



GUIDE

**PROTOCOL FOR PREVENTING
AND TAKING ACTION AGAINST
SEXUAL HARASSMENT,
ON THE BASIS OF SEX,
SEXUAL ORIENTATION AND
GENDER IDENTITY**

UNIVERSIDAD DE ALMERÍA

PROTOCOL FOR PREVENTING AND TAKING ACTION AGAINST SEXUAL HARASSMENT, ON THE BASIS OF GENDER, SEXUAL ORIENTATION AND GENDER IDENTITY

GUIDE

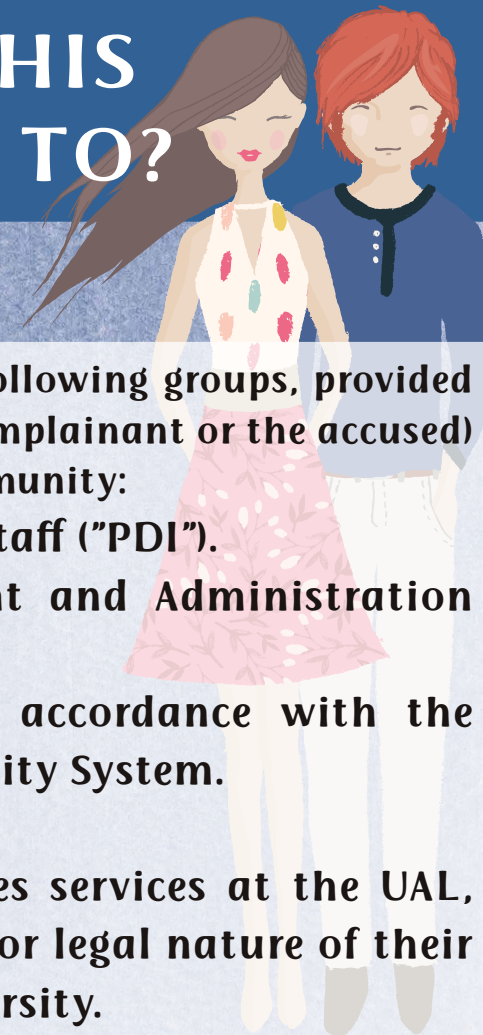
The Governing Council of the University of Almería, in its session of July 19, 2023, approved the adaptation of the Protocol for the prevention and treatment of sexual harassment, based on sex, sexual orientation and gender identity of the University of Almería after the approval of Law 3/2022, of 24 February, on university coexistence.

The aim of this guide is to raise awareness and inform the university community about harassment as described in this protocol.



UNIVERSITY OF ALMERÍA
Gender Equality Unit

WHO DOES THIS GUIDE APPLY TO?



This protocol applies to the following groups, provided that one of the parties (the complainant or the accused) belongs to the university community:

- A) Teaching and Research Staff ("PDI").**
- B) A Technical, Management and Administration and Services staff ("PTGAS").**
- C) Research personnel, in accordance with the Organic Law on the University System.**
- D) Students.**
- E) Any person who provides services at the UAL, regardless of the character or legal nature of their relationship with the university.**

What is sexual harassment?



SEXUAL HARASSMENT is any verbal, non-verbal or physical behavior of a sexual nature, with the purpose or the effect of violating the dignity of another person, particularly when it creates an intimidating, degrading or offensive atmosphere.

Identify harassment SOME EXAMPLES OF SEXUAL HARASSMENT:



- 1.-Unpleasant and offensive jokes or pranks of a sexual nature.
- 2.-Insinuating or suggestive comments and remarks about one's looks or physical appearance.
- 3.-Unwelcome sexual advances, propositions, offensive flirtation, obscene remarks and innuendos.
- 4.-Unsolicited extracurricular or extra-occupational invitations that may be interpreted as intimate or sexual in nature.
- 5.-Sexual blackmail: demand for sexual favors accompanied by promises of preferential treatment or threats in the event of not agreeing to the proposals of a sexual nature.
- 6.-Sexual looks or gestures that are disturbing or intimidating.
- 7.-Mobile phone messages with sexual content.
- 8.-Deliberate, unnecessary and unsolicited physical contact, such as touching, hugging, kissing, or patting.

What is sexual harassment on the basis of sex?


SEXUAL HARASSMENT ON THE BASIS OF SEX is any behavior, on the basis of a person's sex, with the purpose or the effect of violating their dignity and create a degrading, offensive, or intimidating atmosphere.

Identify harassment SOME EXAMPLES OF HARASSMENT ON THE BASIS OF SEX:



- 1.-Systematically ignoring, ridiculing or belittling the abilities, skills and intellectual potential of a person or group because of their sex.
- 2.-Physically or verbally attacking someone to show the superiority of one sex over the other.
- 3.-Penalizing or preventing male and female workers from exercising their right to maternity or paternity leave or leave to care for family members.
- 4.-Assigning or asking a certain person to perform tasks based on sexist prejudices.
- 5.-Devaluation, contempt or isolation of anyone who does not behave in accordance with the roles socially assigned to their sex.

What is sexual harassment on the basis of gender identity?



SEXUAL HARASSMENT ON THE BASIS OF GENDER IDENTITY is any behavior or conduct, on the basis of gender expression or gender identity, with the purpose or effect of violating one's dignity and creating an intimidating, hostile, degrading, offensive or segregated environment.

Identify harassment SOME EXAMPLES OF HARASSMENT ON THE BASIS OF GENDER IDENTITY:



- 1.-Refusing to name a trans person as requested or deliberately using articles or pronouns not corresponding to the gender with which they identify.
- 2.-Questioning or expelling people with non-normative gender expressions or identities for being in a particular restroom/changing room.
- 3.-Belittling a person's abilities, skills and intellectual potential in relation to gender expression or gender identity.
- 4.-Using transphobic or interphobic humor or ignoring or excluding contributions, comments or actions on the basis of gender expression or gender identity.

What is sexual harassment on the basis of sexual orientation?



SEXUAL HARASSMENT ON THE BASIS OF SEXUAL ORIENTATION includes any behavior or other actions against a person on the basis of their sexual orientation that may be considered offensive, humiliating, violent, intimidating, with the proposal or effect of undermining their dignity and creating a discriminatory atmosphere.

Identify harassment

SOME EXAMPLES OF SEXUAL HARASSMENT ON THE BASIS OF SEXUAL ORIENTATION:



- 1.-Performing discriminatory acts on the basis of someone's sexual orientation.
- 2.-Ridiculing a person because of their sexual orientation.
- 3.-Making homophobic, biphobic jokes or humor about any other sexual orientation.



*It is necessary to clarify that sexual harassment based on sex, sexual orientation and gender identity does not need to occur repeatedly to be considered harassment.

*The behaviors listed here are examples and cannot be considered an exhaustive list of harassing behaviors.

WHAT TO DO IN A SITUATION OF HARASSMENT

IF YOU HAVE EXPERIENCED SEXUAL HARASSMENT:

- Analyze the incident or behavior as soon as possible: take note of the data describing the situation, such as dates, places and people who witnessed it.
- Accumulate evidence by saving any emails, messages or comments you receive.
- Tell someone you trust and seek support: do not keep the harassment a secret. Report the situation to the Office with competences in gender equality of the University of Almería.
- Try to find out if other people in the same environment have also suffered harassment, since it is common for the same person to harass several people.
- You can file a complaint with the Office with competences in gender equality of the University of Almería. The procedure to follow is set out in the Protocol for the prevention and treatment of sexual harassment, harassment based on sex, sexual orientation and gender identity, which can be consulted at www.igualdad.ual.es

IF YOU WITNESS OR HEAR ABOUT SEXUAL HARASSMENT

- When faced with a situation of harassment, we all have a responsibility to take action. Your actions are important.
- If you witness harassment, you can approach the harasser and let him/her know that he/she must stop his/her behavior.
- Observe carefully any situation in which you suspect that harassment may be occurring.
- Report the situation to the Office with competences in gender equality of the University of Almería. There you can find advice and, as stated in the Protocol, you can file a complaint.
- Maintain an attitude of absolute objection to harassment in any form.
- In addition, if you are a teacher or have people on your staff:
 - Educate yourself: Provide a training program for the university community. Encourage students and staff to do so as well.
 - If a student or employee comes to you to tell you about a case of harassment, listen respectfully without making judgments or blaming. Inform them of this Protocol and offer your help to carry out the procedure if necessary.
 - Do not wait for a case to happen to act, talk about harassment with students or with staff.

PROTOCOL OUTLINE

DETECTION PHASE: Reporting harassment

SUBMISSION OF A
FORMAL REPORT

NO SUBMISSION

COMPLETION PHASE

IT IS NOT HARASSMENT

EVALUATION PHASE

IT IS HARASSMENT

ACTION PHASE

PRECAUTIONARY MEASURES,
IF APPLICABLE

FORMAL ACTION

COMPLETION PHASE

Don't stay silent
Stop harassment

REPORT IT!

Who can I turn to in a situation of harassment?

GENDER EQUALITY UNIT
OF THE UNIVERSITY OF ALMERÍA

Telephone: 950 214 731

Mail: igualdad@ual.es

Find the entire protocol guidelines at: www.igualdad.ual.es

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University of Almería**

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