

CED PROTOCOL AGAINST HARASSMENT (Executive summary)

Purpose

The purpose of this Protocol is to establish the mechanisms that will make it possible to determine the existence of potential cases of harassment in the workplace and to adopt the appropriate preventive and corrective measures.

Stage 1. Notification and counselling

- What: notification of a perception or suspicion of harassment.
- Who: the affected party or person who observes such conduct.
- To whom: to one of the members of the Equality Committee, who will be the “contact person”.

The contact person will inform and mentor the affected party throughout the entire process.

Results:

- The affected party decides to make an internal complaint (with the support of the contact person).
- The affected party decides not to make an internal complaint, but the contact person, with the information received, believes that it should be reported in order to take corrective or awareness measures.
- The affected party and the contact person conclude that there is no evidence of harassment, and no internal complaint is made nor is it reported, and the process is terminated.

Stage 2. Internal complaint and investigation

- Who: the affected party makes an internal complaint.
- To whom: to the management or to members of the management team.
- How: in writing (forms in annex 6).

Results: the management contacts the Equality Committee to assess and analyse whether there is evidence of harassment. If the case so requires, a Technical Investigation Committee can be established (with the participation of expert members, external to the CED), which will study the case, interview the persons involved and issue a binding report.

Stage 3. Resolution

In accordance with the binding report, the CED management will initiate the disciplinary proceedings applicable in each case or, if there is not sufficient evidence, generic correction and awareness measures will be taken or the case will be archived.

Duration of the procedure: A maximum of one month from the presentation of the request.

Confidentiality: Persons involved in the process are obliged to maintain the strictest confidence and discretion.

Archive and custody of the proceedings: responsibility of the CED management.

Documents contained in the annex:

- Roles and responsibilities of the persons involved in the process.
- Types of action to be carried out.
- Definitions of types of harassment
- Types of hostile conduct.
- Legislative references.
- Internal complaint forms.