

Copenhagen, October 2022

**The Danish Trade Union Development Agency's
policy on
preventing and handling sexual exploitation, abuse and harassment**

1. Preamble

The Danish Trade Union Development Agency (DTDA)¹ is the Danish trade union movement's agency for international development cooperation. It was established in 1987 by the two largest Danish confederations, the Danish Federation of Trade Unions (LO) and the Danish Confederation of Salaried Employees and Civil Servants (FTF), now merged to the Danish Trade Union Confederation (FH).

DTDA has its headquarter in Denmark, and its sub-regional offices (SROs) are strategically located in Africa, Asia, Latin America, the Middle East and North Africa (MENA) to develop and monitor programmes as well as to provide technical assistance to its trade union partner organisations. DTDA employs both Danish and local personnel, which include Heads of SRO, full and part time office staff, as well as external consultants, resource persons from the Danish hinterland and volunteers for temporary and short term assignments.

The DTDA contributes to the creation of fair democratic, social and economic conditions for all in developing countries through the development of sustainable labour markets with social dialogue, tripartite institutions and a democratic and well-functioning trade union movement. The contribution is executed through programme engagement in a number of countries worldwide, and is based on long-term partnerships with trade union federations and national trade union centres in these countries. These partnerships implicate interaction, primarily with the principal officers, and programme staff, and to a lesser extent with shop stewards and members from the national trade union centres and their affiliated organisations.

DTDA has developed this policy on preventing and handling sexual exploitation, abuse and harassment to prevent and mitigate the risks of sexual exploitation, abuse and harassment in the workplaces of DTDA and in the interaction with DTDA partner organisations. Furthermore, the policy informs DTDA employees and representatives as well as DTDA partner organisations about the DTDA's complaints and reporting system on sexual exploitation, abuse and harassment and how eventual cases will be handled.

¹ Formerly known as the LO/FTF Council



2. DTDA principles and commitment

DTDA does not tolerate sexual exploitation, abuse and harassment in any form. Any person employed by or representing DTDA, who is found to have sexually exploited, abused or harassed another person will face disciplinary action.

DTDA commits to:

- Providing a safe working environment for all its employees, free from sexual exploitation, abuse and harassment of any kind.
- A zero-tolerance policy to any form of sexual exploitation, abuse and harassment conducted by any DTDA employee or representative.
- Inform employees, representatives and partner organisations about DTDA's policy and its complaints and reporting system on sexual exploitation, abuse and harassment.

3. Definitions of sexual exploitation, abuse and harassment

DTDA is using the following definitions based on reference to UN definitions² and definition from Danish Legislation³.

Sexual exploitation

Sexual exploitation is defined as any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another person.

Some examples of sexual exploitation include, but is not limited to:

- Utilising employment position or power relation to make another person vulnerable to non-consensual sexual activity.
- Requests for sexual favours in return for professional advancement.
- Prostituting another person.

Sexual abuse

Sexual abuse is defined as actual or threatened physical intrusion of a sexual nature, whether by force, or under unequal or coercive conditions.

Sexual abuse includes, but is not limited to:

- Non-consensual sexual activity of any kind.
- Knowingly/intentionally exposing another person to a sexually transmitted disease or virus without that person's knowledge.
- Unwelcome sexual contact, advances or sexual abuse of any kind.

² Reference is made to UN (2016): "Glossary on Sexual Exploitation and Abuse".

³ Reference is made to UNs glossary on Sexual Exploitation and Abuse from 2016 and to Danish law (Consolidation Act No. 553 July 2 2002).



Sexual harassment

Sexual harassment is defined as any form of unwanted verbal, non-verbal or physical behaviour with sexual undertones being displayed in relation to a person's sexual status for the purpose of violating that person's dignity, in particular by creating a threatening, hostile, degrading, humiliating and unpleasant climate.

Sexual harassment can take many forms, which include, but is not limited to:

- Non-consensual streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved.
- Sexual comments about a person's clothing, anatomy, or looks.
- Unwelcome sexual references, sexual teasing or gestures.
- Spreading rumours about a person's sex life

4. Prevention and mitigation of sexual exploitation, abuse and harassment

DTDA is taking the necessary action to prevent and mitigate sexual exploitation, abuse and harassment in the workplaces of DTDA as well as in its interaction with members, staff and representatives from partner organisations.

4.1 In the workplaces of DTDA

In order to prevent and mitigate sexual exploitation, abuse and harassment within the workplaces of DTDA, all current and future employees, consultants and representatives of DTDA will be informed about the DTDA policy on preventing and handling sexual exploitation, abuse and harassment, and they will receive a copy of the policy. DTDA will also inform and capacitate its employees in headquarter and in the SROs during staff conferences and seminars to raise awareness about the policy.

All contracts and written commitments with employees, external consultants, resource persons and other persons working for or representing DTDA will include the following paragraph on sexual exploitation, abuse and harassment:

DTDA has a zero-tolerance policy on sexual exploitation, abuse and harassment, which is defined and described in the policy document "Danish Trade Union Development Agency's policy on preventing and handling sexual exploitation, abuse and harassment".

4.2. Between DTDA and partner organisations

DTDA will share this policy with all its partner organisations, with whom it has signed a contract, MoU or written agreement, and it will be discussed during consultation meetings with the partner organisations.

The following paragraph will be inserted in partnership contracts:



The Danish MoFA has a zero tolerance for inaction approach to tackling sexual exploitation, abuse and harassment (SEAH) as defined in UNSG Bulletin ST/SGB/2003/13 and the definition of sexual harassment in UNGA Resolution A/RES/73/148. The Implementing Partner, and its sub-grantees, will take appropriate measures to protect people, including beneficiaries and staff, from SEAH conducted by its employees and associated personnel including any sub-grantee staff and take timely and appropriate action when reports of SEAH arise. In the event that the Implementing Partner receives reports of allegations of SEAH, the Implementing Partner will take timely and appropriate action to investigate the allegation and, where warranted, take disciplinary measures or civil and/or criminal action. Any violation of this clause will be ground for the immediate termination of this Agreement.

The risk of becoming involved in internal power struggles with partner organisation can be real and may even lead to false accusations or rumours of misbehaviour for employees or representatives of DTDA. To accuse someone of sexual exploitation, abuse and harassment is a powerful weapon in possible internal power struggles.

In order to protect DTDA employees from becoming involved in such cases, DTDA will capacitate its employees on diplomatic and respectful behaviour, and knowledge on how to avoid interfering with strictly internal affairs. This will include knowledge about organisational development, power structures, cultural and gender aspects as well as sexual norms in the countries, where DTDA has partnerships.

5. Reporting sexual exploitation, abuse and harassment

DTDA treats all complaints and reported incidents seriously and confidentially, and will immediately initiate an investigation to determine the need for further action.

There shall be no repercussion for anyone who makes a complaint or report an incident about sexual exploitation, abuse and harassment. DTDA will provide the necessary and needed assistance and support, such as counselling and psychological treatment, to any person being a victim of sexual exploitation, abuse or harassment committed by an employee or representative of DTDA.

The system makes it possible to file a complaint or report a case anonymously, but DTDA recommends persons who make a complaint or report an incident to provide their name in order to ensure the best conditions for further investigation. A complaint or incident can be reported through different channels, such as by phone, in a letter, text message or in person.

5.1 For employees and representatives of DTDA

In the event that an employee or representative of DTDA experiences sexual exploitation, abuse or harassment in relation to work internally at DTDA or in relation to partner organisations, the person is urged to report the incident to its Head of SRO or Head of Department. Should the person not wish to report it to its Head of SRO or Head of Department, the person can instead report it to the trade union representative, the occupational health and safety (OHS) representative or to the Director of DTDA.



5.2 For partner organisations

In the event that a person from a partner organisation, experiences sexual exploitation, abuse or harassment from a DTDA employee or representative, DTDA urges the person from the partner organisation to come forward and report it to the Head of SRO. Should the person not wish to report it to the Head of SRO, it can instead be reported to the Head of Department or to the Director in the DTDA headquarter.

The partner organisations can file a complaint or report it in the following ways:

- In the partnership consultation meetings with the SRO of DTDA. The partnership consultations meetings also provide a possibility to discuss issues and challenges concerning sexual exploitation, abuse and harassment in a broader sense.
- Directly to the Head of SRO.
- If the partner organisation may not want to file a complaint or report a case to the Head of SRO, it is possible to report it directly to the Head of Department or to the Director in the DTDA headquarter.

6. Complaints and reporting system of DTDA

1. A complaint or incident on sexual exploitation, abuse or harassment should be reported to Head of SRO, Head of Department in headquarter or to the Director of DTDA. The person receiving the complaint or incident shall immediately inform the Director.
 - a. In the event that the complaint or incident involves the Head of SRO or the Head of Department in headquarter, a complaint or incident should be addressed to the Director.
 - b. In the event that the complaint or case involves the Director or a board member of DTDA, the complaint or incident should be addressed to the Chairman of the DTDA board.
2. The DTDA will initiate an investigation, which includes getting additional information to uncover as many aspects of the incident as possible. This may result in involving other persons, who will receive information about the complaint/case. These persons are obligated to treat the information they receive about the complaint/case confidentially.
3. If there is justified suspicion, or if the accused person employed by or representing DTDA is found to have sexually exploited, abused or harassed another person/other persons, it is the Director of DTDA, who decides on the relevant and necessary disciplinary action, and informs the board of DTDA about the case and disciplinary action.
4. In the event the victim reports the case to the police, the DTDA will provide full support and make requested information and documentation available to the police.