

**SHORT VERSION**  
**PROTOCOL FOR THE PREVENTION OF  
PSYCHOLOGICAL, , SEXUAL AND GENDER  
IDENTITY HARASSMENT**

**GERMANS TRIAS I PUJOL  
RESEARCH INSTITUTE (IGTP)**

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HR EXCELLENCE IN RESEARCH

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# 1. Principles and Commitments of the IGTP

The IGTP has established the following principles:

1. All persons linked to the organization have the right to have their dignity respected.
2. Workplace harassment, sexual harassment, and gender identity harassment shall not be permitted or tolerated under any circumstances. Such harassment will not be ignored and will be disciplined severely.
3. Guaranteeing its personnel and all the people related to the organization, a respectful work environment free of any type of harassment no matter the manner in which it may appear.

The IGTP also assumes the following commitments and guarantees:

- Disseminate this protocol and guarantee access for all people linked to the organization.
- Provide information and training opportunities for all people linked to the organization, including the management team and people in positions of responsibility, in order to help create greater awareness of this issue and to understand the corresponding rights, obligations, and responsibilities.
- Provide specific support and assistance to people who may be suffering harassment.
- Articulate and make known the different internal ways of resolving harassment within the organization.
- Ensure that all accusations and complaints are dealt with rigorously, and processed fairly and promptly.
- Act with respect in order to protect the privacy and dignity of those affected.
- Treat the data and information in the proceedings in a completely confidential manner.
- Guarantee the right to information on procedures, rights and duties, phases, and results for all persons involved.
- Ensure that the people involved in the procedure act in good faith while searching for the truth and clarifying the facts reported.
- Ensure that there will be no reprisal against the harassed person filing an internal accusation or complaint, or against persons involved in any way in the resolution process.
- Provide services and facilitate contact with external professionals if deemed appropriate.
- Make known the different external ways of resolving situations of harassment within the organization.
- Take care of the health of people who have suffered harassment: if it has direct effects on health they can request care, guidance, and medical reports through the occupational risk prevention service. In the event of medical leave linked to harassment, whether or not an accident at work has occurred must be considered.

The *IGTP* requires that all persons linked to the organization, and especially those with authority over others, assume the following commitments

- Avoid those actions, behaviours, or attitudes that are or may be offensive, humiliating, degrading, annoying, hostile, or intimidating.
- Act appropriately and in solidarity when faced with these behaviours or situations, not ignoring them, not allowing them to be repeated or to worsen, making them known by asking for support from the right people, and giving support to those people who may be suffering.

**If you think you are being harassed or want more information about it, you can contact any member of the Commission in person or by email. Or contact: [comite\\_igualtat@igtp.cat](mailto:comite_igualtat@igtp.cat)**

## 2. Examples of Harassment

### 2.1 What is sexual harassment?

Sexual harassment is any unwanted sexual, verbal, or physical behaviour that has the purpose or effect of infringing on a person's dignity, or in particular when an intimidating, degrading, offensive, or annoying environment is created or an environment that produces this effect.

Sexual harassment is distinguished from freely accepted and reciprocal approaches, in that sexual harassment is behaviour that is unwanted by the person subject to it.

By way of example, but in no way being limited to or exclusive, sexual harassment could be constituted by the behaviours described below:

#### Examples of Sexual Harassment (Verbal Behaviour)

- Annoying sexual innuendos.
- Propositions or pressure for sexual activity.
- Insistence on participating in social activities outside the workplace (after the person subject to it has made it clear that this insistence is annoying and inappropriate or has shown it to be so by their behaviour).
- Offensive flirting, insinuating comments, and sly or obscene comments.
- Unwanted phone calls.
- Comments on physical appearance, either directly to the person, or indirectly by making such comments or behaving in such a way with third parties.
- Offensive sexual jokes or teasing.
- Addressing someone in an obscene or derogatory manner.
- Spreading rumours about a person's sex life.
- Explaining or asking about fantasies or sexual preferences.
- Speaking of and/or indicating sexual abilities, capacities, or disabilities.
- Pushing or offering to arrange specific appointments or sexual encounters.
- Demanding sexual favours.

#### Examples of Sexual Harassment (Non-Verbal Behaviour)

- Showing sexually suggestive or pornographic photos.
- Objects, writing, graphics, or vignettes with sexual content.
- Looks or gestures of a sexual nature that people find uncomfortable.
- Obscene gestures.
- Inappropriate whistles.
- Letters, notes, messages, or communication by any means which is of an offensive nature with sexual content.
- Use of drawings, photographs or representations, or Internet images with sexually explicit content.
- Creating an intimidating, hostile, or offensive environment (environmental harassment).

## Examples of Sexual Harassment (Physical Behaviours)

- Deliberate and unsolicited physical contact (pinching, touching, unwanted massages).
- Unwanted hugs or kisses.
- Excessive or unnecessary physical closeness.
- Cornering, or deliberately seeking to be unnecessarily left alone with a person.
- Intentionally or allegedly accidentally touching the sexual parts of the body.

It is important to note that a single isolated incident can constitute sexual harassment.

<https://www.youtube.com/watch?v=E4WTnJCMrH8>

## 2.2 What is harassment on the grounds of sex, sexual orientation, and gender identity and/or gender expression?

Any behaviour based on the sexual orientation, and gender identity and/or gender expression of a person that has the purpose or effect of attacking their dignity or physical or mental integrity or to create an intimidating, hostile, degrading, humiliating, offensive, or annoying environment will be considered harassment on the grounds of sex, sexual orientation, gender identity, or gender expression. This will be considered to be discriminatory conduct.

Harassment on the grounds of sex or aimed at LGBTQ+ people (lesbian, gay, transgender, bisexual, intersex and queer people) is manifested by the repetition and accumulation of offensive behaviour toward a person because of their gender or sexual orientation.

As an example, but in no way being limited to or exclusive, some behaviours that may demonstrate the existence of this type of harassment are indicated below.

### Examples of Harassment Based on Sex, Sexual Orientation, Gender Identity, and/or Gender Expression:

- Discriminatory conduct due to having a sexual orientation, gender identity, and/or gender expression, or being a woman.
- Offensive ways of talking to a person.
- Ridiculing and underestimating the abilities, skills, and intellectual potential of people.
- Using sexist/gender humour offensively.
- Undervaluing the work done by members of these groups.
- Ridiculing people who take on tasks that have traditionally been taken on by the other sex or gender (e.g. male nurses).
- Ignoring contributions, comments, or actions (excluding, or not taking seriously).
- Assigning a person a job of lesser responsibility than their abilities or professional category.
- Assigning meaningless tasks or tasks which are impossible to accomplish.
- Condescending or paternalistic attitudes.
- Sabotaging work or deliberately preventing access to the appropriate means to perform it (information, documents, equipment).
- Offensive ways of addressing a person.
- Underestimating a person's abilities, skills, and intellectual potential because of their sex, sexual orientation, gender identity and/or expression.

See this video on gender and sexual diversity  
<https://www.youtube.com/watch?v=1QbTZYiQ6BA>

### 2.3 What is psychological harassment, or mobbing?

The terms *mobbing*, *moral harassment at work* or *psychological or occupational harassment at work* are used to describe a situation in which a person, or group of people, exercises a set of behaviours characterized by systematic and recurrent, abusive and unfair, psychological violence for a prolonged period on another person in the workplace, causing harm to their dignity.

#### Examples of Psychological Harassment (Organized Attacks):

- Forcing someone to perform tasks against their conscience.
- Judging a person's performance offensively, or covering up their efforts and/or skills.
- Questioning and overruling the person's decisions.
- Not assigning them tasks, or assigning them meaningless or degrading tasks.
- Denying access to or hiding the means to perform work or providing erroneous data.
- Assigning jobs that require a much higher skill or qualification level than they have or that require a much lower qualification level than the one they have.
- Giving them contradictory orders or orders which are impossible to obey.
- Manipulating work tools (e.g. deleting files from a computer).
- Threatening or putting pressure on people who support the harassed person.
- Stealing belongings, documents, or work tools.
- Manipulating, concealing, or returning correspondence, calls, messages, etc.
- Denying access to or creating difficulty in accessing permits, courses, activities, etc.

#### Examples of Workplace Harassment (Attacks Reducing the Chances of Communication):

- Changing the person's location by separating them from their peers (isolation).
- Ignoring the person's presence.
- Not addressing the person.
- Not allowing colleagues to talk to the person.
- Not allowing the person to express themselves.
- Avoiding all eye contact.
- Eliminating or restricting means of communication available to the person (phone, email, etc.).
- Implicit hostile communication: isolating the person, ignoring them when they are present.
- Explicit hostile communication: criticism, constant interruptions when attempting to communicate.

#### Examples of Activities That Affect the Physical or Mental Health of the Victim:

- Verbal threats, threats in writing or threats using any electronic means.
- Screaming or insults.
- Physical threats and aggression.

- Making intimidating phone calls.
- Provoking the person, forcing them to react emotionally.
- Intentionally incurring expenses to the detriment of the person.
- Causing damage to the workplace or their belongings.
- Requiring the person to perform work that is hazardous or harmful to health.

#### Examples of Attacks on Privacy and Personal or Professional Reputation:

- Manipulating the person's professional or personal reputation using rumours, denigration, and ridicule.
- Implying that the person has psychological problems, trying to make them undergo a psychiatric examination or diagnosis.
- Mocking gestures, voice, physical appearance, or disabilities, and using nicknames, etc.
- Criticizing of nationality, political or religious attitudes and beliefs, private life, and so on.

## 3. Resources for people suffering from harassment

These services are local and we cannot answer to whether they speak English.

- SIAD/PIAD: atenció psicològica i assessorament jurídic a dones.
- SIAD LABORAL CCOO.
- SAI/Centre LGTBI: atenció psicològica i assessorament jurídic persones col·lectiu LGTBI.
- SIE/SARA: violències masclistes (i violència sexual no aguda el SARA).
- Hospital Clínic: violència sexual aguda.
- EMMA Vall d'Hebron: abús sexual infància.
- UAVDI: atenció a persones amb discapacitat intel·lectual.
- SAH: servei atenció homes agressors.

#### ENTITATS

- AADAS: associació atenció dones agredides sexualment.
- Fundació Vicky Bernadet o Fundació Concepció Juvanteny: abús sexual infància.
- Hèlia Dones, Connexus, Exil: atenció violències masclistes i sexuals.

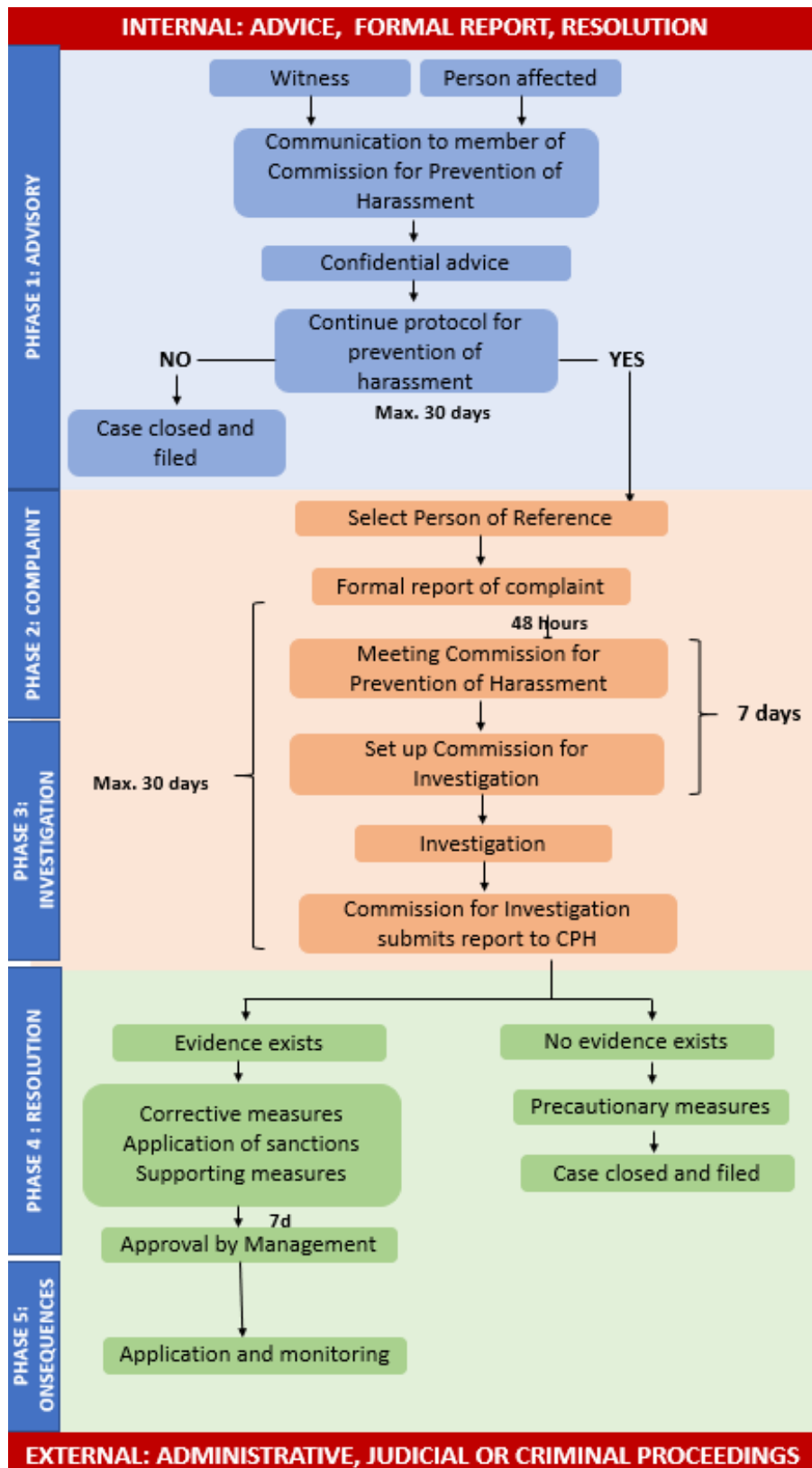


## 4. Resolution of cases of harassment

### Ways of resolving situations of harassment

CHANNEL	PROCEDURE
INTERNAL	<ul style="list-style-type: none"> <li>▪ Phase 1. Communication and counselling (Section 8.2)</li> <li>▪ Phase 2. Internal complaint (Section 8.3)</li> <li>▪ Phase 3. Investigation (Section 8.4)</li> <li>▪ Phase 4. Resolution (Section 8.5)</li> <li>▪ Phase 5. File of discipline/sanctions in the case (Section 8.6)</li> </ul>
EXTERNAL	<ul style="list-style-type: none"> <li>▪ Administrative Proceedings</li> <li>▪ Legal Proceedings</li> <li>▪ Criminal Proceedings</li> </ul>

### Scheme of channels for resolving situations of harassment at the IGTP



## 5. Composition of the Commission for the Prevention of Harassment

(same composition as the Equality Committee)

Name	Representation	sex	contact
Berta Martín	Workers' Committee	D	bmartin@igtp.cat
Marta Arch	Workers' Committee	D	march@igtp.cat
Helena Mazuelas	Workers' Committee	D	hmazuelas@igtp.cat
Montserrat González	Company	D	mgonzalez@igtp.cat
Harvey Evans	Company	D	hevans@igtp.cat
Antoni de la Torre	Company	H	atorre@igtp.cat

Substitute: José Ponce (Workers' Committee) (jponce@igtp.cat)

Substitute: Julia Garcia-Prado (Company) (jgarcia@igtp.cat)

In the case of one or more people leaving the commission the members will look for substitutes as long as there are at least 4 members. The Commission for the Prevention of Harassment is constituted for a 4-year period after which it must be partially or totally renewed, or the membership extended.

If you think you are suffering any type of harassment, or you need more information you can contact any of the members of the Harassment Prevention Committee personally, or by email, or write to: [comite\\_igualtat@igtp.cat](mailto:comite_igualtat@igtp.cat)

The members of the committee were updated in October 2021

## 6. Resolution Process

### Communication sheet

(INTERNAL DOCUMENT FOR THE CPH. TO BE COMPLETED BY THE REFERENCE PERSON)

#### HARASSMENT COMMUNICATION SHEET

No. \_\_\_\_\_

Date of receipt \_\_\_\_\_

DETAILS OF THE REFERENCE PERSON (advisor). Member of the CA who the applicant came to.

Name and surname	
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DETAILS OF THE PERSON COMMUNICATING THE FACTS (witness or affected person who communicates the facts).

Name and surname	
Phone	
Professional category	
Department, Unit or Area of Work	

DETAILS OF THE PERSON ALLEGEDLY HARASSED (victim).

Name and surname	
Address	
Phone	
Professional category	
Department, Unit or Area of Work	
Hierarchical relationship with the accused	

DETAILS OF THE PERSON ALLEGEDLY DOING THE HARASSING (accused).

Name and surname	
Address	
Phone	
Professional category	
Department, Unit or Area of Work	
Hierarchical relationship with the victim	



## Complaint form

(DOCUMENT TO BE COMPLETED BY THE PERSON OF REFERENCE WITH THE PERMISSION OF THE AFFECTED PERSON)

### HARASSMENT FORMAL COMPLAINT FORM

Complaint number:

Date of receipt:

Type of harassment:

DETAILS OF THE PERSON ALLEGEDLY HARASSED (victim).

Name and surname	
Address	
Phone	
Professional category	
Department, Unit or Area of Work	
Hierarchical relationship with the accused	

DETAILS OF THE PERSON ALLEGEDLY DOING THE HARASSING (accused)

Name and surname	
Address	
Phone	
Professional category	
Department, Unit or Area of Work	
Hierarchical relationship with the victim	

**Important:** The complaint will be treated in a confidential manner. It is essential that the information provided is truthful and appropriate. Names of witnesses can be included for the events that took place.

**TYPES OF HARASSMENT** (psychological, sexual, on the grounds of sex, sexual orientation, gender identity and/or gender expression, employment).

#### DESCRIPTION OF THE CIRCUMSTANCES

Describe in chronological order, the behaviour, including witnesses and documentation that prove the facts (can be done in the attached sheet).

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## Report on the Complaint

(TO BE COMPLETED BY THE INVESTIGATION COMMITTEE)

### HARASSMENT COMPLAINT REPORT

Details of people on the **CPH** involved in the case:

Reference person for harassed person	
Reference person for accused person	
People on the Investigation Commission	
External people/advisors	

Details of the **harassed person**

Name and surname	
Address	
Phone	
Professional category	
Department, Unit or Area of Work	
Hierarchical relationship with the accused	

Details of the **accused person**

Name and surname	
Address	
Phone	
Professional category	
Department, Unit or Area of Work	
Hierarchical relationship with the victim	

**TYPES OF HARASSMENT** (psychological, sexual, on the grounds of sex, sexual orientation, gender identity and/or gender expression):

**CAUSES OF THE FACTS**

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## 7. Levels of Harassment and Sanctions

LEVEL	BEHAVIOUR SEXUAL HARASSMENT	BEHAVIOUR HARASSMENT (OPHTERS)
<b>Mild harassment</b>	<ul style="list-style-type: none"> <li>• Sexual jokes with the person</li> <li>• Sexual comments about the person</li> <li>• Getting too close</li> <li>• Insinuating looks and/or gestures</li> </ul>	<ul style="list-style-type: none"> <li>• Cancel or restrict the possibilities of speak to a person and not allow that they be heard</li> <li>• Systematically evaluate the work and attitude of the person negatively and as low, without apparent motive</li> </ul>
<b>Severe harassment</b>	<ul style="list-style-type: none"> <li>• Ask questions about sex life</li> <li>• Make sexual insinuations</li> <li>• Openly ask for sexual relations without pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Judge the work of the person they are harassing in an offensive way using clearly unpleasant language</li> <li>• Coerce the person regarding holidays, and holidays established in the working calendar</li> <li>• Coerce the person regarding the taking the shortened working day without justification</li> <li>• Coerce the person regarding training offered by the company</li> </ul>
<b>Very severe harassment</b>	<p>Sexual harassment identifiable as verbal, non-verbal, or physical in the situation in which it occurs with the aim of harming the dignity of a person. Specially when a threatening, hostile, degrading, humiliating or offensive environment is created. In the case of sexual harassment, the person who is the object will have their place of work protected.</p> <p>Examples</p> <ul style="list-style-type: none"> <li>• Unwanted hugs or kisses</li> <li>• Touching, pinching</li> <li>• Cornering</li> <li>• Pressure for sex in exchange for improvements or threats</li> <li>• Forcing sexual relations under threat of firing</li> </ul>	<p>Moral (psychological) harassment, this being understood as abusive behaviour, psychological violence carried out over a prolonged period over a person in the work environment, demonstrated in repeated behaviours, acts, orders or words that ai to discredit, belittle, or isolate a worker so that they abandon their work producing a progressive and continuous harm to their dignity and psychological integrity. It is considered worse if the person carrying out the harassment has some kind of hierarchic authority over the person being harassed in the structure of the company.</p> <p>Examples</p> <ul style="list-style-type: none"> <li>• Oblige a person who has been the object of harassment to carry out undignified tasks that do not correspond to the functions assigned to them</li> <li>• Refuse to sign a doctoral thesis although the annual monitoring commission has approved it</li> </ul>

	<ul style="list-style-type: none"> <li>• Sexual assault</li> </ul>	<ul style="list-style-type: none"> <li>• Not let the person take the days holiday and days off established in the work calendar without justification</li> <li>• Not let the person take advantage of intensive timetables without justification</li> <li>• Not let the person take training offered by the company</li> <li>• Harassment on grounds of racial or ethnic origin, sex, religion or beliefs, disability, age or sexual orientation</li> </ul>
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## 8. Follow-up indicators

Follow-up indicators:

1. Number of working people who have communicated sexual harassment or harassment on the grounds of sex in the place of work, as a percentage of the total number of workers.

**Distribution Table by Sex of Person Communicating Harassment**

Communications Women	Communications Men	Communications Totals	% with respect to staff

2. Number of working people who have made a complaint of sexual harassment or harassment on the grounds of sex in the place of work, as a percentage of the total number of workers.

**Distribution Table by Sex of Person Making a Complaint**

Complaints Women	Complaints Men	Complaints Totals	% with respect to staff

3. Annual number of preventive and/or awareness-raising measures carried out in the company (awareness-raising/training hours and list of measures).

**Preventive and/or Awareness Measures in the Year 20XX:**

Types of measures	Actions/Hours
Awareness actions: <ul style="list-style-type: none"> <li>▪ Web information</li> <li>▪ Communications</li> <li>▪ Emails</li> </ul>	
Training actions: <ul style="list-style-type: none"> <li>▪ CA sessions</li> <li>▪ Management and managers sessions</li> <li>▪ Personnel management unit</li> <li>▪ Staff</li> </ul>	

▪ Other	
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4. Number of disciplinary procedures that have been carried out in the organization during the year.

**Table of Types of Disciplinary Measures Carried Out in 20XX**

Number of sanctions	Type of harassment	Sanction	Date of sanction
1			
2			
3			

Total sanctions: 3 sanctions during the year 20XX

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