

SGAC HARASSMENT POLICY



SPACE GENERATION ADVISORY COUNCIL

IN SUPPORT OF THE UNITED NATIONS PROGRAMME ON SPACE APPLICATIONS

This Harassment Policy serve as an addendum to the Code of Conduct of the Space Generation
Advisory Council

1. Introduction

SGAC follows an equal opportunity recruitment policy and recruits personnel and volunteers without regard to race, creed, colour, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status. This policy also applies to internal promotions, training, opportunities for advancement, terminations, outside vendors, members and customers, service clients, use of contractors and consultants, and dealings with the general public. Note that in cases when the Statutes and Bylaws provide restrictions in terms of citizenship and age, such requirements supersede this policy.

The SGAC Harassment Policy is aimed at

- I. raising awareness on harassment, abuse of authority and sexual harassment
- II. providing appropriate procedures on reporting an instance of violation of the SGAC Harassment Policy
- III. conducting a prompt, thorough, and impartial investigation into allegations of harassing conduct
- IV. taking immediate and appropriate measures when harassing conduct has occurred
- V. preventing recurrence of harassing conduct

2. Awareness and Responsibility

The SGAC Harassment Policy is predicated on the principles of collective and individual responsibility in creating awareness and preventing harassment.

The SGAC endeavours to raise awareness by:

- Reinforce awareness of the Harassment Policy among SGAC members, including confidential reporting aspects, to ensure that members feel comfortable and confident raising concerns through the processes defined in this Policy.
- Implementing a Harassment Training Course to raise awareness about harassment, abuse of authority and sexual harassment which has to be completed by all SGAC active members (elected or appointed to a SGAC position including volunteer and staff members)*
- Implementing a Harassment Quiz which has to be completed by all SGAC active members (elected or appointed to a SGAC position including volunteer and staff members)*
- Ensuring that the Harassment policy, Harassment Training Course and Harassment Quiz are publicly available in the SGAC Policies section of the SGAC website
- Appointing a Code of Conduct Committee which is here to support, advise, offer counselling to any member of SGAC who wishes to learn more about harassment, report and instance of harassment or which has received a report on an instance of harassment

* All SGAC active members (elected or appointed to a SGAC position including volunteer and staff members) are required to undertake the Harassment Training Course and Harassment Quiz as part of their Onboarding process to enhance their understanding of and compliance with this policy within a period of 6 months after their official appointment/election.

3. Identifying Harassment

To create a favourable environment of awareness, it is important to label the different types of harassment. Each type of harassment can negatively impact a single victim as well as the whole organisation, bringing with it loss of productivity or motivation, resignations or discomfort.

3.1 Discriminatory Harassment

Discriminatory harassment is conduct that denigrates or shows hostility toward an individual in the following forms:

- A. Racial and ethnic harassment: discriminatory behavior towards a person based on race, national or ethnic origin, as well as perceived attributes.
- B. Gender harassment: discriminatory behavior towards a person based on their gender.
- C. Religious harassment: discriminatory behavior towards a person based on their religious beliefs.
- D. Disability-Based harassment: discriminatory behavior towards individuals who either suffer from a disability themselves, are acquainted with a disabled person or people, or use disability services.
- E. Sexual orientation-based harassment: discriminatory behavior towards a person's sexual orientation for example, heterosexual, homosexual, bisexual, asexual, etc.

3.2 Personal and Physical Harassment

The harassment is directed towards the personality of the victim to intimidate him/her and in some cases it includes behaviours that aim at physically hurting the victim, or just threatens the safety of a person. In these cases, the victim is not exclusively part of a minority.

3.3 Verbal/Written Harassment

Verbal/written harassment is a destructive form of communication intended to harm the self-concept of the other person and produce negative emotions.

Verbal/written harassment includes actions such as using curse words, shouting or yelling at someone, making demeaning jokes about someone, sending emails, texts or letters with rude slurs, sending emails with offensive content, mimicking someone's accent in a manner meant to embarrass them, or making disparaging comments about someone.

3.4 Psychological Harassment

Psychological harassment is a form of emotional abuse which affects an employee's dignity. It is often humiliating and is aimed at lowering the victim's self-esteem.

Some examples of psychological harassment include dismissing the victim's ideas as senseless, denying the victim any attention, spreading rumors about the victim, discrediting

their achievements or giving no appreciation for their efforts, using harsh words, going against the victim at every possible moment, and so on.

3.5 Power Harassment - Abuse of Power

Power harassment behaviour underlined the disparity between the harasser and the harassed, highlighting the existence of a hierarchy. Abuse of authority is the improper use of a position of influence, power, or authority by a staff or volunteer member against another staff or volunteer or group of volunteers. This is particularly serious when a staff member uses his or her influence, power or authority to negatively influence the conditions of another staff member or volunteer. Abuse of authority is when individuals use their power or authority in a way which serves no legitimate work purpose and which ought to reasonably be known as inappropriate.

3.6 Third party harassment.

Third party harassment is a type of workplace harassment that's perpetrated by a "third party" – someone from outside of the organization, for example, a vendor, supplier, customer or client of the organisation.

3.7 Cyberbullying

This kind of cyber harassment aims at humiliating the victim or spreading lies or gossip about the victim, or sending harassing messages directly to the victim. In an organisation like SGAC, where the majority of the members work voluntarily and remotely, cyberbullying is a risk to be avoided.

Hate Speech: The use of SGAC's online persona to promote hate speech against a certain race, sex, religion or political affiliation is considered cyber-harassment.

Pornographic Content: SGAC emails, social media and website and any other relevant online platform that relate to the SGAC's identity, objectives and values should never be used to carry or transmit sexual content.

3.8 Sexual Harassment

Sexual harassment is sexual in nature and generally includes unwanted sexual advances, conduct or behaviour.

Examples include sending suggestive letters, notes, or e-mails; displaying inappropriate sexual images or posters in the workplace; telling lewd jokes, or sharing sexual anecdotes; making inappropriate sexual gestures; staring in a sexually suggestive or offensive manner, or whistling; making sexual comments about appearance, clothing, or body parts; inappropriate touching, including pinching, patting, rubbing, or purposefully brushing up against another person; asking sexual questions, such as inquiries about someone's sexual history or their sexual orientation; and making offensive comments about someone's sexual orientation or gender identity.

Quid pro quo ("something for something") harassment is when a person in authority tries to trade job benefits for sexual favours. This can include hiring, promotion, continued appointment or any other terms, conditions or privileges of employment.

3.9 Retaliation Harassment

Retaliation harassment is harassment against a person for reporting harassment, filing a complaint of discrimination or harassment, or participating in the investigation or adjudication of such a complaint. This includes retaliation against persons who assist others in bringing a complaint of discrimination or harassment by offering advice and moral support or by giving testimony or documentary evidence in response to a complaint.

Retaliation includes acts or words that constitute intimidation, threats, or coercion intended to pressure any individual to participate, not participate, or provide false or misleading information during any proceeding under this policy. Retaliation may include abuse or violence, other forms of harassment, excluding the target from professional activities, promotions or appointments, shifting the target to a less desirable position or tasks, subjecting the target to excessive scrutiny and/or making false statements about another person in print or verbally with intent to harm their reputation and/or morale.

4. Procedures for dealing with Harassment

This section outlines the reporting process after identifying a violation of the "Harassment Policy" at SGAC.

Allegations of harassment will be viewed seriously and investigated promptly and thoroughly. If such allegations are proven, the alleged perpetrator may face corrective action.

Frivolous or malicious allegations will be viewed in a serious light, and the person making such allegations may also face corrective action.

All information shall remain confidential to the greatest extent possible with the greatest possible care taken to ensure the privacy of those involved and information pertaining to the matter shared strictly on a "need to know" basis.

SGAC is committed to providing appropriate support to victims and witnesses of harassment, including making the necessary resources available to eliminate all forms of unfair discrimination.

4.1 Reporting Process

Any volunteer or paid staff at SGAC who believes they have been subjected to harassing conduct should report the matter to either:

- a. their immediate "supervisor"¹ (this includes Event Managers, Project Group Co-Leads, Team Coordinators, Regional Coordinators and National Points of Contact)
- b. SGAC Executive Director
- c. SGAC Co-Chairs

¹ In case that the harasser is the immediate "supervisor", the volunteer shall contact the second line "supervisor" (for instance if the harasser is a Project Group Co-Lead, the volunteer can contact the Project Group Coordinators) or the SGAC Executive Director, SGAC Co-Chairs or the Recruitment Coordinator.

- d. SGAC Human Resource Coordinators
- e. Any other SGAC member the volunteer or paid staff feels comfortable reporting to

The aim of the complaint is to describe the specific offensive act, the time, location and circumstances under which they took place and any other information relevant to the case. This information is necessary to facilitate the following process.

Formal complaints will be dealt with rapidly in the strictest of confidence. The person submitting the complaint should address it in writing on a strictly confidential basis. The information obtained during the reporting and evaluation process shall not be used for a person's or organisation's advantage, or disadvantage/discredit others, neither before, during or after the evaluation process.

Upon receiving an allegation of harassment or witnessing what is believed to be harassing conduct, the receiver shall immediately:

1. Inform a member of the SGAC Code of Conduct Committee.
2. The Code of Conduct Committee shall assess the situation to determine the severity of the alleged misconduct and whether any immediate corrective action is required (*you do not need to wait for the whole reporting process to be finalised to take immediate action to protect the harassed member - the most important is the members' safety*). I.e.: temporarily suspend a member from an activity until the final decision is taken.
3. Consult with the Code of Conduct Committee (CCC). The CCC is composed of:
 - SGAC Executive Director
 - SGAC Co-Chairs
 - One of the SGAC Human Resources Coordinators
 - One of the SGAC General Counsels

Only those members of the CCC will be allowed to participate in an investigation who shall be deemed not to have any conflicts of interests (as defined in Section F of the SGAC Code of Conduct) in the matter. A member of the CCC can be removed from an investigation if the rest of the CCC votes by majority to remove them due to conflict of interest. Members of the CCC may decline to be part of the investigation if they feel unable to provide fair and unbiased evaluation outcomes and not allow their assessment to be influenced by the origins of a report, by nationality, religious or political beliefs, gender or other characteristics of the proposers, or by commercial considerations. The CCC members shall be objective and constructive in their assessment, refraining from being hostile or inflammatory and from making libellous or derogatory personal comments.

In the case where a violation of the Code of Conduct is alleged against the SGAC Executive Director, or either of the SGAC Co-Chairs, or and the person submitting a report does not believe that the issue can be adequately addressed by the CCC, the Arbitration Committee, as defined in SGAC Statute Article XVIII, can be established to conduct the investigation.

4.2 Reporting during an SGAC event

If a volunteer or paid staff at SGAC believes he or she has been subjected to harassing conduct during an event, the volunteer or paid staff can decide to report on the case referring to the Event Manager and the Executive Director and SGAC Co-Chairs if in attendance or any other member of the volunteer or paid staff feels comfortable reporting to.

The receiver of the harassing conduct report should immediately:

1. Inform the Event Manager, the Executive Director and SGAC Co-Chairs if in attendance. If the Executive Director and/or SGAC Co-Chairs are not present at the event, the Event Manager is responsible for immediately informing the Executive Director and SGAC Co-Chairs about the situation and consulting them regarding the best way to handle the situation.
2. It is fundamental to note that the most important thing is volunteer and paid staff's safety. The Event Manager should take the immediate actions necessary (mediation/corrective action) to protect the volunteer or paid staff and this action prevails over any other responsibilities of the Event Manager.
 - a. If mediation proves to be effective to solve the case reported, the Code of Conduct Committee is still responsible to document the case for the record.
 - b. If mediation is not sufficient to solve the case, it is recommended to determine the severity of the alleged misconduct and whether any immediate corrective action is required (i.e. temporarily suspension of a member from the event).

Once the event is over, the Event Manager is responsible to report to the CCC and start the reporting process as described in Section 4.1.

4.2 Enquiry and Fact-Finding

Upon receipt of a complaint, the CCC shall appoint an Executive Member as Code of Conduct Officer (CCO) to further investigate the complaints.

The fact-finding shall include, at a minimum, interviews with: (1) the alleged victim, (2) the alleged harasser(s), and (3) any witnesses to the alleged conduct.

The fact-finding is conducted by the CCC and the CCO. The fact-finding process should not last more than 1 month.

The Committee shall document any refusal to cooperate in the fact-finding process. A written report (Fact-Finding Report) shall be prepared by the CCC and CCO.

All information shall remain confidential to the greatest extent possible with the greatest possible care taken to ensure the privacy of those involved and information pertaining to the matter shared strictly on a "need to know" basis.

If the issue cannot be resolved, the CCC and CCO may decide to call an Investigative Committee in as per the SGAC by-law 8.0 (the SGAC Statutes and Bylaws can be found on the [SGAC website](#)). The Fact-Finding Report will be transmitted to the Investigative Committee.

You can download a visual summary of the procedures [here](#).

4.3 Corrective measures

In assessing harassment cases for corrective measures, the impact on the victim shall override the intention of the alleged harasser. The harassment principle “intention of impact excuses” will not be upheld; it shall be no defence against proceedings arising from misconduct.

In determining the impact of harassment, the harasser’s conduct shall be evaluated from the objective standpoint of a “reasonable victim,” with consideration of the victim’s perspective and not stereotyped notions of acceptable behaviour. The impact on the victimized person is what matters, not the intent of the alleged harasser.

Corrective measure	Definite revocation of SGAC Membership	Temporary suspension of SGAC membership (suspension time defined depending on the gravity of the case)	Temporary suspension from position within SGAC (suspension time defined depending on the gravity of the case)	Mediation from the IC with the “victim” and the “harasser”
Violation of the Harassment Policy is proven?	Proven	Proven	Proven	Not proven
Outcomes of the Investigative Committee	Severe gravity cases where physical or psychological integrity of the victim is compromised	Medium gravity cases which could be mitigated with a temporary suspension	Medium to low gravity cases which could be mitigated with a temporary suspension	Important misunderstanding which could be solved with a mediation process

4.4 Counselling services

The CCC remains available to support any member of SGAC that might have felt a harassment instance, has any doubt on the harassment policy, or simply needs advice or counsel in any harassment-related matter. Approaching the CCC is not just for punitive actions, but also as a friend within SGAC that can help resolve conflicts. The CCC can be contacted at ccc@spacegeneration.org.

5. Review of Policy and Procedures

The SGAC "Harassment Policy" shall ensure the understanding of what constitutes harassment, abuse of authority and sexual harassment. The Harassment Policy shall be reviewed at least on an annual basis and approved by the Executive Committee.