



Guide on preventing and addressing gender-based violence in projects

Environmental and Social Solutions Unit (VPS/ESG)

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ACRONYMS



Acronyms

EA	Executing Agency
IDB	Inter-American Development Bank
ESIA	Environmental and Social Impact Assessment
SEAH	Sexual Exploitation, Abuse, and Harassment
ESPF	Environmental and Social Policy Framework
ESPS	Environmental and Social Performance Standard
ESMP	Environmental and Social Management Plan
SEP	Stakeholder Engagement Plan
GBV	Gender Based Violence



INTRODUCTION AND OBJECTIVE





Introduction and objective

In October 2020, the Inter-American Development Bank (IDB) approved its Environmental and Social Policy Framework (ESPF). This framework reaffirms its commitment to managing environmental and social risks in its projects and to placing respect for human rights at the core of the management of these risks. The ESPF recognizes that of the occurrence of Gender-Based Violence (GBV), particularly Sexual Exploitation, Abuse, and Harassment (SEAH), is a risk always present in all projects, and thus establishes clear requirements to prevent and mitigate this risk and to respond in a timely and agile manner when a GBV incident occurs.

GBV risk is addressed in Environmental and Social Performance Standards (ESPS) 1 (Environmental and Social Risk and Impact Assessment and Management), 2 (Labor and Working Conditions), 4 (Community Health and Safety), and 9 (Gender Equality). ESPS 9 details the requirements for Executing Agencies to prevent and respond to project-related GBV incidents. ESPS 9 acknowledges that GBV can be experienced and perpetrated by people of any gender. However, women, girls, boys, and people of diverse sexual orientations and gender identities face a higher risk of becoming victims of GBV¹.

This Guide aims to provide a conceptual framework to support the design and implementation of measures to prevent and address risks related to Gender-Based Violence in projects, particularly Sexual Exploitation, Abuse, and Harassment. Its purpose is to help socio-environmental specialists from Executing Agencies, as well as contractors, supervisors, and consultants, to:

- Strengthen their understanding of GBV risks in their projects, and the factors that contribute to its occurrence.
- Design measures to prevent and manage GBV risks.
- Define mechanisms and procedures to address and respond to incidents of GBV when these occur.

¹ This Performance Standard promotes an intersectional approach. It recognizes that people face inequalities not only based on gender and sexual orientation, but also on other intersecting factors, such as age, ethno-racial characteristics, idiomatic features or language, nationality, place of origin (urban/rural), refugee or migrant status, disability, socioeconomic capacity, cultural worldview, ideology and political opinion, among others. These factors can widen or deepen the gaps and forms of exclusion among individuals and social groups.

GENDER-BASED VIOLENCE IN PROJECTS





Gender-based violence in projects

Gender-based violence is defined as any harmful act committed against a person without their consent and based on their gender, sexual orientation, or gender identity. It includes acts that cause physical, sexual, psychological, and economic harm, as well as threats of such actions. These acts can occur in the public sphere (streets, workplaces, schools, public transportation) or the private sphere (home).

This Guide uses the term "Gender-Based Violence (GBV)" as a recognition that this form of violence is not random. It is rooted in gender inequalities and disproportionately affects women, girls, boys, and people of diverse sexual orientations and gender identities. The term GBV is widely used in academic literature, international agencies reports, and national legislation. In some countries or contexts, similar terms such as "Gender Violence," "Violence Against Women," "Machista Violence," and "Sexist Violence" are used. All generally refer to the same reality.

GBV is a violation of fundamental human rights, including the rights to life, physical integrity, freedom, equality, and non-discrimination. GBV is widespread across all countries and contexts. Its main victims are women, girls, and people with diverse sexual orientations and gender identities. National surveys in Latin America show that between 63% and 76% of women have experienced one or more episodes of gender-based violence in different areas of their lives. They also show that one in four women aged 15 to 49 has experienced physical and/or sexual violence by a partner at least once in her life². This means that all IDB-funded projects operate in contexts where GBV already exists and was present before the project began. Projects' workers are not exempt from this reality: they often share the cultural norms that legitimize and normalize GBV, sometimes even becoming perpetrators themselves. Despite its prevalence, GBV often remains hidden, and, if not addressed intentionally, can easily go unnoticed. ESPF, and specifically ESPS 9, requires every project to identify and assess GBV risks, define and implement measures to prevent and address them, and respond promptly and appropriately when a GBV incident occurs.

GBV encompasses a wide range of forms and expressions of violence. This Guide focuses on the most common types that may occur in projects, especially infrastructure projects, consisting in violence committed by project workers against community members or other project workers, commonly referred to as **Sexual Exploitation, Abuse, and Harassment (SEAH)**³

² ECLAC, 2022. Bringing an end to violence against women and girls and femicide or feminicide: a key challenge for building a care society. Observatory for Gender Equality in Latin America and the Caribbean, p. 3. cepal.org/es/infografias/poner-fin-la-violencia-mujeres-ninas-al-femicidio-o-feminicidio-reto-clave-la

³ This Guide does not explicitly address other forms of GBV that may occur in projects, such as sexual slavery, trafficking for sexual exploitation, coerced transactional sex, or intimate partner violence. However, the risk factors, mitigation, and support measures described in the Guide are also relevant to these issues

When referring to **project workers**, this Guide includes all persons who have a contractual relationship for the execution and operation of the project. This includes workers directly employed by the Executing Agency, those engaged by contractors and subcontractors, as well as external consultants and providers of services such as maintenance, security, transportation, lodging, food, and laundry, among others.

This Guide focuses on SEAH risks in the **context of a project** meaning any location where a project worker performs tasks related to the project, including construction sites and surrounding areas, camps, private housing where project workers are accommodated, project vehicles, spaces where workers interact with community members, virtual spaces, and social media, among others.

The following are examples of Sexual Exploitation, Abuse, and Harassment that may occur in

3.1 Sexual Exploitation, Abuse, and Harassment

3.1.1 Sexual Abuse

Sexual Abuse is the actual or threatened physical intrusion of a sexual nature, carried out through force, inequality, or coercion⁴. In the context of a project, it occurs when a project worker uses physical force or abuses their position of power over a community member or colleague to commit or threaten an unwanted sexual act.

Examples of Sexual Abuse in the Community

A consultant in a small business support program takes advantage of a moment alone with a female program beneficiary to sexually assault her. He then threatens to expel her from the program if she tells anyone about the incident.

The construction manager earns the trust of a teenage girl, the daughter of a canteen worker at the camp. He flatters her, gives her presents, and finally becomes sexually involved with her. He asks her not to tell her mother because she would not understand, and her overreacting could jeopardize her job at the camp.

⁴ IDB, 2021. Guidance for Environmental and Social Performance Standard 9: Gender Equality, Page 26. <https://www.iadb.org/en/who-we-are/topics/environmental-and-social-solutions/environmental-and-social-policy-framework>

Examples of Sexual Abuse in the Workplace

The project manager inappropriately touches a colleague during a field visit.

A project worker repeatedly makes obscene comments to a female employee in the camp canteen. One day, while they are alone, he touches her breasts and sarcastically says, "If you show the merchandise, you've got to sell it," insinuating that she is to blame, because of her choice of clothing.

3.1.2 Sexual Exploitation

Sexual Exploitation is any actual or attempted abuse of a position of vulnerability, power imbalance, or trust for sexual purposes⁵. In the context of a project, sexual exploitation occurs when access to project benefits, such as promises of employment, contract awards for service provision, or access to goods or services provided by the project, is used to extract sexual favors or advantage.

Example of Sexual Exploitation

The procurement manager promises a local businesswoman that she will receive the camp's cleaning service contract in exchange for sexual favors.

A social worker from the Executing Agency promises a community member to include her as a beneficiary of the housing program in exchange for sexual relations.

A subcontracted worker installing intrahousehold water lines requests a sexual favor in exchange for completing the connection.

3.1.3 Sexual Harassment

Sexual Harassment encompasses a wide range of behaviors and practices of a sexual nature, such as unwelcome sexual comments or advances, requests for sexual favors, gestures, or verbal and physical behaviors of a sexual nature which could reasonably be perceived as offensive or humiliating to another person. Workplace Sexual Harassment occurs when these acts interfere with work, become a condition of employment, affect working conditions, or create an intimidating, hostile, or offensive work environment. Sexual Harassment can be perpetrated by managers, co-workers, supervisors, subordinates, or third parties⁶.

⁵ IDB, 2021. Guidance for Environmental and Social Performance Standard 9: Gender Equality, Page 26.

⁶ IDB, 2021. Guidance for Environmental and Social Performance Standard 9: Gender Equality, Page 26.

Types of events	Forms of Sexual Harassment
Verbal Act of a Sexual Nature	Unwelcome sexual comments or advances, unwanted propositions or pressure to engage in sexual activity, inappropriate compliments, sexual jokes, sexist remarks, or persistent invitations to socialize outside the workplace after being clearly declined.
Non-verbal Act of a Sexual Nature	Lascivious or sexually suggestive looks, whistling, moaning, gasping, or offensive hand or mouth gestures with explicit sexual overtones
Physical Act of a Sexual Nature	Unwanted physical contact, including unnecessary touching, slapping, pinching, or rubbing.
Communicational Acts	Sharing photos, images, texts, audio, or video materials containing explicit sexual content or innuendo, including messages on social networks with sexual connotations.

Examples of Sexual Harassment in the Community		
Every morning, project workers gather at the camp gates, shouting obscenities, whistling, and following the female students as they walk to the school next to the camp.	During his break time, a project worker visits a local ice cream parlor. When the employee approaches to serve him, he makes suggestive gestures and obscene comments.	A group of project workers commuting by public transportation shout homophobic insults at a transgender woman traveling on the same bus.

Examples of Sexual Harassment in the Workplace			
A project worker makes insinuations about his female colleagues' sex lives. When someone complains to him that such comments are inappropriate in the workplace, he defends himself by saying that it is just a joke and that his colleagues lack a sense of humor.	A project worker repeatedly invites a colleague to dinner, even after being clearly told that there is no interest.	A project worker displays pornographic images on his computer screen and occasionally shares them with colleagues through social media.	The company's construction manager tells a junior engineer, whose contract is about to expire, that he can help renew it if she "blays nice" with him.

3.2 Risk Factors

GBV is a problem that occurs in all countries and contexts and tends to be socially normalized and accepted. Projects supported by the IDB are not exempt from this reality. Projects are implemented in contexts where GBV is already present, and the project itself may aggravate existing violence and generate new forms of it, particularly sexual exploitation, abuse, and harassment. No project is free from SEAH risk; every project may face incidents of SEAH among its workers. However, not all projects face the same level of risk, but it depends on factors such as the characteristics of the project, location, presence of vulnerable groups, and the organizational culture of the Executing Agency and contractors. The following factors can increase the SEAH risk in a project:

- **National context factors:** Weak or absent laws and policies to prevent and address GBV, (e.g., lack of regulations prohibiting workplace sexual harassment); poor enforcement of the existing legal framework; limited gender equality policies; and restricted access to justice and impunity in GBV cases, which may discourage victims from reporting.
- **Local contextual factors:** Cultural norms that reinforce gender stereotypes, discriminatory attitudes, and tolerance of GBV; conflict-affected settings or high levels of general violence; lack of support services for GBV victims; and high levels of poverty, inequality, and limited economic opportunities in the community, which can increase the risk of sexual exploitation.
- **Factors related to project characteristics:** Locations in remote, isolated, or geographically dispersed areas; construction of large-scale infrastructure projects lasting several years; projects involving a large influx of workers, typically young men with relatively high incomes and some control over access to project benefits (e.g., jobs, goods, works, or services); camp locations near schools; and projects employing security personnel.
- **Institutional factors at the level of the Executing Agency, contractors, and supervising companies:** Absence of specific policies and protocols to prevent and respond to SEAH; lack of staff training and awareness on GBV; weak supervision mechanisms; absence of a grievance mechanism; and limited knowledge on how to file complaints involving project workers.

3.3 Impacts

ESPF explicitly requires all IDB-supported projects to adopt the necessary measures to prevent GBV in project activities. It also mandates a prompt and effective response when GBV incidents occur. If the Executing Agency or contractors fail to meet these requirements, and a project worker commits an act of violence without an immediate and appropriate response, a chain of harm can follow, affecting not only the victim but also the Executing Agency, the worker's employer, and the community as a whole.

Actors	Impacts
Victim	<ul style="list-style-type: none"> • Health impacts: Harm to physical, emotional, and/or sexual health with possible long-term effects on mental health. • Personal and work-life impacts: Decreased performance at work or school, low self-esteem, relationship difficulties, absenteeism, social stigmatization, and discrimination.
Community	<ul style="list-style-type: none"> • Loss of trust in the projects: When a violent incident occurs, the community may lose confidence in the project. • Emergence of conflicts: Such incidents can undermine social cohesion and trust within the community, leading to conflict and fragmentation. • Perpetuation of violence: Acts of violence that go unpunished within the project can normalize GBV in the community.
Executing Agencies	<ul style="list-style-type: none"> • Reputational risk: Incidents of violence can significantly affect the reputation of the Executing Agency, especially if preventive measures were not taken or the case was not properly addressed.
Contractors	<ul style="list-style-type: none"> • Legal liability: The employer may be held legally responsible if it failed to take adequate measures to prevent violent behavior by an employee or if it tolerated or concealed such behavior. • Legal and financial costs: The company may face significant costs related to investigating the incident, compensating the victim, legal expenses, and restoring its public image. • Workplace impacts: The presence of a violent employee can create a hostile work environment and lower morale and productivity among other staff. • Reputational risk: A violent incident involving an employee can damage the company's public image and jeopardize future contracts.
IDB and other financiers	<ul style="list-style-type: none"> • Complaints: Any stakeholder who believes they have been affected by non-compliance in an IDB-financed project regarding ESPS 9 requirements on GBV prevention, mitigation, or response may file a complaint with the Bank through the Environmental and Social Grievance Protocol and the Independent Consultation and Investigation Mechanism (MICI). • Reputational risk: A case of violence not properly addressed in an IDB-financed project can harm the Bank's image and reputation.

PREVENTING AND ADDRESSING SEXUAL EXPLOITATION, ABUSE, AND HARASSMENT IN PROJECTS





Preventing and addressing sexual exploitation, abuse, and harassment projects

According to ESPS 9, Executing Agencies and contractors are responsible for: (i) preventing and mitigating SEAH risks in projects; and (ii) responding appropriately to SEAH incidents⁷. All projects may experience SEAH incidents; therefore, they must define and implement measures to prevent, address, and manage SEAH risks. These measures should be proportional to the identified risk and adapted to the project's nature, scale, and context. ESPS 9 establishes that Bank-financed projects should:

- Identify and assess SEAH risks in project activities.
- Define and implement measures to prevent and mitigate SEAH risks.
- Ensure the availability of effective grievance mechanisms to receive, document, and address SEAH complaints, guaranteeing confidentiality, non-revictimization, and protection against retaliation.
- Respond promptly and appropriately to SEAH complaints, prioritizing victim safety, respecting their choices, and ensuring respectful treatment.

Effective implementation of these measures requires the commitment of all stakeholders - Executing Agencies, contractors, and communities in the project's area of influence - and adequate human and financial resources. The Executing Agency, supervisor, and contractors must include at least one socio-environmental specialist with specific knowledge of GBV issues. For more complex or high-risk projects, a full-time GBV specialist may be required.

The following section presents an overview of key prevention, mitigation, and response measures recognized as international best practices that Executing Agencies and contractors can implement during project preparation and implementation. These measures are described in greater detail in Chapter 5. This list is not exhaustive or mandatory; its adaptation and implementation should be analyzed based on the project's scope, characteristics, context, and risk level.

⁷ As mentioned, the ESPF establishes obligations for the prevention and response to all forms of GBV, but this Guide focuses on Sexual Abuse, Exploitation and Harassment.

4.1 Executing Agencies

Project preparation phase	Project implementation phase
Identification and Assessment of SEAH Risks	
<p>As part of the Environmental and Social Impact Assessment (ESIA) process identify and assess SEAH risks that may arise in the project. Review the national legal framework and relevant international conventions to determine whether they align with ESPS 9 guidelines and identify potential gaps. Assess the Executing Agency's capacity to address the identified risks.</p>	<p>Continuously monitor and update the SEAH risk assessment.</p>
Prevention, Mitigation, and Response	
<ul style="list-style-type: none"> • Define and include in the project's Environmental and Social Management Plan (ESMP) a Sexual Exploitation, Abuse, and Harassment (SEAH) Prevention and Response Program with measures proportional to the identified risk level. Good practices typically include the following (see Chapter 5 for more details): <ul style="list-style-type: none"> - A SEAH policy that reflects the project's commitment to preventing and managing SEAH risks. - A project Code of Conduct requiring all individuals involved in the project to refrain from any SEAH-related acts. - Awareness and training sessions for project workers on what constitutes SEAH, their obligations under the Code of Conduct, and how to report SEAH incidents. - Community outreach to provide information on SEAH risks, the Code • Depending on the project's nature, scale, and context, incorporate design features into project facilities (e.g., bathrooms, rest areas, dining rooms, locker rooms, dormitories, or nursing rooms) to prevent and mitigate sexual abuse risks, ensuring adequate accessibility, lighting, privacy, and security. • Include in the Stakeholder Engagement Plan to inform stakeholders about SEAH risks and the measures implemented to prevent and manage them. 	<ul style="list-style-type: none"> • Include in the project's bidding documents a requirement for bidders and contractors to comply with all environmental and social provisions of the ESMP, including the SEAH Prevention and Response Program. <p>All bidding documents must require contractors to adopt and implement a Code of Conduct aligned with the one defined in the ESMP. See the IDB's Standard Bidding Documents for works contracts at: https://projectprocurement.iadb.org/en/documents</p> <ul style="list-style-type: none"> • Ensure and monitor compliance with the SEAH Prevention and Response Program through indicators and performance evaluations. • Implement and oversee the project's Grievance Mechanism, reviewing data on types of complaints, response times, and cases referred to the competent authorities. • If compliance gaps are identified during supervision, develop and agree on a Corrective Action Plan with the IDB. • Submit to the IDB, as part of the Environmental and Social Compliance Report, detailed information on activities carried out during the reporting period related to SEAH prevention, response, and mitigation. • When a SEAH report is received: <ul style="list-style-type: none"> Notify the IDB in writing within ten (10) days of becoming aware of the case. <p>If the complaint triggers an investigation, participate in the process.</p>

4.2 Contractors

Project preparation phase	Project preparation phase
<ul style="list-style-type: none">• Define the operational plan for implementing the Sexual Exploitation, Abuse, and Harassment (SEAH) Prevention and Response Program included in the ESMP.• Develop the Code of Conduct applicable to all workers involved in the project, ensuring that it aligns with the Code of Conduct established in the ESMP. Ensure that all workers are informed of and sign the Code of Conduct.• Provide induction training to all project workers on SEAH, the Code of Conduct, and the Grievance Mechanism.• If the contractor has its own Grievance Mechanism, implement it and coordinate it with the project's general Grievance Mechanism.• Define and approve the Response Protocol for SEAH complaints involving project workers, including procedures for investigation, reporting, and sanctions.• Depending on the project's nature, scale, and context, incorporate design elements in the project's facilities (bathrooms, rest areas, dining rooms, changing rooms, dormitories, nursing rooms, or others) to prevent and mitigate the risk of sexual abuse, ensuring accessibility, lighting, privacy, and safety.	<ul style="list-style-type: none">• Provide periodic training to project workers on SEAH, the Code of Conduct and the Grievance Mechanism.• Receive, register, and respond to any SEAH complaint involving a project worker.<ul style="list-style-type: none">- Register all complaints in a thorough yet confidential manner.- Implement the Response Protocol for SEAH Complaints, including the investigation of the complaint and, if the allegation is verified, the imposition of sanctions on the perpetrator. This investigation and sanction process is the sole responsibility of the employer and is independent of any formal investigation that may be carried out by the police or other competent authorities.- Immediately notify the Executing Agency in writing.• Prepare periodic reports for the Executing Agency that include information on SEAH prevention, response, and mitigation measures, as well as details on the complaints received and their follow-up status.• Implement the necessary corrective actions to strengthen SEAH prevention, response, and mitigation.• Monitor the effectiveness of the implementation of the Sexual Exploitation, Abuse, and Harassment (SEAH) Prevention and Response Program.

**GOOD PRACTICES TO
PREVENT AND
RESPOND TO SEXUAL
EXPLOITATION,
ABUSE, AND
HARASSMENT IN
PROJECTS**





Good practices to prevent and respond to sexual exploitation, abuse, and harassment in projects

5.1 Prevention

Prevention refers to the policies, strategies, and actions designed to reduce and prevent the risk of SEAH. First, projects must adopt a clear **Zero Tolerance** stance toward SEAH. To achieve this, the Executing Agency and the contractors, supervisors, and consultants must have: a policy document that makes this commitment explicit; a Code of Conduct that commits each of the project's workers to the prevention of SEAH; and an awareness and information strategy aimed at both workers and local communities, so that all parties are aware that such violence will not be tolerated and know how to report it when it occurs. Below are the basic principles that, according to international best practices, should guide these measures.

5.1.1 Policy on SEAH

An institutional policy establishes the principles and values that govern the work of an organization. They are the general, non-detailed ideals about the organization's ethical vision that come from top management and guide those who work within the organization and those who relate to it. Such policies typically include principles like respect for human rights, social responsibility, environmental protection, occupational health and safety, respectful treatment, and equal opportunity. To reflect ESPF principles, the project's Specific Environmental and Social Framework, which forms part of its Environmental and Social Management System (ESMS), should explicitly state its commitment to gender equality and the rejection of any form of SEAH—both in the workplace and local communities. The Project's Specific Environmental and Social Framework may include:

- Commitment to No-Tolerance of SEAH and to the protection of the welfare of all workers.
 - A responsibility framework, identifying the areas responsible for ensuring compliance.
 - Grievance mechanisms available to workers who have been victims or witnesses of SEAH incidents.
 - Commitments and actions to protect victims' privacy and confidentiality, ensure non-retaliation, and guarantee impartiality and due process during investigations.
- Additionally, an Executing Agency or contractor may choose to approve a specific SEAH policy or incorporate these principles into an existing corporate policy on gender equality, social responsibility, or similar.

See Annex 1 - Template for Institutional Policy on SEAH.

5.1.2 Code of Conduct

A **Code of Conduct** is a written document that defines the ethical principles and standards of behavior that project workers agree to follow in the performance of their duties.

The IDB requires all projects to adopt and implement a Code of Conduct that specifies the expected standards of behavior for workers regarding the prevention and management of environmental, labor, and social risks. These include occupational health and safety risks, gender-based violence, discrimination, abuse, and the exploitation of children or other vulnerable persons or groups.

These standards of behavior are mandatory:

- For all project workers, including those employed by the Executing Agency, contractors, subcontractors, consultants, and suppliers.
- Both in their interactions with other project workers and with community members. In all places and moments where project activities are carried out: inside and outside the worksite, in all spaces of interaction with community members (consultations, meetings, training, etc.), and in the use of community services (housing, meals, cleaning, etc.).
- During face-to-face interactions and other types of interactions (via telephone, in written communications, on social networks).

The **Executing Agency** develops the project's Code of Conduct as part of the **Environmental and Social Management System (ESMS)** and ensures that all bidding documents and contracts include the obligation for all bidders, contractors, subcontractors, and suppliers to:

- Adopt and enforce the project's Code of Conduct.
- Ensure that the Code of Conduct is communicated to all employees.
- Require all project workers to sign it. By signing, workers agree to comply with the Code at all times and acknowledge that violations may lead to sanctions.

Contractors have different options when adopting the project's **Code of Conduct**: They may directly adopt the one included in the ESMS, develop their own Code aligned with it, or integrate SEAH-related provisions and obligations into an existing Code of Conduct. In all cases, the Code must include at least the following elements:

- **Introduction:** A brief explanation of the importance of the Code of Conduct and its application.
- **Values and principles:** The ethical values and principles that guide the behavior of the company and its employees.
- **Standards of conduct:** A clear set of specific rules describing expected and prohibited behaviors. Since SEAH is often normalized and certain acts may not be recognized as inappropriate, the Code should be as explicit as possible, using concrete examples where necessary.
- **Sanctions:** A description of the disciplinary measures that may apply if an employee

violates the Code. Sanctions must be proportionate to the seriousness of the act and consistent with local labor law. Examples include verbal or written warnings, additional training, temporary suspension, or termination of employment.

- Reporting: Clear guidance on how to report inappropriate behavior or violations of the Code of Conduct.
- Commitment to comply: The employee's acknowledgment that they understand the Code's contents, agree to abide by it, and accept that violations may result in disciplinary action.

The contractor must ensure that all project workers sign the Code of Conduct. If a worker is unable to sign due to illiteracy or other circumstances, the contractor must use alternative methods to confirm that the worker has been informed of and agrees to the Code of Conduct.

To ensure that employees fully understand their commitments and that signing the Code does not become a mere administrative formality, it is good practice to conduct regular awareness and training sessions on its contents (see Section 5.1.3).

It is also recommended that the Code of Conduct be clearly displayed in areas commonly used by project workers, such as canteens, locker rooms, camps, and administrative offices.

See Annex 2 - Template for Code of Conduct.

5.1.3 Worker Training

To effectively address SEAH risks, it is essential to train and raise awareness among all project workers, including contractors, subcontractors, suppliers, supervisors, consultants, and Executing Agency staff.

Awareness and training are continuous processes, not one-time requirements. Contractors must ensure that all project workers receive initial training at the time of hiring and before work begins, so they understand the company's and project's commitment to zero tolerance of SEAH and are familiar with the Code of Conduct. This training should be periodically reinforced, whether through regular SEAH briefings, dedicated workshops, or broader worker training sessions. It is also good practice to conduct additional SEAH training whenever an incident occurs.

Training should be tailored to the specific characteristics of the project and the local community, and should include at least the following topics:

- What SEAH is and how to identify prohibited behaviors.
- National laws on SEAH and their specific application in the context of the project.
- Risks of sexual harassment, exploitation, and abuse within the project.

- Institutional policy on SEAH and the Project's Code of Conduct.
- Grievance Mechanism for SEAH complaints: how to file complaints, guarantees of confidentiality, protection against retaliation. Protocol for Responding to SEAH Complaints: how complaints will be investigated and possible disciplinary sanctions.

In addition to training sessions, projects should also use other awareness tools, such as posters in workplaces, brochures, emails, and informational meetings.

See:

- Annex 3 - Legal Framework on GBV in Latin American and Caribbean Countries (as of May 2024).
- Annex 4 - Examples of Posters with Messages About SEAH.
- Annex 5 - Awareness-raising Videos on SEAH Behaviors in Projects.

5.1.4 Information to the Community

In addition to training project workers, it is essential to inform and raise awareness within the communities located in the project's area of influence. This ensures that everyone shares a common understanding of SEAH risks associated with the project and its mitigation and response measures. These efforts should be sustained throughout the entire project cycle. Community information should include, at a minimum

- Project-related SEAH risks.
- Measures that are being implemented to manage these risks.
- Expected and prohibited behaviors on the part of project workers.
- How to report acts of SEAH committed by a project worker, the procedure for investigating these allegations, the implications in terms of processes and possible outcomes, and the obligations of the Executing Agency and/or contractors with respect to filing a formal complaint with the authorities (where applicable)

This information can be conveyed during project monitoring and accountability meetings with stakeholders, in consultations, training workshops, or any other space for community engagement. Depending on the context, it may be necessary to create differentiated safe spaces for women, girls, and boys, people of diverse sexual orientations and gender identities, and other at-risk groups.

5.2 Response

Even projects with strong SEAH prevention strategies and commitments remain exposed to SEAH, as the decision to commit violence ultimately lies with the perpetrator. Therefore, all projects must be prepared to respond to SEAH incidents—this includes receiving complaints, investigating allegations, protecting and supporting victims, sanctioning aggressors when appropriate, and adopting measures at the project, Executing Agency, and/or contractor level to prevent recurrence.

The guiding principle for all actors involved in responding to SEAH incidents must be to ensure the safety and confidentiality of victims at all times, to respect and prioritize their rights and decisions, and to guarantee dignified, respectful, and non-revictimizing treatment throughout the process

5.2.1 Project's Grievance Mechanism

All IDB-financed projects must have a mechanism for receiving, registering, and responding to project-related complaints and grievances, including those related to SEAH. Generally, there is one mechanism to handle community complaints, managed by the Executing Agency, and another for worker complaints, typically managed by the contractor. Regardless of the number or type of grievance mechanisms, the Executing Agency must ensure that all grievances filed with any mechanism are properly addressed and reported to the IDB. It must also ensure that these mechanisms are equipped to receive, register, and respond to GBV-related complaints, including SEAH.

It is important to note that the project's grievance mechanisms operate without prejudice to any other grievance systems or legal remedies available under national law.

The main function of the grievance mechanism is to receive and register SEAH allegations and, if necessary, refer victims to GBV support services available in the project area. Generally, the grievance mechanism does not investigate the complaints, it only receives and registers them, and it is up to the worker's employer to carry out the investigative process and implement necessary sanctions, in accordance with the Response Protocol to SEAH Complaints.

When designing and implementing a grievance mechanism for receiving and handling complaints of violence, it is crucial to recognize that GBV is often hidden. There are many reasons for this: victims of GBV are often blamed for the violence they suffer, their testimony is doubted, the seriousness of what they have experienced is minimized, they are stigmatized by their environment and may suffer retaliation and further violence. This creates and reinforces a culture of silence that discourages reporting

To help victims of SEAH feel safe and confident to come forward and to ensure secure access to the grievance mechanism, its design and operation must be guided by the following core principles:

- The priority must always be to ensure the safety of the victims and to respect and prioritize their rights and decisions.
- Confidentiality must be guaranteed at all times to protect the privacy of everyone involved.
- Anonymous complaints must be allowed.
- The mechanism must have accessible and adequate channels to submit complaints in a safe and confidential manner. For complaints from project workers, channels may include telephone, WhatsApp, or an email account specifically set up by the Executing Agency or company to receive such complaints; union representatives; occupational health and safety committee; Human Resources office; supervisors and managers; or a designated SEAH focal point. For community members, channels may include the Project Executing Agency office, project phone, WhatsApp, or email for community communication; a physical complaint box located at the construction site or other strategic community locations; and others.
- All staff in charge of the Grievance Mechanism should be trained to know how to receive and document SEAH complaints in a confidential manner, to ask questions in an empathetic and non-accusatory manner, and to treat complainants with respect and dignity.
- A record of the complaint must be kept. Maintaining confidentiality is key: no personal information about the victim, alleged perpetrator, or witnesses will be recorded. SEAH records should be kept separate from other general complaints.
- The victim should be informed if national law requires reporting certain incidents of SEAH, such as child sexual abuse, to the authorities. Where local laws do not require reporting, it should always be up to the victim to decide whether to file a report with local authorities.
- The victim must be informed about the GBV services available in the project area and, if requested, be referred to the appropriate services. The mechanism should accompany and support the victim throughout the process.
- If the victim requests a formal investigation, the grievance mechanism must initiate the process outlined in the Response Protocol for SEAH Complaints.
- If the victim does not wish to file a formal complaint with the employer of the alleged aggressor, the case is closed. However, the project may still conduct confidential inquiries to identify and implement measures that promote safe and respectful workplaces.
- A documented record must be kept of all complaints received, the support provided to victims, and the resolution of each case until its closure.

The contractor that receives an allegation of SEAH (or any other form of GBV) must immediately notify the Executing Agency. In turn, the Executing Agency must inform the IDB of any SEAH allegations within ten (10) days of receiving them.

Although the responsibilities of the Executing Agency and contractors focus on project-related SEAH involving project workers, any person who reports a GBV incident through the project's Grievance Mechanism must receive a response—regardless of whether it is initially known that the aggressor is linked to the project.

A Grievance Mechanism is only effective if potential users are aware of its existence and know how to access it. Therefore, the project must widely publicize the mechanism among project workers, local communities, and all stakeholders. Communication should clearly explain the types of complaints handled, how to file an SEAH complaint, and the possible outcomes of the process.

Illustration 1 - Example of a Complaint Procedure

Who can file a complaint?

- The person who has been harmed, whether a project worker or a community member.
- A person who witnessed the violence.
- A guardian, in cases of violence against minors



How can a complaint be filed?

- In person, at the project office, at the worksite, or at the contractor's human resources office.
- By phone call, WhatsApp message, text message, or email created by the project and
- In writing, through a physical complaint box located at the construction site or in other strategic places within the community



Receipt of the complaint

- The complainant is listened to with respect and without judgment.
- It is emphasized that all information will be handled confidentially.
- The complaint is registered anonymously, without recording personal data.
- The complaint is securely stored separately from other types of complaints.



Handle of the complaint

- The victim is informed of the support services available in the area and is referred to any services they may require.
- If the reported act of violence constitutes a criminal offense, the victim is informed of the procedures for filing a formal complaint with the competent authorities.
- If the reported act could lead to administrative or disciplinary action, and the complainant wishes it to be investigated, the case is referred to the internal investigation committee to determine responsibility and the type of sanction.



5.2.2 Response Protocol for SEAH Complaints

When the SEAH act reported to the Grievance Mechanism may warrant disciplinary action, and the complainant consents, the Response Protocol for SEAH Complaints is activated. This protocol defines how SEAH complaints are managed and investigated, as well as how appropriate disciplinary measures are to be applied.

Both the Executing Agency and the employer of the alleged offender participate in the response to the SEAH allegation. Some Executing Agencies and contractors may already have procedures for addressing employee misconduct; in such cases, existing procedures should be reviewed and, if necessary, adapted to meet IDB policy requirements.

The Response Protocol for SEAH Complaints should establish, at a minimum:

- The process to assess and investigate complaints, with clear definitions of deadlines and responsibilities for each stage.
- Confidentiality requirements in relation to the allegations, including consent and disclosure procedures.
- Possible protective measures to ensure the victim's safety.
- The range of sanctions that may be imposed on those who commit SEAH acts and violate the Code of Conduct.

The implementation of the Protocol requires the formation of an internal Committee that will manage SEAH complaints. The functions of this Committee include:

- Evaluating complaints.
- Conducting investigations.
- Recommending administrative measures and/or disciplinary sanctions when it is determined that the reported worker has indeed committed an act of SEAH.
- Recommending measures to be implemented by the project, Executing Agency and/or contractors, to strengthen their SEAH prevention and response plans.
- Supervising compliance with sanctions.
- If necessary, activating measures to protect victims and ensure that they will not suffer retaliation.

The Committee must act objectively and impartially, upholding the rights and due process of all parties involved.

The structure of the Committee depends on the size and characteristics of the contractor. Larger companies may form multidisciplinary committees with balanced gender participation and composed, for example, of a representative of the human resources department, legal department, a project social specialist, and a workers' representative. A small company may not be able to form such a large committee, and it may be more

appropriate to appoint and train a focal point to deal with SEAH complaints. In any case, the Committee should also include a representative of the Executing Agency. Committee members should be knowledgeable about GBV and participate in ongoing training to develop and strengthen specialized skills for preventing and addressing GBV.

The complainant may need protective measures to safeguard their physical or psychological well-being during the investigation. If the complainant and the alleged aggressor share a workplace, measures may include modifying work schedules or work locations.

Disciplinary sanctions are the responsibility of the company employing the offender. Sanctions must be proportionate to the severity of the act and may range from verbal or written warnings to suspension or termination. These must comply with local labor laws and be consistent with industry agreements and the employment contract of the worker in question.

Employer-imposed disciplinary sanctions are independent of criminal sanctions that may be pursued under national law if the act constitutes a crime and the victim decides to file a formal complaint.

In general, the investigation and response to a SEAH complaint should follow these steps:

Illustration 2 - Procedure for Complaint Management



- **Receipt of the complaint:** The victim, a witness, or another person files a complaint through the Grievance Mechanism (see Section 5.2.1).

- **Investigation:** The internal Committee evaluates and investigates the complaint in a confidential process that must be completed within a short period of time. The Committee requests evidence on equal terms for both parties, conducting separate interviews with the victim, the alleged perpetrator, and, if available, witnesses. In no case may the alleged victim be revictimized by having to give testimony alongside the alleged aggressor; testimonies must be taken separately. The circumstances and context in which the conduct occurred should be investigated. The type of process to be carried out should be disclosed in the company's policy or commitment of No Tolerance to GBV. It must be clarified that once the investigation process is completed, it will be submitted to a disciplinary committee for consideration, and the parties will be notified separately of the final decision. The situation must be handled with strict confidentiality.

In cases where the complaint was filed anonymously and only partial information is available, the team managing the complaint should corroborate the information and investigate it using the means available to them. This is to adopt corrective measures if necessary and reinforce preventive measures.

- **Investigation report:** Once the process is completed, a written report is prepared with the results of the investigation.

If no misconduct has been verified, the case will be considered filed, and the investigation file will be closed.

- **Sanctions:** if the investigation concludes that an act of SEAH was committed, the Committee recommends the corresponding sanction considering: (i) severity and frequency of the conduct, and (ii) previous incidents. The sanctions to be applied shall be proportional to the seriousness of the conduct or violent action incurred, and shall be in accordance with applicable labor regulations, agreements in force and the employer's internal procedures. The employee's file will have a record of the act committed and the sanction applied.

- **Information on the results of the investigation:** The result of the investigation and the type of disciplinary sanction to be applied, if any, are communicated separately to both the complainant and the alleged perpetrator.

- **Record:** In all cases, regardless of the outcome of the investigation, a record must be kept of the complaint, the result of the investigation, and any sanctions imposed.

Many ministries, public institutions, and private companies already have protocols in place to handle cases of sexual harassment in the workplace affecting their employees. As mentioned above, if the Executing Agency or contractors already have such protocols, it is advisable to build on the existing structure and procedures and, if necessary, make the appropriate adaptations to ensure compliance with the requirements of the Bank's policies.

5.2.3 Identification of Support Services for GBV Victims

During project preparation, and as part of the Environmental and Social Impact Assessment (ESIA), the Executing Agency should prepare an initial mapping of institutional actors and organizations specialized in GBV care in the area of the project—such as comprehensive care centers for victims, help lines, shelters, psychological support services, legal advice, medical care, police, and services specializing in the care of victimized children and adolescents. During project implementation, the Executing Agency and/or contractors should complete and update this initial mapping. If no support services for GBV victims exist at the local level, entities in the nearest localities should be identified and included in the directory.

In addition to mapping assistance services, it is advisable to establish communication with some of these entities to build on their knowledge and invite them to deliver training workshops to the Executing Agency and contractor's workers. This coordination of activities will create opportunities for exchange that can strengthen cooperation if accompaniment is required due to acts of violence.



ANNEXES





Annexes

- ANNEX 1 - Template for Policy on Sexual Exploitation, Abuse and Harassment
- ANNEX 2 - Template for Code of Conduct
- ANNEX 3 - Legal Framework on GBV in Latin America and the Caribbean (as of April 2024).
- ANNEX 4 - Examples of Posters with Messages About SEAH.
- ANNEX 5 - Awareness-raising Videos on Situations of SEAH in Projects.
- ANNEX 6 - Bibliographic Resources



Annex 1. Template for Policy on Sexual Exploitation, Abuse, and Harassment

Policy on abuse, exploitation, and sexual harassment

At [the Company], we are firmly committed to applying the highest environmental, social, and health and safety standards at [the Project], as established in national legislation and the Inter-American Development Bank's Environmental and Social Policy Framework. We are equally committed to promoting and maintaining a work environment where all people are treated with dignity and respect, and where Sexual Exploitation, Abuse, and Harassment (SEAH) have no place and will not be tolerated.

Accordingly, [the Company] upholds the following principles and standards of behavior, which apply without exception to all workers performing activities for [the Project], including employees and representatives of the company, consultants, subcontractors, and suppliers:

General principles

- [The Company]— and therefore all its employees, associates, representatives, subcontractors, and suppliers—is committed to complying with all relevant national laws, rules, and regulations, and to upholding high ethical standards.
- [The Company] expects all its employees—including managers, administrative and support staff, consultants, suppliers, and collaborators in general—to treat their colleagues, superiors, subordinates, and all community members with whom they interact fairly and respectfully.
- [The Company] does not tolerate discrimination based on race, ethnicity, color, sexual orientation, gender identity, language, religion, political or other opinion, national or social origin, disability, or any other status.
- [The Company] promotes gender equality, inclusion, diversity, and the professional development of all employees, ensuring equal opportunities for everyone.
- [The Company] bases hiring and working conditions solely on merit and job performance, without regard to personal characteristics unrelated to the position's requirements.

Sexual Exploitation, Abuse, and Harassment

- Sexual Exploitation, Abuse, and Harassment (SEAH) are serious violations of human rights and of the Company's values. They are strictly prohibited on and around the Project site, in work camps, in the community, and in any space where Project-related activities take place.
- Any act of sexual harassment against [The Company] employees—such as unwelcome sexual advances, comments of a sexual nature, requests for sexual favors, or other verbal or physical conduct of a sexual nature—is prohibited.
- Any non-consensual sexual activity with a member of the community is prohibited.
- Any form of sexual exploitation of [The Company] employees or community members is prohibited. Examples include:

- Promising a person in the community employment on [The Project] in exchange for sex;
 - Offering promotions or salary increases to a Company employee in exchange for sex;
 - Threatening an employee with job loss if they refuse sexual advances; or
 - Threatening a community member with the loss of a Project benefit if they refuse sexual activity.
- [The Company] encourages all employees, subcontractors, and community members to report any act or suspicion of SEAH by an employee.
 - Project supervisors are required to report any known or suspected cases of SEAH.
 - [The Company] guarantees the confidentiality of everyone involved in a SEAH complaint, including the reporter, victim, alleged perpetrator, and witnesses.
 - [The Company] guarantees that no retaliatory action will be taken against anyone who files a SEAH complaint
 - All SEAH complaints will be handled with rigor and confidentiality and investigated in an impartial and secure manner.
 - Any employee found to have committed a verified act of SEAH will face disciplinary measures proportional to the severity of the act, which may range from a warning to dismissal.

Implementation

To ensure the effective implementation of these principles, [the Company] is committed to:

- Ensuring that all workers sign the Code of Conduct, committing to comply with [The Project]’s environmental, social, and health and safety standards, including the prohibition of any form of SEAH.
- Widely disseminating this Policy and [The Project]’s Code of Conduct by displaying them in clearly visible locations at project offices, camps, canteens, and public areas of the construction site.
- Establishing a Grievance Mechanism for receiving, recording, and promptly addressing SEAH complaints, and ensuring that all workers are fully informed about it.
- Setting up a committee responsible for investigating SEAH complaints and applying the corresponding disciplinary sanctions.
- Ensuring that all project workers participate in induction training before starting work, to familiarize themselves with [The Company]’s environmental, social, and occupational health and safety commitments, as well as the contents of this Policy and the Project’s Code of Conduct.
- Ensuring that all project workers participate in periodic training to reinforce their understanding of environmental, social, and health and safety standards, and of [The Project]’s Code of Conduct.

Annex 2. Template for Code of Conduct

Code of Conduct Prevention of sexual exploitation, abuse, and harassment

At [the Company], we are firmly committed to applying the highest environmental, social, and health and safety standards at [the Project], as established in national legislation and the Inter-American Development Bank's Environmental and Social Policy Framework. [The Company] is dedicated to promoting and maintaining a work environment where all people are treated with dignity and respect, and where Sexual Exploitation, Abuse, and Harassment (SEAH) have no place and will not be tolerated.

Accordingly, the Company expects all [the Project]'s employees, without exception, to comply with the following standards of behavior at all times and in all locations where they perform Project-related activities.

Failure to comply with this Code of Conduct, or engaging in activities that constitute Sexual Exploitation, Abuse, or Harassment, whether on site, in surrounding areas, in camps, or within neighboring communities, constitutes serious misconduct and is grounds for disciplinary action.

Therefore, I, _____, undertake to:

1. Treat all employees and community members with respect and dignity, without discrimination based on race, ethnicity, color, sexual orientation, gender identity, language, religion, political or other opinion, national or social origin, disability, or any other status.
2. Avoid any behavior or language that may be demeaning, abusive, inappropriate, harassing, sexually provocative, or culturally insensitive.
3. Refrain from abusing or sexually harassing members of neighboring communities.
4. Refrain from acts of sexual harassment toward Project workers, including unwanted sexual advances; physical contact with sexual connotations; harassment; comments, gestures, looks, or non-verbal actions of a sexual nature; and the transmission of sexual images or messages by electronic means.
5. Not solicit sexual favors from Project workers in exchange for promises of favorable treatment (e.g., promotion or salary increase) or threats of unfavorable treatment (e.g., loss of employment).
6. Not establish relationships with community members that involve promises of access to Project benefits in exchange for sex (e.g., promising employment on the Project in exchange for sexual activity).
7. Refrain from engaging in any sexual activity with a person defined as underage under the country's legal framework. A mistaken belief about the age of the person involved will not serve as an excuse.

8. Not make derogatory or negative comments about another person’s sexual orientation or gender identity.

Report

If I become aware of or suspect any incident of SEAH—whether against myself or another person—at the Project site or in the surrounding community, I understand that I am encouraged to report it to the Project’s Grievance Mechanism through the following channels:

- [Include here the channels for submitting a complaint to the Project’s Grievance Mechanism.]
- [Channel 1]
- [Channel 2]

I agree to maintain confidentiality regarding any matters related to the incident, in order to protect the privacy and safety of everyone involved.

Sanctions

I acknowledge that if I violate this Code of Conduct, [the Company] may take disciplinary action, which may include:

- Verbal warning
- Written warning
- Additional SEAH training
- Suspension of employment for a specified period
- Dismissal
- Report to the police, if required

I hereby acknowledge that I have read this Code of Conduct, understand its contents, and agree to comply with the standards outlined herein. I understand that any action inconsistent with this Code, or failure to comply with its requirements, may result in disciplinary action and affect my employment

Signature: _____

Name: _____

Job Position: _____

Date: _____

Annex 3. Legislation on Gender-Based Violence in Latin America and the Caribbean

Country	Mechanism
Argentina	<p>Law No. 27,501, which classifies street harassment as a form of violence against women.</p> <p>Law No. 27,499, "Ley Micaela," on mandatory gender training for all members of the three branches of government.</p> <p>Law No. 26,485 on comprehensive protection to prevent, punish, and eradicate violence against women.</p>
Barbados	Employment Sexual Harassment (Prevention) Act.
Bolivia	Comprehensive Law 348, which guarantees women a life free of violence.
Brazil	<p>Law No. 11,340, which amends the Maria da Penha Law and the Penal Code to recognize that violating a woman's privacy constitutes domestic and family violence.</p> <p>Law No. 11,340 (Maria da Penha Law), which defines domestic violence as a form of human rights violation.</p>
Chile	<p>Law No. 21,153, which amends the Penal Code to classify sexual harassment in public spaces as a crime.</p> <p>Law No. 20,005, which defines and penalizes sexual harassment.</p>
Colombia	<p>Law No. 1,257, which establishes regulations for awareness, prevention, and punishment of violence and discrimination against women.</p> <p>Law No. 1,010, which adopts measures to prevent, correct, and sanction workplace harassment and other forms of harassment in labor relations.</p>
Costa Rica	Law 8,589, on criminalization of violence against women
El Salvador	Decree 520 of the Special Comprehensive Law for a Life Free of Violence for Women.
Guatemala	<p>Decree 520 Decree 09-2009. Law against Sexual Violence, Exploitation, and Trafficking in Persons.</p> <p>Decree No. 22-2008, Law against Femicide and Other Forms of Violence against Women. of the Special Comprehensive Law for a Life Free of Violence for Women.</p>
Guyana	Sexual Offences Act 7 of 2010.

Honduras	Decree No. 234-05, which reforms the Penal Code by replacing “crimes against sexual freedom and honesty” with “crimes against physical, psychological, and sexual freedom and personal integrity.”
Jamaica	The Sexual Offences Act
Mexico	General Law on Women's Access to a Life Free of Violence.
Nicaragua	Law 779, Comprehensive Law against Violence against Women.
Panama	Law No. 82, which adopts measures for the prevention of violence against women and reforms the Penal Code to criminalize femicide and punish acts of violence against women.
Paraguay	Law No. 5,777 on the Comprehensive Protection of Women against All Forms of Violence.
Peru	Law No. 30,314, to prevent and sanction sexual harassment in public spaces. Law No. 30,364 (2015) to prevent, punish, and eradicate violence against women and members of the family group.

Annex 4. Examples of Posters with Messages about SEAH

REPORT SEXUAL HARASSMENT AT WORK

It is unwanted sexual advances towards someone else and includes:

- Verbal/non-verbal harassment
- Visual harassment
- Physical & psychological harassment

WHAT IS IT?

It can cause:

- Trauma
- Phobia/fear
- Disruption to daily life

It makes a person feel offended, humiliated and/or intimidated

FORMS OF SEXUAL HARASSMENT

- Coming too close to someone & making them feel uncomfortable
- Making sexual comments about someone's appearance and/or body
- Unwelcome touching, rubbing, hugging, pinching and/or patting
- Making sexually suggestive gestures such as:
 - Winking
 - Staring
 - Licking lips
- Using profane language, making dirty jokes and/or obscene sounds
- Sending sexually explicit material such as:
 - E-mail or SMS
 - Photos
 - Objects

Source: Public Service Department (IPA) Published: Dec 16, 2022 Bernama Infographics

TAKE ACTION NOW!

- 1 Gather evidence**
 - Note down details of the incident such as date, time & place
 - Keep all the sexually offensive material that was sent
 - Share your information with a third party if necessary
 - Have eyewitnesses to corroborate your claim
- 2 Get advice**
 - From a counsellor, therapist, an ethical standards unit at work, an agency for the prevention of sexual harassment, etc
- 3 Lodge a complaint**
 - With the ethical standards unit at your workplace
 - With the police

Work-related sexual harassment includes¹:

- Unwelcome touching or physical contact**
- Suggestive comments or jokes**
- Sexually offensive pictures or sexually explicit emails, text messages or online interactions such as social media posts**
- Unwanted invitations to go on dates or requests for sex**

Source: SWA (Safe Work Australia) (2021a) What is workplace sexual harassment infographic.

Examples of Posters with Messages about SEAH

If anyone...

- ▶ Sends you disgusting texts
- ▶ Shows you porn pictures
- ▶ Gives you bad touch
- ▶ Exposes his body to you

Don't keep it secret!

Tell someone.

Call WCC for help
011-3108 4001
016-439 0698
Talian Kasih: 15999

Community Partner:
YAYASAN HASANAH
A Foundation of Khazanah Nasional

WCC
Women's Centre for Change

www.wccpenang.org
f @ WCC Penang

Annex 5. Awareness-Raising Videos on H&A Situations in IDB-Financed Projects.

Sexual Abuse

<https://youtu.be/ATrQ--H07bl>



Sexual Exploitation

https://youtu.be/J_aPjzhhjk



Homophobic Sexual Harassment

<https://youtu.be/qizARPhgn2I>



Child Sexual Abuse

<https://youtu.be/s9fR5Hrmu7U>



Annex 6. Bibliographic Resources

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