



The incidence of harassment in certain missions or field projects where staff may be brought together in situations resulting in close personal contact may be greater than at Headquarters. Mission and field project leaders are expected to act promptly, through appropriate intervention, when improper behaviour is brought to their attention. Similarly, mission and field project leaders should be sensitive to the problems caused by behaviour on the part of country officials toward members of the mission or field project team that might be interpreted as harassment.

All persons who are aware of a harassment complaint



Conduct of the International Civil Service. If retaliation is found to have occurred at any time, appropriate disciplinary action will be initiated under Manual Section 330 against the individual who has engaged in such retaliation.

**(f) Application**

This policy applies to all staff members and to non-staff personnel contracted by the Organization (e.g.

as any witness to the act(s) or anyone else who may have information relevant to the complaint. The complaint should also specify whether and in which circumstances the complainant made it clear to the respondent that his/her behaviour was unwelcome and, where appropriate, any reasons that prevented the complainant from doing this. The complaint must be signed and dated by the complainant and the information provided should be as precise and concise as possible.

- (ii) The Director, AFH, will send within five working days written acknowledgement of receipt of the complaint to the complainant and forward a copy of the complaint to the respondent, who will be given the right to respond in writing to the allegations within 10 working days of receipt of the copy of the complaint.
  
- (iii) On the basis of the information received, the Director, AFH, may initiate disciplinary proceedings in respect of the respondent and the matter will thereafter be dealt with in accordance with the provisions set out under paragraph 330.3.2 of Manual Section 330 – Disciplinary Measures. If the Director, AFH, decides

the Panel to carry out a fact-finding mission.

(f) The Panel will submit a written report on its findings of fact to the Director, AFH, no later than three months from the date of its receipt of the complaint.

(g) The Director, AFH will provide the complainant and the respondent with a copy of the report of the Investigation Panel, which shall be strictly confidential. The complainant and the respondent may submit comments on the report of the Investigation Panel in writing within 10 working days of receipt of the report.

(h) The Director, AFH will consider the findings of the report and any comments made by the complainant and the respondent and then decide on appropriate further action, including disciplinary action under Manual Section 330 – Disciplinary Measures.

(i) The Director, AFH will notify the complainant and the respondent on a strictly confidential basis of the decision that has been taken pursuant to (h) above.

**(c) Appeals**

In accordance with Manual Section 330 – Appeals, an appeal may not be lodged while a complaint of harassment concerning the same factual issues is being reviewed under the provisions of this policy. An appeal may be lodged, either by the complainant or the respondent, in accordance with established procedures, against decisions taken under Sub-paragraph II (b) (iii) or Sub-paragraph II (b) (iv)(h) above.

This circular supersedes Administrative Circular No. 2003/17 of 26 July 2003.

Khalid Mehboob  
Assistant Director-General, a.i.  
Department of Human, Financial and Physical Resources

**DISTRIBUTION:**Headquarters, Regional, Subregional and Liaison Offices  
FAORs and Project Managers  
All Field Staff