



NO TO
sexual harassment



agency for open culture
& critical transformation

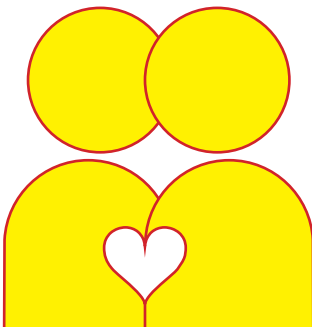
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r0g_agency SEXUAL HARASSMENT POLICY STATEMENT

The **r0g_agency** is committed to being a safe, open, and affirming work environment - in all spaces and contexts, including in offices, in the field, and online - free from any and all forms of discrimination and harassment, including sexual harassment. We believe in treating other people with respect and dignity, at all times and in all circumstances.

The **r0g_agency** has a zero-tolerance policy for all forms of sexual harassment, takes all incidents seriously, and promptly investigates all allegations of sexual harassment. Sexual harassment of any kind will not be tolerated, regardless of whether the harassment takes place on **r0g_agency** premises or within an outside context, including but not limited to social events, business trips, training sessions, or workshops run by the **r0g_agency** or its affiliated programs, including, but not limited to, the #defyhatenow, #MMN, and #ASKnet programs.

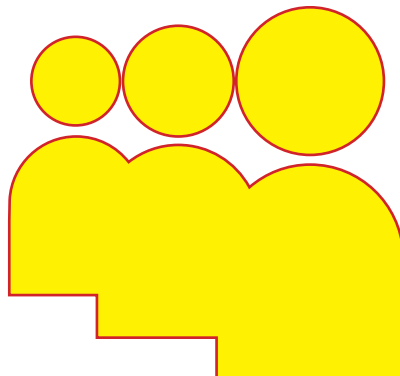
This sexual harassment policy applies to anyone working with the **r0g_agency**, including but not limited to all employees and contractors of the **r0g_agency**, partners, suppliers, trainers, trainees, workshop participants, and visitors.



In order to foster a safe work environment for everyone, the **r0g_agency** supports the principle of See IT - Report IT, meaning that anyone who witnesses an act of harassment is asked to report it.

All reports of sexual harassment will be treated with respect and in confidence. No one will be penalized for bringing forth a report. The **r0g_agency** strives to foster an environment in which everyone feels comfortable to speak up and report on any harassment they witness or directly experience. A report can be filed by anyone, regardless of whether the harassment was directly aimed at the person filing the complaint or witnessed by said person.

Any person found to have sexually harassed someone will face disciplinary action, up to and including immediate termination of the work contract, depending on the severity of the offence.



Definition of Sexual Harassment

Sexual harassment in the workplace is prohibited under German Law, specifically in section 2 of the General Equal Treatment Act of 2006 (Allgemeines Gleichbehandlungsgesetz). The legal definition of sexual harassment given in section 3(4) of the General Equal Treatment Act is "unwanted conduct of a sexual nature, including unwanted sexual acts and requests to carry out sexual acts, physical contact of a sexual nature, comments of a sexual nature, as well as the unwanted showing or public exhibition of pornographic images, which takes place with the purpose or effect of violating the dignity of the person concerned, in particular where it creates an intimidating, hostile, degrading, humiliating, or offensive environment."

Since 2016 sexual harassment in the form of physical contact constitutes a criminal offense under Section 184i of the criminal code and is punishable by imprisonment of up to two years and/or a fine.

Even in locations outside of German, the **r0g_agency** is committed to upholding the standard set forth by German law and prohibits sexual harassment of all kind.

For the purpose of the **r0g_agency**, sexual harassment is defined even more broadly as all situations in which people are discriminated upon based on their gender or sex and in which the actions of others create a hostile, intimidating, or humiliating environment. Sexual harassment therefore also includes harassment based on an individual's gender, gender identity, and gender expression.

We believe every individual is entitled to work in a supportive work environment free from harassment and free from situations in which employment, benefits, and promotions - whether real or implied - are tied to sexual activity or requests to engage in sexual activities of any kind.



Examples of conduct or behavior that constitute sexual harassment include, but are not limited to:

Physical Conduct

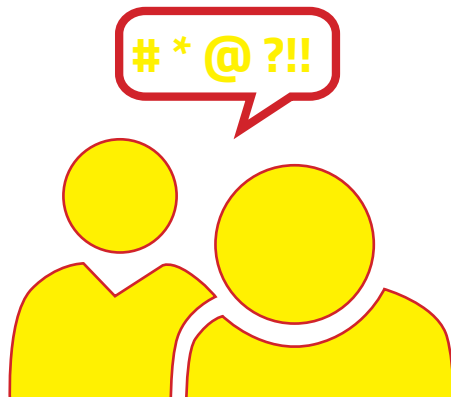
- Unwelcome physical contact, including patting, pinching, stroking, kissing, hugging, fondling, or touching of any kind.
- Any use of physical force, ever, ranging from pinching, pushing, up to and including all forms of sexual assault.

Verbal Conduct

- Unwanted or inappropriate comments on a worker's appearance
- Sexual comments and jokes
- Unwelcome sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by post, phone, email, social media, or any other mode of communications)
- Comments about someone's appearance or actions not matching their gender

Non-verbal Conduct

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling and leering at a colleague





Anyone can be a victim of sexual harassment, regardless of their sex and the sex of the harasser. The **r0g_agency** recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

Confidentiality

All reports, complaints, and investigations are treated confidentially to the greatest extent possible. Information is disclosed strictly on a need-to-know basis. The identity of the person sexually harassed will only be revealed to the senior administrator (to whom the report is made) and senior management, as needed, who will take all steps necessary to ensure that the individual bringing forth the report is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files by the senior administrator.

How to report

- If you feel most comfortable talking to your local supervisor, you can do that. They will pass on the information to the **r0g_agency** office in Berlin.
- All reports of sexual harassment can also be submitted via email, either from an anonymous email address or a non-anonymous one, to the senior administrator, Barbara Bichlmeier, at **barbara@openculture.agency** or to senior management at the **r0g_agency**.
- You can also submit an anonymous report through our website at **<https://openculture.agency/report/>**.
- For those in the Berlin office, Barbara can also be approached in person, if one prefers a face-to-face interaction.

The person reporting the incident, regardless of whether they were a witness or the victim, can choose to report as much as or as little as they feel comfortable and capable of doing. The choice to report sexual harassment does not in any way require the person to divulge information against their will, especially if doing so puts undo strain on their mental health.

The **rOg_agency** will follow up with all reports and respond to them to the best of their abilities, given the information that is provided.



Reporting procedure

In reporting harassment, the **rOg_agency** is committed to:

- Giving the victimized person or observer the chance to describe what happened, when, where, and collecting any and all other relevant information.
- Offering emotional support and any accommodations needed to reestablish a sense of safety at work and to avoid needing to have any further contact with the harasser, if desired by the victimized person.
- Asking the person reporting the incident what their desired outcome is and how they wish to proceed.
- Discussing and agreeing on the next steps.
- Ensuring that the person understands what will happen following the report or conversation.
- Maintaining a confidential record of the conversation and outcomes desired.



If the report includes actions that are violations of law, the **rOg_agency** will also support the person, if desired, in reporting the incident to law enforcement.

The **rOg_agency** will then take the appropriate steps, which will depend upon the report that was made.

The **rOg_agency** is committed to taking immediate action (defined as in under 24 hours) upon receiving a complaint and will ensure that the entire process, from report to resolution, will be completed as quickly as possible (most often this means within seven calendar days at the latest).

Depending on the nature of the offense, the **rOg_agency** will either seek to facilitate a discussion or bring in an external, professional mediator, if desired, in order to work towards finding a resolution that is acceptable to everyone (for cases of low severity) or enforce disciplinary actions, up to and including termination.

The appropriate action will depend upon the severity, frequency, and pervasiveness of the harassment.

Following this procedure, the **rOg_agency** will follow up with the person who filed the report within two weeks to ensure that they feel safe at work again and that the harassment, if the person is still employed with the **rOg_agency**, has ceased.

Outside Reporting

A person who has been subject to sexual harassment can also make a complaint outside of the company. They can do so through reporting to the local authorities/ informing the employment tribunal. Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state, or federal agencies or the courts.



Preventative measures

All individuals associated with the **rOg_agency** will attend training programs on the prevention of sexual harassment in the workplace, including new employees and interns. Such training programs will be organized by the **rOg_agency** and will be available either virtually or on-site, depending on the location of the employee. The attendees will discuss among other things circumstances which may constitute sexual harassment. The training goals include, but are not limited to the following objectives:

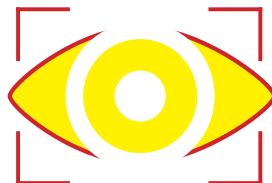
- Understand what behavior constitutes sexual harassment;
- Learn the impact of sexual harassment on the company and employees;
- Consider and understand how to prevent sexual harassment;
- Understand how to report sexual harassment.

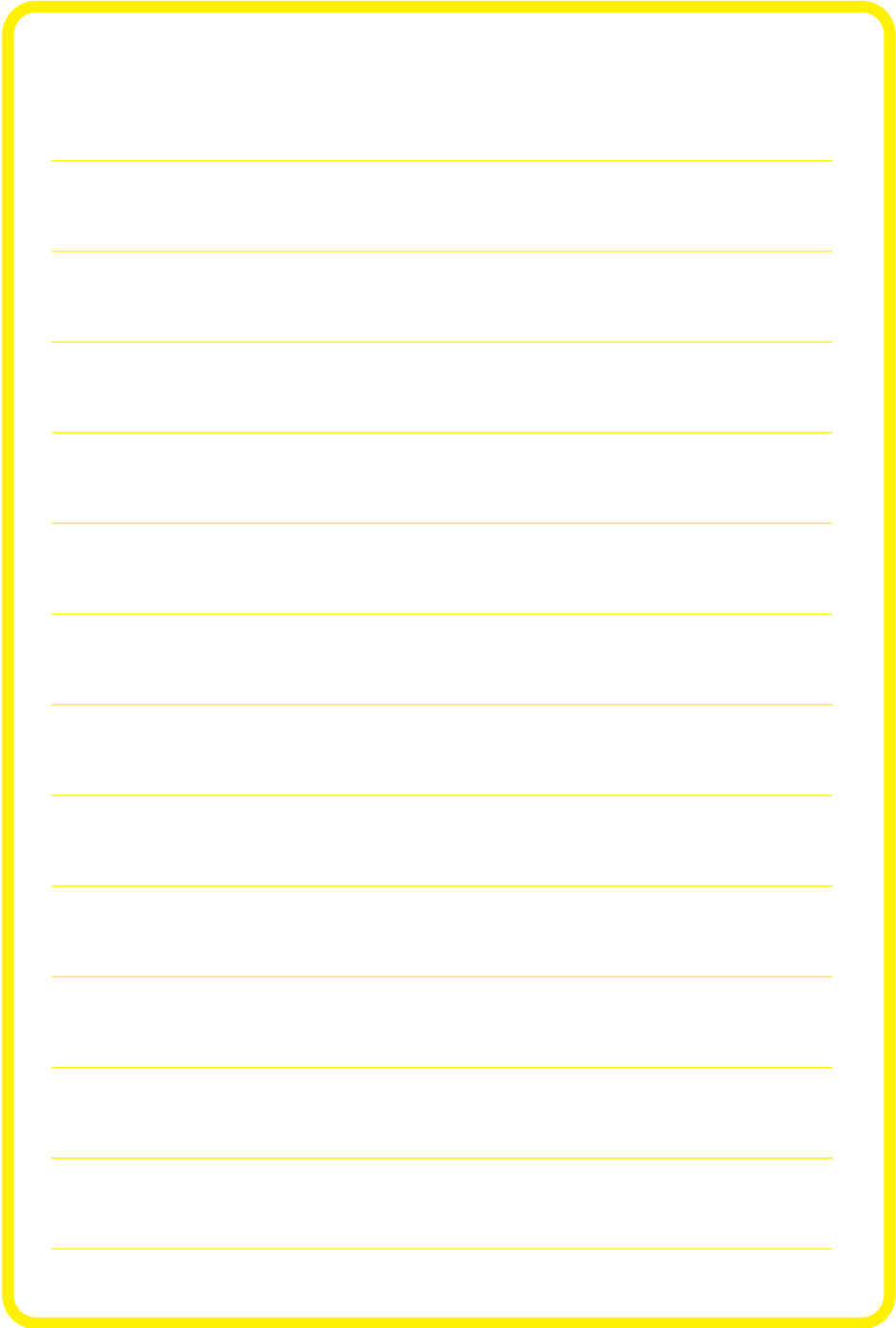
Implementation of this Policy

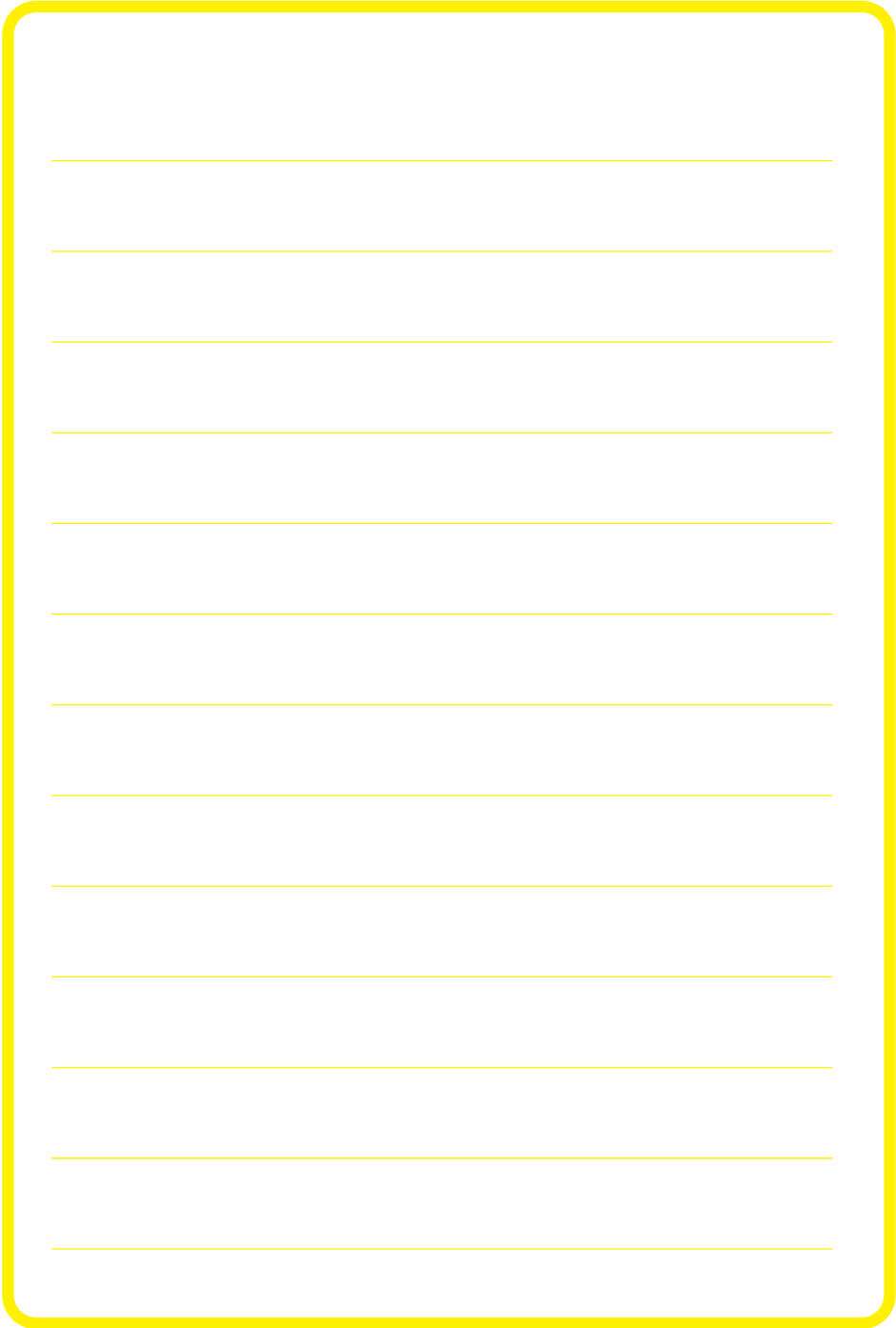
The **rOg_agency** will ensure that this policy is available to everyone within the **rOg_agency**. All new hires must be trained on the content of this policy as part of their introduction to the organization. Every year, the **rOg_agency** will require all employees and contractors associated with the **rOg_agency** to refresh their knowledge on the content of this policy. It is the responsibility of the senior management to ensure that all employees are aware of the policy.

Monitoring and Evaluation

The **rOg_agency** recognizes the importance of monitoring this sexual harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective. Those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis. As a result of this report, the company will evaluate the effectiveness of this policy and make any changes needed.







STOP

