



THE SAFE CORPORATES INITIATIVE

ERADICATING SEXUAL HARASSMENT
IN EGYPT'S WORKPLACES



ABOUT THE SAFE CORPORATES INITIATIVE



As an employer, you have a responsibility to maintain a workplace that is free of sexual harassment. This is your legal obligation, but it also makes good business sense. If you allow sexual harassment to flourish in your workplace, you will pay a high price in poor employee morale, low productivity, low customer satisfaction and lawsuits.

The most effective weapon against sexual harassment is prevention. There are a number of steps that you can take to reduce the risk of sexual harassment occurring in your workplace. Although you may not be able to take all of the steps listed below, you should take as many of them as you can:

ADOPT A CLEAR SEXUAL HARASSMENT POLICY

In your employee handbook, you should have a policy devoted to sexual harassment. That policy should:

- Define sexual harassment
- State in no uncertain terms that you will not tolerate sexual harassment
- State that you will discipline or fire any wrongdoers
- Set out a clear procedure for filing sexual harassment complaints
- State that you will investigate fully any complaint that you receive, and
- State that you will not tolerate retaliation against anyone who complains about sexual harassment.

TRAIN EMPLOYEES

At least once a year, conduct training sessions for employees. These sessions should teach employees what sexual harassment is, explain that employees have a right to a workplace free of sexual harassment, review your complaint procedure, and encourage employees to use it.

TRAIN SUPERVISORS & MANAGERS

At least once a year, conduct training sessions for supervisors and managers that are separate from the employee sessions. The sessions should educate the managers and supervisors about sexual harassment and explain how to deal with complaints.



HOW WILL WE SUPPORT YOU?

HarassMap, a leading and award winning Egyptian foundation that works to end the social acceptability of sexual harassment in Egypt, is launching a national capacity building program aiming to support businesses in developing, adopting and implementing an effective sexual harassment policy.

By joining the SAFE CORPORATES INITIATIVE, you will not only empower your organization with necessary tools to prevent and reduce the harm of sexual harassment, but you will also be part of a broader national initiative championing mandatory training for all corporates to eradicate sexual harassment in Egypt.

WHY SHOULD YOU JOIN THE SAFE CORPORATES INITIATIVE?



1 BE AN EMPLOYER OF CHOICE:

Becoming an employer of choice means that applicants are eager to work for you, that people envy your employees, that you receive unsolicited resumes, and that your most talented workers stay with the company throughout their careers.

2 BE A BRAND OF CHOICE:

Clients are making a choice and a choice that is heavily influenced by brands with a social purpose. By joining Safe Corporates, you'll become a brand of choice of clients and consumers that feel strongly about sexual harassment.

3 PROTECT YOUR BUSINESS:

Sexual harassment incidents can lead to a reputational damage and liability for your organization. Avoiding or at least minimizing incidents of discrimination and sexual harassment in the workplace will at the very least avoid employer's liability for punitive damages.

THE SAFE CORPORATES BRAND

Brands are used to create distinctive images and associations in the minds of stakeholders to help a company stand out in the marketplace, and to communicate and engage with their customers. By joining the program and meeting its requirements, your organization will be entitled to use the Safe Corporates Brand in marketing and communication campaigns/collaterals.

The Safe Corporates Program will promote champions and partners as role models in our society. This will be achieved through a nationwide campaign to show partners' positive contribution to society through fighting sexual harassment and inspire others to have zero-tolerance for sexual harassment.

MODULES

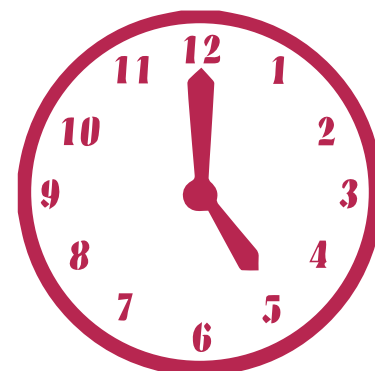
HarassMap provides multiple modules to support and empower businesses with tools to prevent and reduce the harm of sexual harassment:

Activity/Module	Basic	Bronze	Silver	Gold
Policy Adoption		●	●	●
Employee Training	1 day	1 day	3 - 5 days	Quarterly
Management & Supervisors Training			●	●
Safe Sub-Contractors				●
Sponsorship of a Societal Training Program			●	●
Champion the Cause				●



SAFE CORPORATES INITIATIVE – BASIC CRASH WORKSHOP AGENDA (120 Min)

Got only 120 minutes on a busy meeting agenda? HarassMap team will come to your premises and provide employees with a quick overview of corporate policy against sexual harassment, examples of harassment, and advice on where to go for help. Several informative handouts are provided.



TIME	SESSION
10:00	INTRODUCTIONS AND WORKSHOP OBJECTIVES (15 MINUTES) <ul style="list-style-type: none">● About HarassMap● About the Safe Corporates Initiative● Welcome Space: Expectations, hopes, fears and contributions● Workshop objectives
10:15 - 10:45	SESSION ONE: OVERVIEW OF SEXUAL HARASSMENT IN THE WORKPLACE (30 MINUTES) <ul style="list-style-type: none">● Basic facts: Statistics and policies● Definition● Types: Actions that can constitute sexual harassment in the workplace● Discussions
10:45	BREAK (15 MINUTES)
11:00 - 11:15	SESSION TWO: HOW TO REACT WHEN HARASSMENT IS HAPPENING TO YOU (15 MINUTES) <ul style="list-style-type: none">● Informing employer● Filing a complaint● Where to find support● Discussions
11:15 - 11:45	11:45 – 11:15 SESSION THREE: HOW TO REACT WHEN YOU WITNESS HARASSMENT OR WHEN HARASSMENT IS REPORTED TO YOU (30 MINUTES) <ul style="list-style-type: none">● Internal escalation policy – measures to prevent retaliation● The benefits of an escalation policy● How to gather information (interviewing complainant, accused, witness, including possible questionnaires for each)● Corporate community responsibilities● Discussions
11:00 - 12:00	CONCLUSIONS & TRAINING EVALUATION (15 MINUTES) <ul style="list-style-type: none">● Summary & key takeaways● How can you contribute in fighting harassment in your community?● Training evaluation

SPECIALIZED SAFE CORPORATES WORKSHOPS

We offer specialized training programs and seminars on an ongoing basis to support different corporate functions and vital sectors in the fight against sexual harassment in Egypt:

- Managing to Prevent and Address Harassment: A Guide for Supervisors and Managers.
- Managing to Prevent and Address Harassment: A Guide for HR Managers.
- Fighting Harassment in the Medical Sector.
Fighting Harassment in the Tourism Sector.

For more information, please contact us at:
safe.areas@harassmap.org