



## SIPRI Sexual Harassment Policy

### PURPOSE

The policy aims at:

- Protection of all SIPRI staff from sexual harassment, abuse, exploitation and sexual favours in work-related situations.
- Setting an efficient, transparent, independent, and safe mechanism for both confidential reporting and speedy investigation of any alleged instance of sexual harassment.
- Ensuring that no one reporting an alleged case of sexual harassment, or collaborating during the investigation, will face reprisals of any kind in work-related situations.
- Sensitizing all SIPRI staff to the zero-tolerance policy towards sexual harassment in work-related situations.

### SCOPE

This policy applies to all SIPRI staff, defined for the purposes of this policy as including staff members on the SIPRI payroll, short and long-term consultants, associates, interns, and Governing Board members.

The policy applies in Sweden and abroad while in the service of/contracted by SIPRI.

### OBJECTIVE

SIPRI is committed to providing a safe working environment for all employees that is free from discrimination and from harassment, including sexual harassment. SIPRI will operate a zero-tolerance policy for any form of sexual harassment in any work-related situation and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another person will face disciplinary action in accordance with Swedish law.

All suspected or reported instances of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be sanctioned for making such a complaint and/or for collaborating with the investigation. Reprisals towards the victim and/or any third party reporting an instance of sexual harassment and/or collaborating with the investigation are prohibited by law.

SIPRI encourages anyone who becomes aware of a case/suspicion of sexual harassment involving SIPRI staff to report the matter to a Line Manager or HR. SIPRI will ensure that appropriate support is provided. The provisions of this policy will be applied by all SIPRI staff in good faith.

## **DEFINITIONS**

### **Sexual harassment**

Sexual harassment is unwelcome, non-consensual conduct of a sexual or sexualised nature which makes an individual feel offended, humiliated and/or intimidated. It includes situations where an individual person is asked to engage in sexual activity as a condition of that person's employment, as well as situations that create an environment which is hostile, intimidating, degrading, humiliating or offensive for that individual recipient.

Sexual harassment can involve one or more incidents; actions constituting harassment may be physical, verbal or non-verbal. It may or may not be criminal.

Examples of conduct or behaviour which constitute sexual harassment can be found in Annex 1.

### **Victim**

Anyone can be a victim of sexual harassment, regardless of their sex and the sex of the harasser. What matters is that the sexual conduct is unwanted, uninvited and unwelcome by the individual against whom the conduct is directed. It is the victim who decides this.

### **Work-related situation**

For the purposes of this policy, work-related situations include events that take place in all locations (offline and online), both in Sweden and abroad, where SIPRI staff are present in SIPRI's service or on behalf of SIPRI. It also includes the homes of SIPRI employees when working from home. Any harassment on social media will be dealt with by SIPRI's social media policy.

### **Visitors**

If a visitor to the workplace is sexually harassing someone, this should be brought to the attention of a manager present and immediately dealt with. In such instances, disciplinary measures may include termination of assignment, refusal to continue participation in SIPRI activities, etc.

## **VICTIM SUPPORT**

SIPRI recognises that because sexual harassment often occurs in unequal relationships within the workplace, victims often feel that they cannot come forward. SIPRI understands the need to support victims in making complaints.

Throughout the complaints procedure, and for as long as needed after, a victim is entitled to be helped by a counsellor, arranged by the HR Director. SIPRI undertakes to provide an independent external counsellor paid by SIPRI.

## **COMPLAINTS PROCEDURES**

SIPRI seeks to have trained designated staff members who can receive complaints about sexual harassment; the list of trained designated staff members shall be made available to all staff on the intranet and kept up to date by HR.

The victim may choose to speak to their line manager, one of the designated staff members, or the HR Director to seek guidance on SIPRI's procedures, including on filing an internal complaint. All records of such discussions will be kept confidential. An employee can also seek support through their union representative or anyone else they trust.

The victim may choose to file an internal complaint by approaching their line manager, one of the designated staff members responsible for receiving complaints of sexual harassment, or the HR Director. As soon as an internal complaint is made to any of these individuals, they are obligated to act without delay.

If the complaint is made to the line manager or designated staff member, they should make contact at an early stage with the HR Director to get guidance and appropriate support in addressing the matter.

If the line manager or designated staff member is unable to resolve the situation or considers it to be too complex or too serious, the matter should be referred to the HR Director. If the victim is dissatisfied with the response they received from the line manager or designated staff member, they may also refer the matter to the HR Director. In any instance when an internal complaint is made or referred to the HR Director, they will immediately report to the Institute Director or Deputy Director.

In such instances the HR Director will investigate the alleged violations, assess the risks of the situation, and report to the Institute Director. The primary purpose of the investigation is to stop the abuse. The investigation will be handled expeditiously and confidentially, on the basis of the following provisions:

- All statements will be taken seriously and the employer will show respect for all involved. The wishes of the affected employee regarding the handling of the issue will be listened to and taken into account.
- The investigation and risk assessment will be shared with the parties involved in the investigation as well as the responsible Director of Studies/Head of Department and the Institute Director.

If the HR Director considers a complaint to be too complex or too serious, they may contact the occupational healthcare provider, who can provide support for an internal investigation or provide an independent third-party investigator.

### **SANCTIONS AND DISCIPLINARY MEASURES**

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to disciplinary measures in accordance with Swedish law.

All cases involving a suspected criminal offence will be reported to the authorities immediately.

## **DISSEMINATION AND IMPLEMENTATION**

SIPRI will ensure that this policy is disseminated to all staff. It will be available on the intranet. All new SIPRI staff must be made aware of the content of this policy as part of their introduction to SIPRI. Appropriate training will be made available to all staff, arranged by HR.

## **RESPONSIBILITIES**

The Institute Director bears the ultimate responsibility for ensuring full compliance with this policy across the institute and at all times.

Line managers and designated staff members will report the occurrence of a complaint to the HR Director. The HR Director will keep a record of incidents and report these annually to the Institute Director and Head Safety Officer.

## **INVESTIGATION OF ALLEGED CASES UNDER SWEDISH CRIMINAL LAW**

Nothing in this policy prevents a victim or any other person who has witnessed a case of sexual harassment as defined by the present policy, from filing a complaint with Swedish police authority so as to initiate a criminal investigation into an alleged offence.

## **INVESTIGATION OF ALLEGED CASES OUTSIDE OF SWEDEN**

When engaged in research outside of Sweden, SIPRI will endeavour to utilize, where possible, the feedback mechanisms of its partners for individuals and communities to report alleged cases of sexual harassment.

In some cases, SIPRI may be unable to investigate alleged sexual harassment that take place outside of Sweden with the same robustness as cases that take place in Sweden. SIPRI will look to local partner organizations to provide support in such cases. If the alleged case involves a SIPRI employee, SIPRI will take action in accordance with this policy and Swedish legislation. If the alleged case involves a consultant or staff of a partner organization, SIPRI may choose to terminate its contract with the consultant or partner organization and not work with the consultant or partner organization again.

## **ANNEX I: EXAMPLES OF CONDUCT OR BEHAVIOUR WHICH CONSTITUTE SEXUAL HARASSMENT**

Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

### Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching.
- Physical violence, including sexual assault.
- The use of work-related threats or rewards to solicit sexual favours.

### Verbal conduct

- Comments on an employee's appearance, age, private life, etc.
- Sexual comments, stories and jokes.
- Sexual advances.
- Repeated and unwanted social invitations for dates or physical intimacy.
- Insults based on the sex of the employee.
- Condescending or patronizing remarks of a sexual nature.
- Sending sexually explicit messages.

### Non-verbal conduct

- Sexually-suggestive gestures.
- Whistling.
- Leering.

In Sweden, sexual harassment may also constitute:

- [A form of discrimination, under the Discrimination Act \(2008:567\);](#)
- A form of victimisation, under the [Work Environment Act \(1977:1160\);](#)
- Under certain circumstances, a criminal offense. [Swedish Police – Sex Crime Victims](#)

## **ANNEX II: ADDITIONAL DEFINITIONS**

### **Sexual abuse**

The threatened or actual physical intrusion of a sexual or sexualised nature including inappropriate touching, by force or under unequal or coercive conditions, sexual assault and rape. It may also include threatened or non-physical intrusion (unwanted and/or uninvited exposure to pornography, texts, images and so on, the sharing of images, texts and so on, demands for sexualised photographs etc.)

### **Sexual exploitation**

Any actual or attempted abuse of a position of vulnerability, differential power, trust or dependency for sexual or sexualised purposes. This includes the offer or promise of monetary, social, political benefits as an incentive or form of coercion.

### **Sexual favours**

Any sexual or sexualised acts, in exchange for something such as money, good, services, opportunities and so on. Also includes demands for inappropriate photographs, filming and exposure to pornography and so on.

**ANNEX III: USEFUL LINKS**

- <https://www.1177.se/Stockholm/liv--halsa/vald-overgrepp-och-sexuella-trakasserier/sexuella-trakasserier/>
- <https://nck.uu.se/kunskapsbanken/amnesguider/sexuellt-vald/sexualbrottstagstiftningen/>
- <https://www.do.se/choose-language/english>