

# Anti-Sexual assault & harassment policy inside EOJM Institution





# Introduction



Due to the seriousness of sexual assault and harassment crimes and their negative repercussions on the work environment in general, an independent space has been created to deal with them, whereby the Egyptian Observatory for Journalism and Media is committed to provide a safe environment for all workers and those involved with it, where everyone enjoys honor, respect and equality in rights and duties.

### **-Scope of implementation:**

This policy is applied on two scopes, one of them is personal and the other is local as follows:

1. This policy applies to the following persons without any restriction of the place:

All male/ female members, employees, trainees of the institution and any persons who deal with the institution permanently or temporarily (trainees, volunteers, workers or visitors ... etc.).

2. This policy applies spatially, without regard to any personal consideration to:

- The permanent headquarters of the institution and its branches.
- Temporary spaces that the institution rents to implement its various activities.
- Temporary spaces where the institution participates in organizing an event.

### **-Sexual Harassment<sup>(1)</sup>**

It is any form of unwelcomed words and / or acts have a sexual nature that violates the person's body, privacy or feelings and make her/ him feels uncomfortable, threatened, insecure, fearful, disrespectful, intimidating, insulting, offensive, intimidation or abuse.

Sexual harassment takes many different forms and may include one or more forms at the same time:

- 1) Looking closely: staring or looking inappropriately at the person's body, body parts, and / or his/ her eyes.
- 2) Facial reactions: making any kind of facial reactions that carry suggestions of a sexual nature.
- 3) Calls: whispering and any kind of sounds with sexual connotations, or phrases that contain sexual words.
- 4) Comments: making sexual remarks about someone's body, his/her clothing or the way he/she behaves, what he/she does, telling sexual jokes or stories, or making sexual or offensive suggestions.
- 5) Stalking or tracking: following someone, either near him or from a distance, walking or using a car, repeatedly or waiting outside someone's workplace/ home/car.

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1-What is the definition of sexual harassment?

[Harassment Map site](#)

- 6) Exploiting a position: Directing invitations that bear a sexual nature, implicitly or overtly, in exchange for benefits, services, or misuse of the authority.
- 7) Advocating for sex: request having sex, describing the sexual practices or the sexual fantasies, or any other suggestions that may have a sexual nature, implicitly or overtly, without the other person's acceptance or despite the clarification of the other's previous refusal.
- 8) Unwanted attention: Interfering in a person's work or affairs by seeking contacting him/ her involuntarily, urgency to acquaintance or mixing, making sexual demands in exchange for performing work or other benefits and services, presenting gifts accompanied by sexual suggestion, or insist on walking with a person or driving him/ her to his home or work despite his/ her refusal.
- 9) Sexual Photos: Displaying sexual photos, whether via internet or using any other means, or in an actual manner without the acceptance of the other person.
- 10) Online harassment: Sending unwanted, offensive, or inappropriate comments, messages and/ or photos and videos via e-mail, instant messages, social media, forums, blogs and online dialogue sites without the acceptance of the other person.
- 11) Phone calls: Make phone calls or send text messages carrying sexual suggestions without the acceptance of the other person.
- 12) Touching: Including touching, feeling, tingling, getting closer, gripping, pulling, or any kind of unwanted sexual moves towards a person without the acceptance of the other person.
- 13) Nudity: either fully or partially nudity by showing intimate parts or masturbation.
- 14) Threat or intimidation: The threat by any kind of sexual harassment or sexual assault, including rape threat.
- 15) Group sexual harassment: sexual harassment (including all the aforementioned forms) committed by a large group of persons towards one or several individuals.

Sexual harassment is a form of sexual violence that also includes:

- Sexual assault: Performing sexual attitudes against any person under duress and / or coercion, such as kissing and stripping the offender forcibly.
- Rape: The use of body parts or other stuff and tools to penetrate the mouth, anus, or vagina by force and/ or forcible use.
- Group Assaults: Harassment or sexual assault (including rape) which are committed by large groups of people against individual persons.

**-Voluntary behaviors:**

EOJM respects the personal choices of male/ female members and the rest of the other people deal with it. However, due to considerations related to personal integrity and the general context of our work, we decided to prevent any sexual behaviors without regard to the criterion of the others satisfaction or causing distress to him/ her. These actions are:

- 1) Any acts with a sexual nature; such as full and incomplete sexual relations, kissing, nudity, and masturbation, if carried out inside the institution's office.
- 2) Consensual sexual relations between members of the institution and anyone receives free direct service from the institution as long as this person continues to receive this service. In event that a relationship occurs between the person who receives the free service from the institution and the member from the teamwork, the executive director of the institution must be informed so that he can take the appropriate decision regarding whether or not the member of the teamwork continues to provide support to this person or not.
- 3) The sexual and emotional relationships between the institution's member and another person, whether a member, employee, volunteer, or trainee, who falls under his direct supervision (in case that the relationship happens between a boss and a subordinate).

**-The procedures followed in the investigation:**

- 1) To Report: the complainant submits a written or recorded report delivered (by hand or via e-mail) to the institution's complaints committee. The complaints committee consists of the executive director of the institution, the director of the Gender Equality program and a person from the employees within the institution who is elected by direct secret ballot on 1st of January of each year.

The complaint must contain number of basic points (the person responsible for the infringement and his/ her position in the institution, the location and the time of the act occurrence. If the act occurred in front of someone, their names must be mentioned in order to be required to hear their evidence about the incident. If there are evidence about the incident it must be attached to it).

- 2) There is no specific time limits for sending the complaints and reports.
- 3) The institution is committed to all privacy standards and confidentiality in dealing with the complaint of non-disclosure of the identity of the complainant or any other criteria to preserve the privacy of the complainant. In case that the privacy or confidentiality is a reason to impede the investigation, the commission in charge of the investigation may disclose

all the required data, provided the complainant agrees to that, and in the event that the complainant refuses the investigation, the investigation will be suspended.

And in all cases; The Foundation will not waive its right to investigate the incident and take the necessary measures.

4) The complaint is investigated by a committee consisting of 3 individuals as follows (taking into account the gender diversity indicator):

1- A representative from the administration of the institution (Chairman).

2- Director of Gender Equality Program (Member).

3- Legal advisor (member).

In case the decision of the committees was objected, a second and final committee will be formed, consisting of 5 individuals, on the condition that none of them is from the previous committee, taking into account gender diversity. Its formation shall be as follows:

1- A representative of the administration (Chairman).

2- A legal representative from the institution (member).

3- 3 members from outside the institution who are acceptable to both sides of the incident; on the condition that they have good conduct, reputation and behavior as well as have an experience in physical and sexual violence cases.

4- In the event that the complaint is received, the institution's complaints committee must present it, form a committee to investigate it and present the committee members to the complainant and his / her right to express an opinion on the members during maximum 10 working days. In the event that any of the committee members objected, a second committee should be formed within another 5 working days, as the investigation of the complaint shall begin within maximum one month from the date of sending the complaint.

5- The committee shall start examining the complaint by presenting the incident's facts and evidence, hearing the complainant, hearing the complainant against him / her and call the witnesses of the incident (the complainant or the person complaining about his / her right) if found, and giving their evidence, in addition to preparing a report on what was done and the recommendation on it.

**-After the results of the investigations:**

- 1) The committee's decisions must be issued including the reasons and evidence on which it relied, and it shall have the right to impose penalties that range between: blame, warning, litigation, and dismissal, taking into consideration the nature of each complaint and its circumstances separately.
- 2) In the event that the veracity of the complaint related to harassment or sexual assault against one of the members, employees or volunteers of the Egyptian Observatory for Journalism and Media is proven to be corrected, he/ she shall be dismissed immediately.
- 3) The board of trustees' committee of the foundation may be:
  - Inform all parties and groups that deal with the incident and dismiss the member, employee or volunteer.
  - In the event that the complainant chooses to resort to all legal procedures against one of the members, employees, volunteers, or collaborators with it without resorting to the administrative complaint method, an administrative investigation must be opened about the incident in all cases in order to preserve the provision of a safe environment for the team-work.
  - In the event that the complaint is filed against any person present, deal or attend one of the Foundation's events, or one of its partners, legal measures are taken to inform the police and make a report for him / her based on the complainant's desire, with the institution's commitment to provide legal support to the complainant, even he/ she from outside the place if it isn't possible to provide a legal support from one of the institution's lawyers.

**Article 6**

As an exception to the principle of entry into force to the acts following its issuance, investigations may be opened with members and others addressed by the provisions of the "Anti-Harassment and Sexual Assault inside the Institution" for actions that took place prior to the regulation issuance, in order to preserve the personal integrity of the institution's members and to ensure their suitability to work in a legal institution defends Human Rights.



المركز المصري للصحافة والإعلام  
Egyptian Observatory for Journalism and Media

### “Gender Equality”

program This program seeks to empower Egyptian women journalists and media workers and raise their awareness to obtain their full rights and support them to reach decision-making positions within press and media institutions. The program also aims to educate media and media institutions on how to provide a safe and gender-sensitive work environment, and finally pressure to issue laws and legislation And policies to protect women within the press and media institutions To achieve these goals, the program works on a set of activities, namely:

1-Contributing to the development of knowledge production on the conditions of women in the press and media

2- Monitoring and documenting violations of female and male journalists, and issuing a quarterly report on these violations

3- Work on submitting legal proposals to the bodies concerned with organizing journalistic and media work in Egypt and the legislative authority in order to create a safer and more stable environment for female journalists and media workers.

4- Establishing a set of trainings and workshops for female journalists and media workers to familiarize them with their legal, economic and social rights, and introduce them to technical and technical support mechanisms and digital safety tools and skills.

5- Providing psychological and legal support for female journalists and media workers through a group of psychologists and lawyers present in the observatory.