



United Nations



Statement on Protection from Sexual Exploitation and Abuse and Sexual Harassment for Everyone at the United Nations Office at Nairobi complex.

The United Nations (UN) applies Zero Tolerance to Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) (both referred to as "Sexual Misconduct").

Are you a UN employee of any UN entity, a consultant, a UN Volunteer, a Standby Partner, an intern, a contractor, a delegate, a UN tour visitor, or here for a meeting? If so, the purpose of this brochure is for you to learn more about our approach to SEA and SH at the **United Nations Office at Nairobi (UNON)**, irrespective of the UN entity.

Definitions

Sexual Exploitation (SE)	Sexual Abuse (SA)	Sexual Harassment (SH)
<ul style="list-style-type: none"> Any actual or attempted abuse of a 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. 	<ul style="list-style-type: none"> The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. 	<ul style="list-style-type: none"> Any unwelcome conduct of sexual nature that might reasonably be expected or be perceived to cause offence of humiliation. The manifestation of a culture of discrimination and privilege based on unequal gender relations and other power dynamics. May involve any conduct of a verbal, non-verbal or physical nature, including written and electronic communications.

SEA glossary and Model Policy Adopted by the CEB on Sexual Harassment PDFs are available at:

<https://www.unon.org/content/office-director-general>

Principles

- Zero-tolerance approach towards sexual misconduct
- Sexual misconduct is unacceptable behaviour and prohibited for all UN personnel
- Perpetrators of sexual misconduct will be held to account
- UN adopts a victim-centered approach to sexual misconduct
- Respect the inherent dignity of victims/survivors of sexual misconduct
- Confidentiality of all complaints and information received from victims/survivor is fundamental.

Conduct that is not permitted includes

- Comments, jokes, sexually inappropriate conversation, gestures or actions about the physical appearance or sexual identity of an individual or group
- Written or any form of electronic communication of a sexual nature
- Sexual activity with children (persons under the age of 18) regardless of the local age of consent
- Sexual activity with anyone in exchange for money, employment, preferential treatment, goods or services or food
- Rape or attempted rape
- Threats of unwanted sexual acts
- Unwanted kissing, touching, grabbing, or rubbing.

Your Responsibilities

- Be aware of and comply with the UN standards of conduct. This includes vendors, institutional contractors and implementing partners
- Comply with all Staff Regulations and Rules of the United Nations
- Report any incident of sexual misconduct, this includes even if you are a bystander
- Cooperate with UN approved investigations
- Comply with terms of contract if you are a vendor employee
- Comply with terms of contract if you are a consultant/contractor
- Comply with **Code of Conduct to Prevent Harassment**, including Sexual Harassment, at UN system and events
- Comply with the terms of any cooperation agreements for partners implementing UN projects
- Complete mandatory courses on Prevention from SEA and SH and any other briefings offered as required.

UN Response to Sexual Exploitation and Abuse and Sexual Harassment

The UN takes all reports of possible wrongdoing seriously. All allegations of sexual exploitation, abuse, and harassment will be investigated and disciplinary and/or administrative sanctions imposed when allegations are substantiated. Matters that arise as possible criminal acts may be referred to the UN Office of Legal Affairs who in turn, may refer matters to national authorities for criminal prosecution. UN staff members are not covered by immunity for acts that constitute crimes, and the UN does not protect staff who commit such crimes.

Options to address allegations of Sexual Harassment include:

- A discussion with a supervisor
- Informal conflict resolution such as through the Ombudsman Office and Mediation Services
- **Formal complaints** on Sexual Exploitation and Abuse and Sexual Harassment can lead to an internal investigation. Such investigation may lead to disciplinary actions and/or administrative or managerial action and possible referral to national authorities who may proceed with investigation.

How to Report Sexual Misconduct

Confidentiality of any report of sexual misconduct made in good faith, whether the investigation substantiates the report or not, will be adhered to. All personnel must ensure they are aware of their own entity's reporting process, as these vary across entities.

Anyone who has knowledge of an incident of sexual misconduct should report to one of the following:

- Senior management including Line Managers and Directors
- Head of Entity
- Your respective investigation Unit or Oversight body. Please note that reporting channels and procedures vary depending on the entity you belong to: The Office of the Internal Oversight Services (OIOS) can receive complaints. If the complaint is not related to the Secretariat, they will then refer you to the correct entity. You can report the concern through the Report Wrongdoing button link: <https://oios.un.org/report-wrongdoing>
- Conduct and Discipline (CD) Focal Point at respective UN Secretariat entities. A CD Focal Point is a staff member designated by a head of entity to provide advice and support on matters relating to conduct and discipline. They serve as a contact point for both the affected individual and the alleged perpetrator throughout the handling of formal reports of possible prohibited conduct to provide information on the process and relevant time frames.

Other Options

- Speak Up Helpline: 24/7 Toll Free Hotline (free if you use your work landline) at +1 (917) 367-8910 or through email: speakup@un.org. They can help you to identify options, resources, and potential ways forward, including where to report to. While this is specific to the UN Secretariat, they can advise personnel from other entities where to go for assistance.
- Office of the Ombudsman and Mediation Services: With its principles of confidentiality, independence, neutrality and informality, they can be a first step in any workplace situation that might concern you. Contacting an Ombudsman does not trigger any action or duty to report on the part of the Office and you stay in control of all your choices. An Ombudsman helps you to identify options, resources, and potential ways forward. A conversation with an Ombudsman does not preclude later use of formal mechanisms.

Contact details: unoms@un.org or check up to date contacts here: www.un.org/ombudsman/contact-us

For non-Secretariat staff, please contact your relevant Ombudsman office.

Support Mechanism for Survivors/Victims

When you report, you may feel anxious or scared. This is a normal reaction. The UN has an obligation to refer alleged victims to any immediate support they require and to take immediate steps to prevent any further harm. Assistance will be made available to all victims of sexual exploitation and abuse irrespective of whether the victim initiates or cooperates with an investigation or any other accountability procedure.

The United Nations Counselling Service in Nairobi offers free, confidential consultations for all personnel. This could include anything related to SEAH; and /or if you have questions or concerns about your well-being. Qualified professionals are available to listen non-judgmentally, offer support, make an assessment, and connect you to services in-house or externally.

For further information or to book an appointment call: Ext: 24703, or if you are located away from the UN Gigiri Complex, you may call: Tel. 254 - 020 762 4703, or 254 - 020 762 2267. The Service is located in Block F, room 119.

If you are in an emergency, contact the Staff Counsellor through the UNON Security office, whose number appears at the back of your ground pass. This office will respond to your call and link you to the Staff Stress Management Counsellor.

Counselling sessions are scheduled according to your preference at the time of booking and bookings are done on first come first served basis. A counselling session can take up to an 1 hour The UN staffs' counselling service aims to offer appropriate as quickly and as conveniently as possible.

However, if you are in a crisis you may request the nearest counselling appointment.

Counselling Sessions are as follows:

Monday: 10.30am - 4.00pm.
Tuesday to Thursday: 8.30am – 4.00pm.
Friday: 8.00am to 2.00pm.

Protection Against Retaliation

UN personnel are protected against retaliation for making a report, based on applicable policies. If you believe you have been subjected to or are at risk of retaliation as a consequence of reporting misconduct or for cooperating with an audit or investigation, you should contact your Ethics Office. The Ethics Office does not receive reports of misconduct or wrongdoing. The Ethics Office administers the Organization's protection against retaliation policy. See here for the UN Secretariat policy [ST/SGB/2017/2 Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations](#). Other entities have their own Policies.

Retaliation under the policy means any direct or indirect detrimental action that adversely affects your employment or working conditions where such action has been recommended, threatened, or taken for the purpose of punishing, intimidating, or injuring you because you engaged in a protected activity. The Ethics Office maintains the confidentiality of all communications received from complainants who request protection and will not discuss your matter with third parties without receiving your consent first.

You must submit a request for protection to the Ethics Office within six months after becoming aware of the retaliation. Anyone who has reported Sexual Misconduct and believes that they have been retaliated against after and because of such report should contact the UN Ethics Office:

Ethics Helpline: +1 (917) 367-9858

E-mail: ethicsoffice@un.org

Staff members from Funds and Programmes should contact their respective Ethics Office.



If you fear retaliation (but no action has been taken yet) because you have reported sexual misconduct, please inform the Director-General, UNON.

unon-officeofdirectorgeneral@un.org

See: [Fact Sheet: Protection against Retaliation](#)