



الاتحاد العربي للنقابات
ARAB TRADE UNION CONFEDERATION

Arab Trade Union Confederation Policy To Combat Discrimination, Harassment, and Violence In All Its Premises, Meetings, and Activities



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Clause 1: **Objectives**

In line with the principles of the International Trade Union Confederation and the Arab Trade Union Confederation aimed at combating all forms of physical or psychological violence, and under the provisions of International Convention No. 190, the Arab Trade Union Confederation issues this policy paper to prevent and combat all forms of violence mentioned, outlining areas of intervention and procedures to be followed in the event of reported cases.

The signatory parties to this policy commit to actively disseminating and implementing its provisions within their areas of responsibility within the Arab Trade Union Confederation.

Clause 2: **Scope of Application**

This policy applies to all staff of the Executive Secretariat, representatives of member trade union organizations within the structures of the Arab Trade Union Confederation, and across all hierarchical levels, especially in the following places and contexts:

- ATUC offices, activity venues, gathering places, and during travel.
- Communications sent or received by any means, digital or otherwise, within the work context.

Clause 3: **Definitions**

This policy defines forms of violence and harassment as follows:

“Offensive behavior manifested in repeated acts, words (verbal or written), gestures, whether physical or electronic, that undermine an individual’s dignity, mental, or physical well-being, and lead to a harmful environment.” This includes psychological harassment as well as conduct, words, or gestures of a sexual nature.

The definition also covers discriminatory harassment based on any of the grounds listed in the Charter of Human Rights and Freedoms.

A clear distinction must be made between harassment or violence and work-related stress or the normal exercise of management rights (attendance, task organization, disciplinary measures, etc.).

Clause 4: **Policy Statement**

The structures of the Arab Trade Union Confederation do not tolerate or overlook any form of violence or psychological/sexual harassment in the settings defined in Clause 2, whether perpetrated by:

- Supervisors toward staff.
- Between colleagues.
- Employees toward their superiors.
- Any person affiliated with ATUC: representatives, clients, users, suppliers, visitors, etc.
- Representatives of member organizations at any level of ATUC structures.

Clause 5: **Preventive Measures**

The Executive Secretariat shall:

- Ensure a work environment free from all forms of harassment and violence, safeguarding individual dignity and psychological and physical well-being.
- Distribute this policy to all parties mentioned in Clause 2 in a manner accessible to all, through physical or electronic means.
- Ensure that all concerned individuals understand and commit to this policy.

- Promote mutual respect among individuals.

Clause 6: **Complaint and Reporting Procedures**

- A person who believes they are subjected to violence, psychological, or sexual harassment must first notify the perpetrator in writing or electronically that their behavior is unwelcome and must cease. This notification must include the date and details of the incident.
- If the harassment continues, the victim should report the incident to the Executive Secretary, marked “Strictly Confidential.” If the victim is a staff member, their trade union leader must be informed. Complaints may be submitted orally or in writing. The complaint must describe the alleged behavior and incident details as accurately as possible, supported by evidence, so that prompt action can be taken.
- The body receiving the complaint is responsible for preserving the dignity and privacy of all concerned parties—the complainant, the accused, and any witnesses—and for treating all parties with fairness, humanity, and confidentiality while providing appropriate support.
- The Executive Secretary may propose a conciliatory meeting between the parties with the victim’s consent.

- In the case of serious violations, the Executive Secretary will immediately initiate a preliminary investigation and determine an appropriate disciplinary measure as per the disciplinary procedures outlined in the Secretariat's internal regulations. If the incident involves a representative of a member trade union organization, the investigation findings will be submitted confidentially to that organization's head, along with a formal request for replacement.
- Any individual found to have made false accusations with the intent to cause harm will also be subject to the same disciplinary measures as the perpetrator.
- No person shall be subject to retaliation or prejudice by the employer or union leadership for reporting or being involved in a harassment or violence case.

Clause 7: **Condemned Behaviors**

Discrimination on any of the grounds listed in Section 10 of the Charter of Human Rights and Freedoms may constitute harassment, including: Race, color, gender, pregnancy, sexual orientation, marital status, age, religion, political opinions, or disability.

Behaviors that may constitute psychological harassment:

- Bullying or cyberbullying.
- Threats and isolation.
- Offensive or defamatory remarks or gestures about a person or their work.
- Verbal abuse.
- Slander.

Behaviors that may constitute sexual harassment:

- Any form of unwanted attention or sexual advances, including:
 - Persistent solicitation
 - Staring, physical contact
- Sexual insults, crude comments
- Remarks, jokes, or images of a sexual nature

This definition applies to all forms of interaction, including digital communication.

Clause 8: **Final Provisions**

- This policy may be revised and developed as needed, with the approval of all signatory structures.
- The Executive Secretariat shall work to extend the application of this policy to the internal structures of member trade union organizations.



President of the Executive Bureau
Hamou Touahria



ATUC President
Shaher Saad



Executive Secretary
Hind Benammar



On behalf of the Union Confederation
Khaled Ghriss



On behalf of the Equality Forum
Aicha Hammouda



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