

Technical Working Group of the CEB Task Force on Addressing Sexual Harassment within the Organizations of the UN System

IMPROVED REPORTING - Questionnaire No. 2

Dear Colleagues,

Following the questionnaire you have responded to in January 2018 (the “First Questionnaire”), this second questionnaire addresses approaches, capacities and measures currently in place in the UN-System organizations in dealing with sexual harassment, and has been developed as part of Phase 1 of the work led by the CEB Task Force.

In particular, this questionnaire is meant to address the following priority identified during the CEB Task Force discussion of 22 February 2018, “comprehensive survey on cases of sexual harassment in the UN system, with agreed terminologies and dis-aggregated information (formal cases, informal cases, etc.)”.

The questionnaire should be completed by the same colleague(s) that completed the first survey.

Completing the questionnaire will require internal consultation among all relevant offices within each organization/entity.

In responding to the questionnaire, please refer to the definition on the last page.

Clearance from the Task Force member will have to be sought before submission, as the information provided in the questionnaire will be considered as reflective of the views and current status of the organization/entity with respect to the relevant issues.

Please take the necessary time to complete the questionnaire and respond **by Tuesday, 20 March 2018**.

For any questions or clarifications, please refer to: remo.lalli@un.org, mhastie@unicef.org, davide.marzano@wfp.org

ORGANIZATION/ENTITY:
FOCAL POINT COMPLETING THE QUESTIONNAIRE
Name:
Title/function:
Contact information:

Reporting of Sexual Harassment

13.1 How many persons eligible to use at least one of your sexual harassment mechanisms does your organization have?

	Employees	Independent consultants/contractors	Other
2013			
2014			
2015			
2016			
2017			

13.2 Does your organization:

- a) Permit the anonymous filing of formal complaints of sexual harassment (for investigation and possible discipline)?
 - Yes
 - No
- b) Permit the filing by non-victims (witnesses) of formal complaints of sexual harassment (for investigation and possible discipline)?
 - Yes
 - No
- c) Permit an institutional body (like your human resources department or investigative entity) to open a formal case of sexual harassment without an individual complaint?
 - Yes
 - No
- d) screen or triage initial reports of sexual harassment, before the complaint is opened as an investigation file?
 - Yes
 - No

13.2.1 How many cases of sexual harassment have been opened in your organization through a formal complaint mechanism (i.e. for investigation and possible discipline)?

	N/A – no formal complaint mechanism	N/A – formal complaint mechanism does not gather or report such statistics	# filed by victim	# filed anonymously	# filed by non-victim witness	# opened by institutional body of own initiative	# screened out before investigation
2013							
2014							
2015							
2016							
2017							

13.3 How many cases of sexual harassment have been opened in your organization with any available informal dispute resolution body (e.g. Ombudsman)?

	N/A – no such body	N/A – entity does not gather or report such statistics	#
2013			
2014			
2015			
2016			
2017			

13.4 Are there other support/ survivor assistance mechanisms available in your organization (e.g. Staff Counsellors)?

- Yes (please list and provide a brief description, max 50 words, for each)
- No

13.5 If yes, how many cases of sexual harassment have been opened in your organization with any available support/survivor-assistance body listed above?

	N/A – no such entity	N/A – entity does not gather or report such statistics	#
2013			
2014			
2015			
2016			
2017			

13.6 How many cases of sexual harassment have been registered in your organization with any other dedicated referral mechanism, which does not fall into the above categories, but provides information on applicable policies, who to contact, etc. (e.g. a referral hotline/ helpline)?

	N/A – no such entity	N/A – entity does not gather or report such statistics	#
2013			
2014			
2015			
2016			
2017			

13.7 Have you conducted a confidential survey of how many of your staff have experienced sexual harassment?

Experienced Sexual Harassment						
Year survey conducted	While at organization		In last 5 years		In last 1 year	
	%	#	%	#	%	#
2013						
2014						
2015						
2016						
2017						

13.8 Can you share your MOST RECENT survey? If you cannot, and you are able to, please respond to the following questions. Did your MOST RECENT survey also ask about and are you able to share conclusions about:

- a) perceived structural risk factors (e.g. high ratio of men in position of power, remote office locations, tented compounds, limited camera or CCTV available, limited security presence, etc.);
- b) confidence that reporting will bring about a desirable resolution, and the reasons for the confidence or lack of it?
- c) Confidence that the reporter will be protected from adverse consequences of reporting, and the reasons for the confidence or lack of it?

13.9 Do you have plans to conduct a survey in 2018? If you have already designed the questionnaire, and you are able to, please send a copy of the questions.

14. [Reframed for clarity from previous questionnaire:] How many reported cases of sexual harassment have led to a formal legal resolution? Please include all known cases (which need not be disaggregated), if statistics are available, where

- (i) an investigation was closed in a fashion precluding discipline (e.g. there was insufficient evidence to permit the matter to progress, or relevant parties were unreachable, or the separation of a party prompted closure, etc.)
- (ii) a disciplinary process was closed in a fashion precluding discipline (e.g. there was insufficient evidence to permit the matter to progress, or relevant parties were unreachable, or the separation of a party prompted closure, etc.)
- (iii) a disciplinary measure was imposed and it is not the subject of a pending appeal process
- (iv) a legal agreement was reached precluding the imposition of discipline or further claims

	N/A – entity does not gather or report such statistics	#
2013		
2014		
2015		
2016		
2017		

14.1 Where a disciplinary measure was imposed, how many disciplinary measures of each of the following forms were imposed? If more than one penalty was imposed in a single case, please only list the most serious (right-most).

	Written censure (no immediate consequences)	<i>Disciplinary</i> suspension from service (not pending investigation/ discipline)	Financial penalty without change in responsibilities (fine, loss in step(s) in grade)	Loss in responsibilities (e.g. demotion)	Separation from service (termination/dismissal)
2013					
2014					
2015					
2016					
2017					

14.2 Do you publish your disciplinary measures?

- a) Internally, for all your staff or personnel to see?
- b) Publically, for anyone to see?

Please feel free to share any further comments:

Definitions:

Dedicated referral mechanism: a non-reporting mechanism set up to provide individuals with information and referrals to available services, such as any applicable policies and procedures, contact information for appropriate internal or external offices, and any other relevant information which may assist them.

Employee: any person employed by the organization, including international professional staff members, general service staff members, locally recruited staff members, short-term personnel, volunteers, interns, persons recruited on Special Service Agreements and Service Contracts.

Formal reports/ complaints: an official complaint that is filed for investigation and possible discipline.

Informal reporting channel: a mechanism which allows for reporting a complaint without escalating to a formal complaint for investigation and possible discipline. These reporting channels include options for conflict resolution, such as a facilitated conversation to address the conduct, mediation or reconciliation.

Reporting: any formal or informal allegation made to the entity/ organization about a sexual harassment misconduct.