

sexually oriented comments about physical appearance, requests for sexual favours and continued suggestions for private social activity after it has been made clear that such requests and suggestions are unwelcome. Offensive verbal conduct could also include jokes of a sexual nature, offensive flirtation or lewd remarks, comments on a person's sexual orientation, or remarks of a sexual nature, such as expressions of sexual interest that are addressed directly to the person. Non-verbal conduct of a sexual nature may include the display of sexually suggestive pictures, objects or written materials, or sexually suggestive gestures.

7. Sexual harassment may occur between a superior and a subordinate (often in the context of *quid pro quo* harassment) or between co-workers (often in the context of *hostile environment* harassment). An example of *quid pro quo* sexual harassment would be found where a supervisor either offers improved terms and conditions of employment to the victim in exchange for sexual favours or threatens to take negative action in regard to the victim's employment situation if the request for sexual favours is refused. Verbal or non-verbal conduct that creates a sexually offensive working environment may also constitute sexual harassment. An example of *hostile environment* harassment would be found where one or more co-workers subject a victim to comments of a sexual nature that are sufficiently offensive and pervasive as to have a negative impact upon the victim or his or her working environment. Sexual harassment may be directed by the harasser against a person of the opposite sex, or may be directed against a person of the same sex.
8. An individual who believes that she or he has been or is being harassed, should make personal written notes of relevant events, as soon as possible after the incident(s) has (have) occurred, noting date(s), place(s), a short description of what happened and the names of any witnesses and/or of any third parties to whom the incident might have been mentioned. The official may also wish to discuss the incident(s) with a colleague or a friend.

Annex 1

Procedures for the resolution of sexual harassment related grievances

Scope

1. The procedures set out below for the resolution of sexual harassment related grievances are found in Chapter XIII of the Staff Regulations and are open to all ILO officials. In addition, as a question of policy, the Office also allows the following individuals who are not officials, to avail themselves of the informal resolution and investigation procedures set out in this Annex:

- job applicants; and
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The contact email address for submitting the grievance for investigation is SHCOORD@ilo.org

6. The investigators are appointed by the Director-General on the recommendation of the Joint Negotiating Committee. The investigators designate among themselves a coordinator, who assigns each case to the investigator or the investigators best suited to conduct the investigation, having regard to their availability and to the specific skills that may be required in each case.
7. The assignment of a case to an investigator shall be notified by the coordinator to the individual who submitted the grievance, HRD and other parties directly involved, who shall have one week to comment on the suitability of the investigator or investigators.