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Approved at AWHHE Board Meeting on 12.05.2022

## NOTE FOR THE RECORD

### **AWHHE internal Policy and Procedures against Sexual Exploitation, Abuse and Harassment**

#### A. General statement

- a) AWHHE operates in full compliance with the Law of the Republic of Armenia about the State Non-profit Organizations (adopted on 19 November 2001 and amended on 29 December 2017). These provisions are reflected in the Statutes of our organization (approved by the Ministry of Justice of Armenia).
- b) As a women's organization, with women in all the senior position, AWHHE supports the Sustainable Development Goals, in particular goal Goal 5 "achieve gender equality and empower all women and girls". This is part of AWHHE mission statement. Gender issues are taken into account in any initiative/ project that AWHHE implements. Gender mainstreaming is one of AWHHE's core strategies. AWHHE is determined to promote the responsibility of all staff and partners to work continue ensuring that no sexual harassment, abuse and exploitation is to be tolerated.
- c) AWHHE is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment, and to work with staff and volunteers towards a world free of sexual and gender based violence.
- d) AWHHE has a zero-tolerance policy for any form of sexual harassment in the workplace.

#### B. In line with the organization's mission, AWHHE uses the following internal procedures as agreed at the organization's Board Meeting:

- a) AWHHE uses the following definitions:
  - i. definition of sexual harassment: any actual or attempted abuse of position of vulnerability, differential power or trust for sexual purposes, displayed physically, verbally or otherwise. All sexual harassment is prohibited whether it takes place within AWHHE premises or outside (such as events, trips, training sessions or conferences organized by AWHHE)
  - ii. definition of consent: actively agreeing to be sexual with someone and lets them know that sex is wanted.
- b) Complaints.
  - i. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence, no negative treatment in the workplace of persons making such a complain will be tolerated.
  - ii. Cases of sexual harassment and abuse can be reported to the responsible manager or the AWHHE gender focal point. A case can be reported to the AWHHE Board if this is seen as more comfortable. An external person of trust can also be contacted.

- iii. In case of grave violations, formal reporting will be initiated in line with national legislation.
- c) Disciplinary measures and compliance.
  - i. Depending on gravity of the reported incidence, anyone who has been found to have sexually harassed another person under the terms of this policy is liable to: a warning (verbal or written), dismissal, reporting to public authorities.
  - ii. AWHHE Board is to ensure compliance.
- d) Sensitization and training
  - i. All new employees and volunteers must be informed on the content of this policy immediately upon joining the organization, contracts must have reference to zero tolerance policy of the organization.
  - ii. Contracts and Memoranda of Understanding with partners will include reference to zero tolerance requirements.
  - iii. For outreach and awareness raising, AWHHE can include messages on zero tolerance requirement in the capacity building events in the implemented projects/ activities.



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