing or co-sponsoring the event and coordinate with the other organizers or sponsors with a view to ensuring the application and distribution, as appropriate, of these Guidelines.

Guidelines to Prevent Harassment, Sexual Harassment and Discrimination at IFAD Events

Purpose

IFAD is committed to enabling events at which everyone can participate in an inclusive, respectful and safe environment.

IFAD events are guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect towards all participants attending or involved with any IFAD event.

Applicability

These Guidelines apply to any IFAD event, including meetings, conferences and symposia, assemblies, governing bodies sessions, seminars and, consultations, receptions, technical events, expert meetings, workshops, exhibits, side events and any other forum, which are organized, hosted or sponsored in whole or part by IFAD wherever it takes place, and any event or gathering that takes place on IFAD premises whether or not IFAD is organizing, hosting or sponsoring.

These Guidelines apply to all participants at an IFAD event, including all persons attending or involved in any capacity in an IFAD event. The IFAD Code of Conduct will continue to apply to IFAD staff and other individuals hired by IFAD under a non-staff contract.

These Guidelines supplement, and do not affect, the application of other relevant policies, regulations, rules and procedures, including any applicable host country agreements.

Unacceptable conduct

Harassment in any form, including sexual harassment and discrimination, constitutes unacceptable conduct and is not tolerated at IFAD events. Harassment is any behaviour, in relation to the work context, including IFAD events, that a participant knew, or reasonably ought to have known, would be unwelcome or unacceptable, and which negatively interferes or creates an intimidating, hostile or offensive work (event) environment.

Sexual harassment is any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation. Sexual harassment may involve any conduct of a verbal, non-verbal or physical nature, including written and electronic communications, and may occur between persons of the same or different genders.

Examples of sexual harassment include, but are not limited to:

- making derogatory or demeaning comments about someone's sexual orientation or gender identity;
- name-calling or using slurs with a gender/sexual connotation;

- making sexual comments about appearance, clothing or body parts;
- repeatedly asking a person for dates or asking for sex;
- sharing sexual or lewd anecdotes or jokes;
- sending sexually suggestive communications in any format;
- sharing or displaying sexually inappropriate images or videos in any format; and
- attempted or actual sexual assault, including rape.

Discrimination of people based on one or more characteristics such as ethnic, social or political background, colour, race, gender, gender identity and expression, sexual orientation, disability, physical appearance, ethnicity, nationality, age, religion, marital status, family size or any other identity is an unacceptable conduct and is not tolerated at IFAD events.

Reporting unacceptable conduct

A participant who feels that he/she has been a victim of harassment, including sexual harassment or discrimination at an IFAD event, or who has witnessed such unacceptable conduct, may take the following actions:

- Request that the perpetrator immediately stop the unacceptable conduct.
- Promptly report the matter to the IFAD Ethics Office (hotline: +39 5459 2525; confidential email address: ethicsoffice@ifad.org).
- Reach out to the event organizer who, normally in consultation with the Ethics Office, may request that the perpetrator immediately stop the unacceptable conduct, and suspend or terminate the perpetrator's access to the IFAD event.

The victim of unacceptable conduct may also seek help from other IFAD offices, such as the security or medical services at the IFAD event.

Knowingly making a false or misleading report is likewise considered unacceptable conduct and may lead to the suspension of the participant's access to IFAD events or, in the case of IFAD staff and other individuals hired by IFAD under a non-staff contract, disciplinary or other measures as per the applicable IFAD rules and procedures.

Protection from retaliation

Threats or other form of intimidation or retaliation against a participant who has made a report of unacceptable conduct or provided information in support of a report of unacceptable conduct is not tolerated. IFAD will take any reasonable appropriate action needed to prevent and respond to intimidation or retaliation in accordance with its applicable procedures. (IFAD Whistleblower Protection Procedures at <https://www.ifad.org/en/document-detail/asset/39629358>)