



THE LIMUN FOUNDATION

www.limun.org.uk | info@limun.org.uk | Reg. Charity No 1159324

LIMUN Sexual Harassment Policy

The Policy Statement

LIMUN is committed to providing a safe environment for all attendees- delegates and staff, free from discrimination on any ground and from harassment at work including sexual harassment. LIMUN will operate a zero-tolerance policy for any form of sexual harassment at the conference, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including expulsion from the conference and submission to the authorities for further action.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimised for making such a complaint.

This policy does not supersede the law and is meant to serve as a guide within the activities of the Foundation.

Definition of sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's success in any activity, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

Physical conduct

- ☐ Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- ☐ Physical violence, including sexual assault
- ☐ Physical contact, e.g. touching, pinching
- ☐ The use of job-related threats or rewards to solicit sexual favours

Verbal conduct

- ☐ Comments on a person's appearance, age, private life, etc.
- ☐ Sexual comments, stories and jokes
- ☐ 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 phone or by email)



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Non-verbal conduct

- ☒ Display of sexually explicit or suggestive material
- ☒ Sexually-suggestive gestures
- ☒ Whistling
- ☒ Leering

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. LIMUN recognises 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.

LIMUN recognises that sexual harassment can also come about as an abuse of established power dynamics. This can involve secretariat members, chairing staff and delegates – regardless of age or life experience. It is important that all participants at LIMUN are aware of the potential dangers of unintentionally exercising this.

All attendees at a LIMUN conference – Secretariat, Chairs, Volunteers, Press, Delegates, Faculty Advisers and Guests who sexually harass any other participant will be reprimanded in accordance with this policy. This includes actions that take place during LIMUN ceremonies, conference sessions, social activities or official gatherings.

Complaints procedures

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. LIMUN recognises that sexual harassment may occur in unequal relationships (i.e. between a Chair and a Delegate) and that it may not be possible for the complainant to inform the alleged harasser.

If a complainant cannot directly approach an alleged harasser, he/she can approach their Head Delegate. In the case where the complainant is an individual delegate or the Head Delegate is unable to proceed with this complaint with the urgency and importance it requires, the Delegate will approach the Under-Secretary-General for Applications, who will be the point person on the Conference Secretariat for any such complaints. The complainant may also approach the Secretary-General or a member of the Board of Trustees. Efforts will be made to ensure gender diversity on the Board of Trustees to ensure that available options are present for any preference that the complainant may have in availing themselves of this complaint procedure.

When the approached designated officer receives the complaint of sexual harassment, he/she will:

- Immediately record the dates, times and facts of the incident(s)



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- Ascertain the views of the complainant as to what outcome he/she wants
- Ensure that the complainant understands LIMUN's procedures for dealing with the complaint
- Discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the complainant from pursuing a formal complaint if he/she is not satisfied with the outcome
- Keep a confidential record of all discussions
- Respect the choice of the complainant
- Ensure that the complainant knows that they can lodge the complaint outside of the company through the relevant country/legal framework
- Where the office is a member of the Secretariat (USG Applications and Secretary-General), they will notify member of the Board of Trustees immediately

Throughout the complaint's procedure, a complainant is entitled to be helped by a counsellor within the company. This role will be fulfilled by a member of the Board of Trustees at first instance, or a member of the Conference Secretariat. LIMUN recognises that because sexual harassment often occurs in unequal relationships, complainants often feel that they cannot come forward, and understands the need to support complainants in making complaints.

Informal Complaints Mechanism

If the complainant wishes to deal with the matter informally, the approached designated officer will:

- Give an opportunity to the alleged harasser to respond to the complaint
- Ensure the alleged harasser understands the complaints mechanism
- Facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer to a designated mediator to resolve the matter
- Ensure that a confidential record is kept of what happens
- Follow up after the outcome of the complaints mechanism to ensure that the behaviour has stopped
- Ensure that the above is done speedily and before the conclusion of the Conference or two weeks after the complaint was filed

Formal Complaints Mechanism

If the complainant wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the complainant, the formal complaint mechanism should be used to resolve the matter.

The designated person who initially received the complaint will refer the matter to the Chair of the Board of Trustees to instigate a formal investigation. The Board of Trustees will be responsible for dealing with issues of this matter to reflect the importance therein. The Chair



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may deal with matter him/herself, refer to the matter to another member of the Board, refer it to a committee constituted by the Board for this purpose or in serious cases, request an external investigator address the situation.

The person carrying out the investigation will:

- Interview the complainant and alleged harasser separately
- Aim to provide anonymity for the complainant at first contact with the harasser, and seeking confirmation from the complainant to proceed if subsequent communication and investigation is impossible with the harasser without their identity being divulged
- Interview all relevant third parties separately
- Review the evidence and see if it matches the examples specified in this document
- Produce a report detailing the investigations, findings and other recommendations
 - If the harassment took place, decide what the appropriate remedy for the complainant is, in consultation with the complainant. This may range from committee reassignment to expulsion and barring from all programs of the LIMUN Foundation. Pending on the gravity of the situation, a statement may be issued by the Board of Trustees to this effect, and efforts must be made by the Foundation to ensure that all participants are made to feel safe at the Conference
 - Follow up to ensure that the recommendations are implemented, the behaviour has stopped and the complainant is satisfied with the outcome
- If it cannot determine that the harassment took place, he/she may still make recommendations to ensure proper regulation of such activities at the Conference
- Keep a record of all actions taken
- Ensure that the records concerning the matter are kept confidential
- Ensure that the process is done as quickly as possible and in any event within the Conference timeframe or two weeks after the complaint was filed

Outside Complaints Mechanism

A person who has been subject to sexual harassment can also make a complaint outside of the company. They can do so through filing a police report, as LIMUN Conferences are legally bound by the laws of the United Kingdom. LIMUN will provide a copy of the report for any investigations conducted.

Sanctions and Disciplinary Measures

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- Suspension from their role
- Expulsion from the Conference/Foundation
- Removal from a Secretariat Role/Board of Trustees
- Public Statement issued stating the summary of the report into the incident



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- Communication to all UK and EU conferences where significant number of LIMUN participants are in attendance to communicate their concerns about the harasser and recommend the removal of said person from their staff
- Submission of the person to the relevant local authorities and registration of a local Sex Offenders list

In considering the sanctions to be applied, the Trustees shall consider, but are not limited to, the following-

- Degree of the incident: number of complainants and patterns established
- Trauma: determined by statement reports and the severity of the actions
- Power dynamics: determined by level of engagement with the Foundation

Implementation of this policy

LIMUN will subsequently ensure that this policy is widely disseminated to all relevant persons. It will be included in the Foundation Constitution as an Appendix, distributed to all volunteer staff and posted on the website. All staff must be trained on the content of this policy as part of any induction or briefing into the Foundation.

Every year, LIMUN will require all staff to refamiliarize themselves with the contents of this document. It is the responsibility of every manager to ensure all their staff are aware of the policy.

Monitoring and Evaluation

LIMUN recognises 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.

Staff and Trustees responsible for dealing with sexual harassment cases will report on compliance with the policy and evaluate this policy and make recommendations for any changes to be made. This will be done during an annual policy review.

October 2019.