



BASQUE CENTRE  
FOR CLIMATE CHANGE  
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**BC3 PREVENTION AND ACTION PROTOCOL AGAINST  
SEXUAL HARASSMENT, GENDER-BASED HARASSMENT  
OR HARASSMENT BASED ON GENDER IDENTITY OR  
SEXUAL ORIENTATION**

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## 1. Declaration of Principles

Harassment - whether sexual harassment, gender-based harassment, or harassment based on gender identity or sexual orientation (defined in point 3 of this protocol) - is a serious human rights violation and cannot be tolerated.

In its bid for equality and human welfare in performing its tasks, BC3 has conducted a participative process through sessions with male and female workers, the Commission on Equality, and the Scientific Director and the Operations Manager of the Centre. Agreements have been reached at these sessions about both the contents of this protocol and the behaviour exemplifying harassment by way of illustration, which are not in any way exhaustive. In addition to the resulting document, this participative process represents an instrument to raise sensitivity to and awareness about, as well as to prevent, sexual harassment, gender-based harassment, or harassment based on gender identity or sexual orientation, furthering the foundations of BC3 corporate culture in the principles of security, dignity and equality, and in valuing the diversity of all the individuals comprising the organization.

This protocol presents a procedure aimed, on the one hand, at the protection of the persons being harassed; on the other, at supporting the strengthening of the responses and strategies that are put in place to deal with harassment; and, above all, at the prevention of this type of behaviour. It is also a guarantee of fair treatment and a fair hearing for those accused of harassment and a commitment to confidential proceedings.

## 2. Scope and Areas of Application

This protocol shall apply to all persons in labour relations with BC3, whatever their contractual status, and the harassment cases that may arise in the following areas:

- In the place and time of work, as well as in travelling to or from BC3.
- Harassment occurring on missions; i.e., in the course of travelling to a place other than the usual to conduct an activity assigned by the Centre.
- In the performance of tasks entrusted by BC3 or carried out spontaneously in the interest of the proper functioning of the Centre, even if they are different from the usual ones, different from their professional category or at a different work schedule from the usual one, always within the framework of an institutional relationship - if the expenses associated with those tasks are financed by BC3. For example, when a researcher is invited to lecture in the Centre and afterwards taken to dinner.
- Harassment perpetrated through communication technologies made available by BC3 (ex., by e-mail, WhatsApp work group, over LinkedIn, Facebook or Twitter).

### 3. What is considered Harassment?

Harassment is any action that creates a hostile, intimidating or humiliating environment for the person being harassed. It is not necessary for the person harassing another to intend for their actions to be harassment. It must be underscored that the law does not require either the repetition of harassing behaviour or express rejection of the victim if it is inferred from the acts that such a conduct is unwanted.

It seems fundamental to distinguish between harassing and non-harassing behaviour, and to do this, it is indispensable to analyse the context where it occurs, since a vital part of this definition has to do precisely with context. Several features differentiate harassment from relations involving healthy jokes, coquetry or flirting:

HEALTHY BEHAVIOUR	HARASSMENT
It is mutual, with all the parties involved participating willingly.	It is unilateral. It is unwanted, unreasonable and offensive.
It increases self-esteem and gives self-confidence.	It weakens self-esteem and self-confidence.
It is desired by both parties.	Only one of the parties wants it.
It makes people feel well.	It humiliates and insults.
It is amusing.	It is uncomfortable.
It makes one's day.	It contaminates the working atmosphere.
It respects personal boundaries.	It does not respect personal boundaries.

This protocol specifically regulates harassment based on the following:

1. **Gender-based harassment:** conduct aimed at reinforcing the traditional gender roles on being women or being men that punish any deviation from these norms of gender and the display of new behavioural models. One example of this type of harassment would be ridiculing those who assume tasks traditionally done by the opposite sex, such as making fun of a man who requests a workday reduction to care for his children while his wife continues to work full-time, or calling a woman who increases her workload because of an important project and/or who usually has to travel while her husband takes care of their children a bad mother.
2. **Sexual harassment:** the set of acts that are sexual in nature. One example of this harassment would be exhibitionism.
3. **Harassment based on gender identity or sexual orientation:** this is practised against those whose gender does not coincide with that with which they were born and/or who feel emotional, romantic or sexual attraction to those of their same gender and/or sex. It purports to punish what the perpetrator considers an offence against the normal. One example of this would be rumours and jokes about the sexual orientation of an individual.

Based on the difficulty entailed by attempts to enlist each and every one of the possible cases of harassment that may occur, it is not just impossible but also ill-advised to prepare exhaustive lists of

harassment examples, since specific forms of harassment may go unnoticed or remain unpunished if not included.

Hence, the forms of behaviour enumerated in the following table – prepared in the participative process conducted in BC3 – seek to provide orientation, although all those forms that are not on the list but are assessed as such by the specialized unit that will apply the protocol and are accepted by the Scientific Director and the Operations Manager, who will be responsible for deciding the measures or sanctions to adopt, may be considered harassment:

TYPE OF BEHAVIOUR	EXAMPLES
VISUAL	<ul style="list-style-type: none"> <li>- Ogling, staring lustfully.</li> <li>- Staring repeatedly at breasts, genitals or buttocks.</li> <li>- Exhibiting images with sexual content.</li> <li>- Making obscene gestures.</li> <li>- Exhibiting genitalia.</li> <li>- Peeping.</li> <li>- Ridiculing people who take on tasks traditionally assumed by the opposite sex.</li> </ul>
VERBAL	<ul style="list-style-type: none"> <li>- Insistently asking for dates.</li> <li>- Asking about another's personal or sexual life, causing discomfort</li> <li>- Making lascivious comments.</li> <li>- Making sexist jokes or comments.</li> <li>- Whistling at a person.</li> <li>- Making sexual comments or insinuations as to the physical appearance of a person.</li> <li>- Making sexual insinuations.</li> <li>- Spreading sexual rumours or gossip about another person.</li> <li>- Pressuring someone with the purpose of sexual ends when that person has already said no.</li> <li>- Pet names, "endearing" epithets.</li> <li>- Making offensive compliments.</li> <li>- Making derogatory comments about gender, gender orientation or sexual identity in general.</li> <li>- Making unwanted impertinent telephone calls.</li> <li>- Remarks that imply or insinuate unfavourable differences based on gender, gender identity or sexual orientation.</li> <li>- Everyday comments on topics such as hairstyle or clothing when made insistently or accompanied by other behaviour that may lend the remark another meaning.</li> </ul>

	<ul style="list-style-type: none"> <li>- Insensitivity to gender or high-handed behaviour.</li> <li>- Making jokes about the intellectual capacity or limited abilities of a person based on gender, gender identity or sexual orientation.</li> </ul>
WRITTEN	<ul style="list-style-type: none"> <li>- Sending unwanted love poems or notes, including those sent through Information and Communication Technologies (ICTs).</li> <li>- Sending any type of pornography, including that sent through Information and Communication Technologies (ICTs).</li> <li>- Sending suggestive notes, including those sent through Information and Communication Technologies (ICTs).</li> </ul>
CONTACT	<ul style="list-style-type: none"> <li>- Invading personal space.</li> <li>- Patting any part of the body that may be considered inappropriate by the receiver.</li> <li>- Grabbing any part of the body that may be considered inappropriate by the receiver.</li> <li>- Pinching any part of the body that may be considered inappropriate by the receiver.</li> <li>- Stroking any part of the body that may be considered inappropriate by the receiver.</li> <li>- Kissing any part of the body that may be considered inappropriate by the receiver.</li> <li>- Hampering the movement of a person in search of physical contact.</li> </ul>
POWER	<ul style="list-style-type: none"> <li>- Using one's formal or informal hierarchical position to ask for dates or sex.</li> </ul>
THREATS	<ul style="list-style-type: none"> <li>- Quid pro quo.</li> <li>- Threatening to fire if consent to something is not given.</li> <li>- Blocking or accelerating the access to benefits, contacts or projects.</li> </ul>
FORCE	<ul style="list-style-type: none"> <li>- Rape.</li> <li>- Physical aggression.</li> <li>- Using physical superiority (height, build, etc.) to dominate another person in any way.</li> </ul>

## 4. Who can report harassment

1. **Whoever suffers harassment.** Such harassment may be perpetrated by (a) specific person/s (interpersonal harassment) as well as the environment (hostile environmental harassment).
2. **Whoever knows a case of harassment.** It is important for every BC3 worker to be committed to the creation of an equitable working environment. For this reason, indirect reporting is encouraged. Action in this case implies that the specialized unit will get in touch with harassment victims and inform them that such a situation has been reported.

The different options available will be assessed in an interview and, if the harassment victim accepts, the procedure will go ahead.

Should the harassment victim not want to go ahead with the procedure, either because they do not consider themselves harassed or they are afraid of the potential consequences it might cause, their wishes will be taken into account, although any concerns, doubts or fears that they may have will be dealt with.

Should the specialized unit consider it a case of sufficient solidity for BC3 intervention to prevent similar future situations, whether against the same harassment victim or another, the procedure may continue even without their consent, although in that case, the report will clearly indicate that they deny participating in the process.

## 5. What can I do if I suffer harassment and do not know if I want to activate the protocol?

Occasionally, although we suffer harassment, it is hard to confront a process that entails the involvement of other persons. Officially reporting that you are suffering harassment is always an option, but even when the decision to activate the protocol is not necessary and will not interfere with your version of the facts being more or less credible, there are certain things you can do while deciding to go through with it or not. Remember: it is not necessary for you to expressly reject the behaviour of the person harassing you for it to be considered harassment. None of these things are necessary to activate the protocol.

1. Should you feel able to and consider it is safe, and that it will not worsen the problem, you might ask the person harassing you to stop, making it clear that it is unwanted behaviour. Should you do this in writing, keep a copy.
2. You may attempt to speak with other persons from BC3 about what is happening to you; it is possible you are not the only one suffering and you can join forces.
3. Go to the Gender Focal Point (see Section 6) and request information about the process. This consultation will be confidential and will not entail activation of the protocol unless you want it. Based on the information you receive regarding regulated behaviour, the steps to follow and the consequences of the procedure, it is up to you to decide whether or not you want to initiate proceedings. It is only when the Gender Focal Point considers the situation a risk for the rest of the workforce that BC3 can act preventively, without your consent.
4. Keep a record of events: you may or may not have tried the previous suggestions, but the harassment might be still going on and you still do not know if you are going to report it. Having a written record of who harassed you, what happened, when it happened, or whether or not there were witnesses will make things easier should you decide to initiate proceedings.

Remember: you can activate the protocol at any time. It does not have to be immediately after an aggression.

## 6. Who can I inform of the harassment I suffer or how do I know if I have experience harassment?

If you are suffering harassment, if you think an uncomfortable situation you are experiencing could be harassment although you do not know what it is specifically called, or if you know harassment is happening in the areas described in this protocol, you have two options:

1. Contact the BC3 Gender Focal Point and request activation of the protocol. You may do this through the channels of contact specified in Annex 1.
2. Contact the unit charged with managing the protocol so it can be activated. You may do this through the channels of contact specified in Annex 1.

## 7. What happens once harassment is reported?

At BC3, protocol management is outsourced, to be conducted by personnel who are experienced in the matter. This unit has the job of conducting the initial interviews with the person presenting the case and those taking part in the investigation procedure – both the parties involved and the persons who may have information in such regard, if considered necessary – and drawing up a proposal for measures to adopt in each event. This proposal for measures will be submitted to the Scientific Director and the Operations Manager, who will ultimately decide what measures or sanctions to adopt.

Access to this unit, as indicated in the previous point, may be had directly, or through the Gender Focal Point.

Once the specialized unit receives the information about the case, whether verbally or in writing, it will get in touch with the person reporting and set a date for interview within a time frame not exceeding 3 working days. At this interview, the unit personnel will take down the initial statement of the facts in writing and verify whether it is a situation related to gender, having sexual connotations, or relates to gender identity or sexual orientation, without specifying whether or not it is harassment for the time being. This statement should identify the person harassed, the person reporting harassment – if other than the victim – and the person harassing, unless it is a case of hostile environment harassment. The facts, incidents and possible witnesses to the harassment must be described in as much detail as possible. This statement of facts must be signed by the person reporting.

If the person reporting is not the person suffering harassment, the specialized unit will call for this party to offer their version of the facts and indicate if they wish to initiate proceedings. Should they wish to do so, they must sign the statement they make of the facts. Should they not wish to do so, the proceedings will stop, but the statements gathered will remain on the records of this protocol for the time being. Should the specialized team consider the situation to affect not just the person

harassed, but to pose a possible risk to the rest of the workforce, it may propose preventive measures regarding the case.

Once the situation reported has been verified as falling under the regulation of this protocol, the harassment victim will receive an explanation of the 3 paths that the process may follow:

1. **Proceedings for hostile environment harassment:** where harassment does not occur directly from one person to another, but consists of behaviour giving rise to a hostile, intimidating or humiliating environment to the workforce in general (for example, sexist jokes: "how do women reach management posts? From below, on their knees"; discriminatory comments: "a woman is better prepared to organize this event because men cannot do two things at once"). In this case, the measures that the specialized unit may propose will be sensitizing and/or awareness-raising, targeting the entire Centre workforce. This process shall last, at most, 7 calendar days and may exceptionally be extended for 3 days.

2. **Informal proceedings or complaint:** where it is considered possible to solve the harassment by mediation with the person concerned in the complaint. This is faster than the formal procedure and its aim is to resolve the situation outside official channels.

This process shall last, at most, 7 calendar days and may exceptionally be extended for 3 days. During these proceedings, the specialized unit will confidentially interview both the victim and the person concerned in the complaint. The person presenting the complaint may be present if they decide to be, and the person accused may explain themselves as they consider appropriate, in order to draw up a narrative of the facts and contrast the impressions of both parties, as well as to reflect possible proposed solutions they may wish to bring forward. The person accused will be informed of the consequences they may face if formal proceedings are initiated, and agreement as to behavioural changes by the person harassing will be reached with the parties so as to cease all future harassment. This decision shall be reported to the Scientific Director and the Operations Manager.

Should either of the parties not agree to the measures proposed by the unit and/or should the behaviour be repeated, the opening of formal proceedings may be requested.

3. **Formal proceedings or report:** where the seriousness of the case does not allow for mediation or where any of the parties involved in informal proceedings is not satisfied with the resolution of the case and requests the opening of formal investigation proceedings.

The opening of such formal proceedings in the Centre does not hamper the harassment victim from going to Work Inspection, Social Security or having parallel judicial recourse at any point of the proceedings; however, if this is done, internal proceedings must be put on hold until such claims are resolved.

This process shall last, at most, 10 calendar days and may exceptionally be extended for 3 days. During this time, the specialized unit shall confidentially interview the harassment victim and, if considered necessary, propose precautionary measures to be adopted to the Scientific Director and the Operations Manager to guarantee the welfare of the person reporting. Afterwards, the person that has been accused will be interviewed to find out their version of the facts. The unit may call as many persons as it considers necessary as witnesses and may

access the Centre to evaluate the installations, if needed. Once the proceedings are completed, it will prepare the proposal for disciplinary measures to be brought up with the Scientific Director and the Operations Manager, who will adopt a decision within a maximum term of 10 days.

Both the person presenting the case and the person accused may be accompanied by a person they trust throughout the proceedings. These persons shall not participate in the interviews or bear witness; their task shall be that of providing company and moral support.

In choosing one path or another, the specialized unit shall bear in mind the explicit demand of the person presenting the case, although it may decide differently if its assessment is not the same. I.e., if the event reported is considered more serious than the person reporting it has claimed, it may choose proceedings other than those requested, and vice-versa.

BC3 guarantees at all times that neither those reporting an incident nor those acting as witnesses shall suffer retaliation for it, and, should an accusation be proven untrue, shall ensure the reinstatement of the accused. Should the person accusing or any of those acting as witnesses be shown to have acted in bad faith against the person about which the complaint and/or report is filed, proper disciplinary measures shall be taken against those who have done this.

On a quarterly basis, the Commission on Equality shall be provided with a report on the **statistical data** regarding cases attended to, so that it can draw up an assessment of protocol evolution. These reports shall be confidential and anonymous, without providing personal data of either the person harassed or the alleged harasser, intended solely for the use cited.

## 8. What precautionary measures may be applied during proceedings?

Precautionary measures shall be taken if there are sufficient indications that harassment exists. These shall depend on the circumstances and must be assessed as to convenience and feasibility:

- Separating the harassment victim from the aggressor: a change of work post and/or shift may be implemented, preferably for the aggressor, and for the harassment victim only if this is not possible. This precautionary measure may be proposed by the specialized unit as well as by any of the parties involved.
- Establishing steps for monitoring and control to verify that the harassment does not recur.
- Providing the harassment victim with the medical and psychological support that they may need.
- BC3 is committed to follow up the complaint and take preventive measures to avoid the repetition of similar situations.

## 9. What sanctions may be applied in the event of harassment?

The conduct regulated in this protocol shall be classified along a spectrum<sup>1</sup> in accordance with 6 categories, some examples of which are given. These are not intended to represent all possible forms of harassment. It should also be kept in mind that, depending on the context and analysis by the specialized unit, a form of behaviour on one level in this section may change to another; therefore, this list does not represent an unchanging gradation:

1. **Generally non-offensive conduct:** for example, everyday comments about things like hairstyle or clothing: “I like your new haircut” or “That colour suits you”. Normally, these are not considered offensive comments, although the circumstances surrounding them may make them so. For example, non-verbal displays such as lascivious gestures, laughter accompanying the comments, or habitual and unnatural repetition may put them in another category.
2. **Awkward / mildly offensive conduct:** for example, comments and acts that imply or insinuate unfavourable distinctions by reason of gender: “We can’t talk any more when women are around”, “you men only think of sex”, “he’s not a real man, he can’t take a joke”, etc.; or sending unwanted love poems or notes, including those sent through Information and Communication Technologies (ICTs).
3. **Offensive conduct:** for example, gender insensitivity or high-handed behaviour; paternalistic, derogatory or exclusionary behaviour; insinuations to the effect that the family is a distraction to the exercise of a profession in women; gaslighting – psychological manipulation – to cause discomfort: “you’re imagining it”, “you’re exaggerating”; ridiculing people who take on tasks traditionally assumed by the opposite sex; using pet names, i.e., “endearing” epithets; making lascivious comments; making undesired impertinent telephone calls; comments implying or insinuating unfavourable differences based on gender, gender identity or sexual orientation; spreading rumours or gossip; making sexist jokes or comments; or making comments with sexual double meanings.
4. **Very offensive conduct:** for example, behaviour or comments that are intentionally demeaning: comments about physical attributes used as insults; jokes about the intellectual capacity or limited abilities of a person based on gender; asking about one’s personal or sexual life and causing discomfort; making offensive compliments; spreading sexual rumours or gossip about another person; sexual comments or insinuations about the physical aspect of a person; or sending suggestive notes, including those sent through Information and Communication Technologies (ICTs).
5. **Evident misconduct:** for example, rude or physically invasive behaviour: looking a person up and down in a sexually suggestive manner; grabbing, pinching, patting or stroking a person in an unwanted way; kissing someone who does not want or expect this (above and beyond a standard greeting); ignoring a person’s disinterest in a personal or intimate relationship and continuing to insist; rude jokes demeaning people based on their gender, gender identity or

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<sup>1</sup> Adapted from “The Spectrum of Sexual Misconduct at Work (SSMW)” Kathleen Kelley Reardon (2018)

sexual orientation; suggesting that a woman uses her sex to advance in her career; sending any type of pornography, including over the Information and Communication Technologies (ICTs); ogling, i.e., staring lustfully; repeatedly staring at breasts, genitals or buttocks; exhibiting images with sexual content; peeping; asking insistently for dates; making obscene gestures; or invading someone's personal space.

6. **Egregious misconduct:** for example, behaviour representing coercion, sexual abuse or aggressions: rubbing up or pushing against someone suggestively; explicit or implicit threat of damage to one's professional career if they do not engage in sex or sexual behaviour; rape; threats to block or offers to accelerate one's access to benefits, contacts or projects in exchange for sex; quid pro quo; use of physical superiority (height, build, etc.) to dominate another person in any way; exhibiting genitalia; or using one's formal or informal hierarchical position to ask for dates or sex.

BC3, in the absence of an agreement, and applying Articles 45, 54 and 58 of ROYAL LEGISLATIVE DECREE 2/2015 dated 23 October, approving the consolidated text of the Law on the Statute of Workers, establishes that:

1. The following sanctions may apply to conducts in levels 1 and 2:
  - Verbal reprimand
  - Reprimand in writing
  - Suspension from employment and salary for up to 2 days.
2. The following sanctions may apply to conducts in levels 3 and 4:
  - Written reprimand with warning.
  - Suspension from employment and salary for 3 to 15 days.
3. The following sanctions may apply to conducts in level 5:
  - Suspension from employment and salary for 16 to 60 days.
  - Temporary disqualification for promotion for a period of up to 3 years.
  - Disciplinary termination.
4. The following sanctions may apply to conducts in level 6:
  - Disciplinary termination.

There are also sanctions for false reports. It will be understood as such any accusation made with the knowledge that it is false and/or manipulating the truth, with the intention of harming the person accused. For a complaint to be considered false, firstly, it must be demonstrated that the act denounced did not occur and, secondly, that it was presented in bad faith with the intention of harming the interests of the other person. It must also have been made against a specific and



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identified person, i.e., mentioning their name and surname, and following the channels set out in this protocol.

The following sanctions may apply to false reports:

- Suspension from employment and salary for 16 to 60 days.
- Disciplinary termination.

This orientation table indicates what sanctions may be applicable for each harassment misconduct, but as has already been indicated, sanctions may vary based on the context where the behaviour occurs and the assessment of the facts made by the specialized unit and Executive and Middle Management.

CATEGORY	EXAMPLES	SANCTIONS
<p><b>Generally non-offensive conduct</b></p> <p>Everyday comments about things such as hairstyle and clothing: “I like your new haircut” or “That colour suits you”. Normally, these shall not be considered offensive, although the circumstances surrounding them may make them so</p>	<p>Everyday comments accompanied by:</p> <ul style="list-style-type: none"> <li>- non-verbal displays such as lascivious gestures or laughter</li> <li>- habitual and unnatural repetition</li> </ul>	<ul style="list-style-type: none"> <li>- Verbal reprimand</li> <li>- Reprimand in writing</li> <li>- Suspension from employment and salary for up to 2 days.</li> </ul>
<p><b>Awkward / mildly offensive conduct</b></p>	<ul style="list-style-type: none"> <li>- comments and acts that imply or insinuate unfavourable distinctions by reason of gender: “We can’t talk any more when women are around”, “you men only think of sex”, “he’s not a real man, he can’t take a joke”, etc.:</li> <li>- sending unwanted love poems or notes, including those sent through Information and Communication Technologies (ICTs)</li> </ul>	
<p><b>Offensive conduct</b></p>	<ul style="list-style-type: none"> <li>- insensitivity to gender or high-handed behaviour</li> <li>- paternalistic, derogatory or exclusionary behaviour</li> <li>- insinuations to the effect that the family is a distraction to the exercise of a profession in women</li> <li>- gaslighting – psychological manipulation – to cause discomfort: “you’re imagining it”, “you’re exaggerating”</li> <li>- ridiculing people who take on tasks traditionally assumed by the opposite sex</li> <li>- pet names or “endearing” epithets</li> <li>- making lascivious comments</li> </ul>	<ul style="list-style-type: none"> <li>- Written reprimand with warning.</li> <li>- Suspension from employment and salary for 3 to 15 days.</li> </ul>

	<ul style="list-style-type: none"> <li>- making unwanted impertinent telephone calls</li> <li>- remarks that imply or insinuate unfavourable differences based on gender, gender identity or sexual orientation</li> <li>- spreading rumours or gossip</li> <li>- making sexist jokes or comments</li> <li>- making comments with sexual double meanings</li> </ul>	
<b>Very offensive conduct</b>	<p>Behaviour of comments that are intentionally demeaning:</p> <ul style="list-style-type: none"> <li>- comments about physical attributes used as insults</li> <li>- making jokes about the intellectual capacity or limited abilities of a person based on gender</li> <li>- asking about another's personal or sexual life, causing discomfort</li> <li>- making offensive compliments</li> <li>- spreading sexual rumours or gossip about another person</li> <li>- making sexual comments or insinuations as to the physical appearance of a person</li> <li>- sending suggestive notes, including those sent through Information and Communication Technologies (ICTs)</li> </ul>	
<b>Evident misconduct</b>	<p>Rude or physically invasive behaviour:</p> <ul style="list-style-type: none"> <li>- looking a person up and down in a sexually suggestive manner</li> <li>- grabbing, pinching, patting or stroking a person in an unwanted way</li> <li>- kissing someone who does not want or expect this (above and beyond a standard greeting)</li> <li>- ignoring a person's disinterest in a personal or intimate relationship and continuing to insist</li> <li>- rude jokes demeaning people based on their gender, gender identity or sexual orientation</li> <li>- suggesting that a woman uses her sex to advance in her career</li> </ul>	<ul style="list-style-type: none"> <li>- Suspension from employment and salary for 16 to 60 days.</li> <li>- Temporary disqualification for promotion for a period of up to 3 years.</li> <li>- Disciplinary termination.</li> </ul>

	<ul style="list-style-type: none"> <li>- sending any type of pornography, including that sent through Information and Communication Technologies (ICTs)</li> <li>- ogling, staring lustfully</li> <li>- staring repeatedly at breasts, genitals or buttocks</li> <li>- exhibiting images with sexual content</li> <li>- peeping</li> <li>- insistently asking for dates</li> <li>- making obscene gestures</li> <li>- invading personal space</li> </ul>	
<p><b>Egregious misconduct</b></p>	<p>Behaviour representing coercion, sexual abuse or aggressions:</p> <ul style="list-style-type: none"> <li>- rubbing up or pushing against someone suggestively</li> <li>- explicit or implicit threat of damage to one's professional career if they do not engage in sex or sexual behaviour</li> <li>- rape</li> <li>- threats to block or offers to accelerate one's access to benefits, contacts or projects in exchange for sex</li> <li>- quid pro quo</li> <li>- using physical superiority (height, build, etc.) to dominate another person in any way</li> <li>- exhibiting genitalia</li> <li>- using one's formal or informal hierarchical position to ask for dates or sex</li> </ul>	<ul style="list-style-type: none"> <li>- Disciplinary termination.</li> </ul>

FORM OF FAULT	DEFINITION	SANCTIONS
<b>False report</b>	It will be understood as such any accusation made with the knowledge that it is false and/or manipulating the truth, with the intention of harming the person accused. For a complaint to be considered false, firstly, it must be demonstrated that the act denounced did not occur and, secondly, that it was presented in bad faith with the intention of harming the interests of the other person. It must also have been made against a specific and identified person, i.e., mentioning their name and surname, and following the channels set out in this protocol.	<ul style="list-style-type: none"> <li>- Suspension from employment and salary for 16 to 60 days.</li> <li>- Disciplinary termination in case of repetition.</li> </ul>

In addition to these sanctions, the Commission on Equality may propose measures of sensitizing or awareness-raising when it considers such timely, in accordance with the criteria of Executive and Middle Management.

**Acknowledgements**

BC3 is grateful for the cooperation of **SORTZEN CONSULTORIA SL**, and the time and attention it has given the Commission on Equality throughout the process.

Signed by BC3 – Basque Centre for Climate Change - Klima Aldaketa Ikergai management



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