

SoP for the Prevention and Response to Sexual Harassment in the Civil Service

Standard Operating Procedure for the Prevention and Response to Sexual Harassment in the Civil Service



Sexual Harassment

Sexual harassment in the civil service refers to any unwelcome physical, verbal, or non-verbal conduct of a sexual nature (including technology-facilitated) that affects working conditions or creates a hostile work environment. This includes but is not limited to using position to gain sexual favours.

Purpose

- Foster a safe, respectful, and inclusive work environment.
- Proactively prevent and address sexual harassment.

Scope

- Applies to civil servants, volunteers, consultants, and others in work-related activities.
- Includes settings like social events, conferences, and travel.

Principles



Types of Sexual Harassment:

Verbal or Written: Unwelcome comments, jokes, requests for favors, spreading rumors, etc., communicated in person, digital, or in writing

Physical: Unwelcome touching, kissing, hugging, patting, brushing up against someone, standing too close in an intimate or intimidating way.

Non-verbal: Sexually suggestive looks, whistling, gestures, following someone persistently (including online), sending sexual texts/emails/messages.

Visual: Displaying or sharing sexual posters, drawings, pictures, emails, or videos.

Hostile Work Environment: When ongoing behaviors, even if not directed at one person, create an intimidating, hostile, or offensive workplace, like a team culture tolerating sexist jokes or managers ignoring complaints

Fostering a safe, respectful, conducive, and inclusive work environment.

“ zero- tolerance approach towards sexual harassment in any form

Protection Against Retaliation

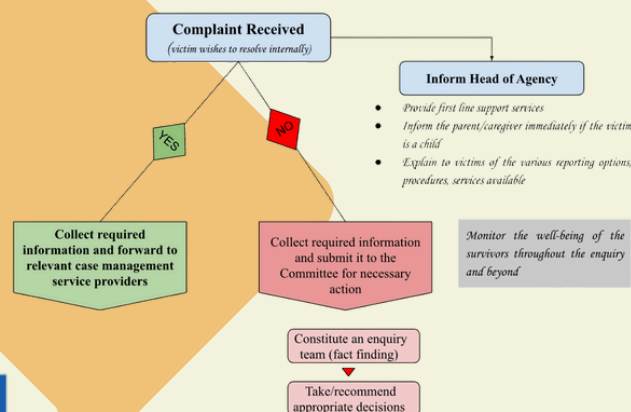
Any detrimental action threatened or taken because someone reported or cooperated in good faith



Reporting Mechanisms

- 1** A civil servant or anyone working with civil servants can report incidents in any form of communication.
- 2** Report to Go-To Person/alternate Go-To Person, Head of Agency, Supervisor, RCSC, relevant service providers, or the RBP
- 3** There is option of anonymous reporting to the Go-To Person if you feel threatened.
- 4** A third party can also lodge a complaint on behalf of the victim, but only with informed consent

Process for Referral



Important contacts

hrmd@rcsc.gov.bt

Royal Civil Service Commission

(Case review, Implement, monitor and report)

02-325199

wcdncwc@ncwc.gov.bt

National Commission for Women and Children Secretariat

(Capacity building Awareness program Monitoring)

1098 (Helpline)

rsd@thepema.gov.bt /

helpline@thepema.gov.bt

The PEMA Secretariat

(Psychosocial support as per the need-based assessment)

113 (Toll-Free)

rbp.hotline@rbp.gov.bt

Royal Bhutan Police

(Legal action, emergency protection)

info@renew.org.bt

RENEW

(Legal aid, shelter services, survivor counseling)

02-323811

One-Stop Crisis Center (OSCC)

(provide critical services to survivors of violence, particularly women and children)

1257 (Toll-free)

Nazhoen Lamtoen

(Case management Shelter for Children)