

GUIDELINES FOR THE PREVENTION OF SEXUAL HARASSMENT, GENDER-BASED HARASSMENT, AND PSYCHOLOGICAL HARASSMENT

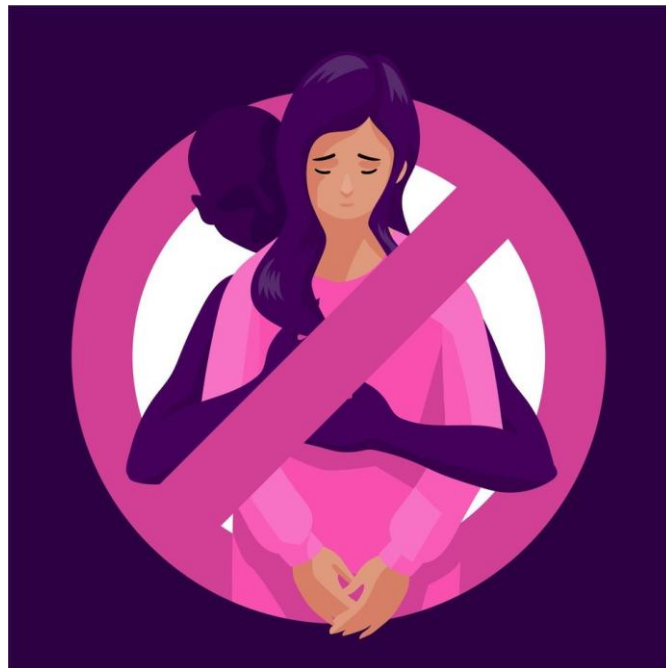
1.- LEARN MORE

WHAT IS SEXUAL HARASSMENT?

Sexual harassment is any verbal or physical behavior of a sexual nature that has the purpose or effect of undermining a person's dignity, particularly when it creates an intimidating, degrading, or offensive environment (Equality Act).

Environmental sexual harassment occurs when a workplace becomes intimidating, hostile, or humiliating for the victim, and when there is a clear connection between a sexual demand and a potential work-related consequence (such as a promotion, pay raise, or improved conditions).

Sexual blackmail (or quid pro quo) is considered the most serious form of sexual harassment. It happens when a person in a higher position, or whose decisions can affect someone else's work, uses the victim's resistance or submission to sexual advances as a basis for decisions impacting their employment, such as salary, contract renewal, or promotion.



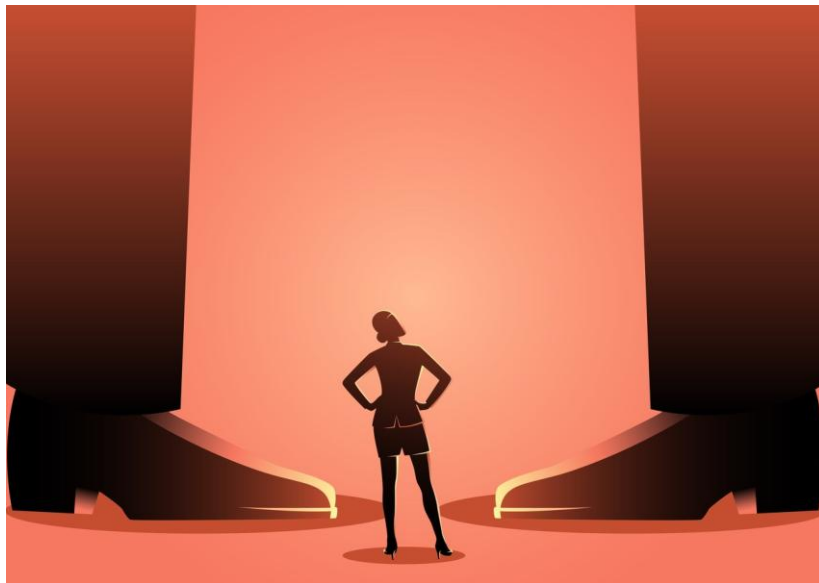
1.- LEARN MORE

WHAT IS GENDER-BASED HARASSMENT?

Gender-based harassment refers to any behavior carried out because of a person's sex, with the purpose or effect of undermining their dignity and creating an intimidating, degrading, or offensive environment (Equality Act).

In Spain, the Equality Act recognizes any unfavorable treatment of women related to pregnancy or maternity as direct discrimination on the basis of sex.

This type of discrimination is explicitly prohibited by the Spanish Constitution and European legal framework and is considered by ITV a matter of extreme seriousness.

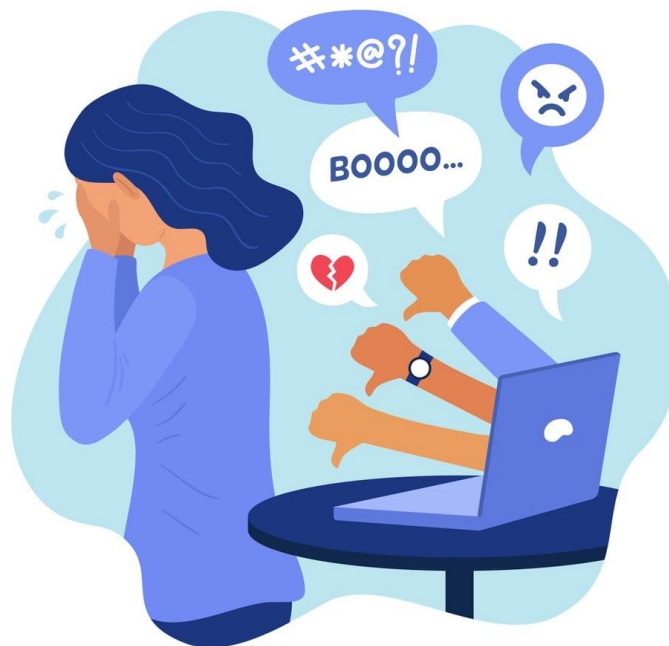


1.- LEARN MORE

WHAT IS PSYCHOLOGICAL HARASSMENT?

Psychological harassment—also known as mobbing, workplace harassment, or moral harassment—is the continuous and deliberate verbal or behavioral abuse aimed at diminishing, intimidating, isolating, or psychologically destroying a person. It consists of frequent, recurring, and systematic acts of harassment.

It involves abusive conduct in gestures, words, actions, or attitudes that, due to their repetition and consistency, violate a person's dignity or mental/physical integrity, endangering their employment or degrading the work climate (M.F. Hirigoyen). Psychological harassment is covered under the Spanish Penal Code.



2.- IDENTIFY IT

EXAMPLES OF SEXUAL HARASSMENT

- Use and display of sexist, pornographic, or sexually provocative materials in the workplace.
- Sexual comments, jokes, or innuendos that are unpleasant or offensive.
- Sexual remarks about someone's appearance or body that are intimidating.
- Obscene gestures or stares that cause discomfort or fear.
- Unwanted, deliberate physical contact or touching that makes others uncomfortable.
- Intentional efforts to be alone with the victim.
- Repeated invitations to initiate a sexual relationship despite clear rejection.
- Secretly watching someone in private spaces (bathrooms, dressing rooms).
- Pressuring someone to join sexual conversations or jokes.
- Sending offensive emails, notes, or messages with sexual content.
- Suggesting professional or academic benefits in exchange for sex.
- Threatening professional or academic retaliation for refusing sexual advances.

2.- IDENTIFY IT

GENDER-BASED HARASSMENT BEHAVIORS

- Systematically ignoring women's input, belittling their work or skills.
- Offensive sexist comments or mockery.
- Pressuring pregnant employees to find their own replacements.
- Unequal treatment for taking maternity leave compared to other types of leave.
- Discouraging or obstructing legally established maternity leave.
- Penalizing or ridiculing maternity leave, reduced working hours, or refusal to work overtime.
- Denying pregnancy/maternity leave.
- Discriminating against women returning from maternity leave.
- Expressing gender-biased opinions such as:
 - *Women should handle household duties or work shorter hours.*
 - *Men shouldn't take paternity leave or handle childcare.*
 - *A woman who becomes a mother is less competent or committed.*
 - *Men who take parental leave or request reduced hours are "unmanly" or unfit for work.*

2.- IDENTIFY IT

PSYCHOLOGICAL HARASSMENT BEHAVIORS

- Ignoring someone in meetings or conversations, treating them as invisible.
- Withholding or manipulating important work information.
- Repeated, vague, or unjustified accusations of negligence.
- Spreading malicious rumors that harm a person's image or professionalism.
- Biased evaluations, undervaluing or hiding achievements.
- Applying double standards in monitoring.
- Humiliating comments, personal attacks, shouting, insults.
- Ignoring professional accomplishments or wrongly attributing them to others.
- Constantly criticizing the victim's ideas or work in a mocking tone.
- Ridiculing the person's work, identity, or results.
- Invading privacy: reading emails, searching desks or drawers, removing work materials.
- Overloading with impossible or excessive work tasks.
- Assigning menial tasks below the person's qualifications.
- Encouraging others to take part in the harassment through persuasion or abuse of authority.

3.- TAKE ACTION

IF YOU ARE A VICTIM OF HARASSMENT

WRITE IT DOWN AND COLLECT EVIDENCE

- As soon as possible, make a personal record detailing the incident or repeated behaviors—include dates, locations, and names of witnesses or others who know about the situation.
- Do not respond to harassing messages or comments on social media. Instead, save them as evidence to support your case.

SPEAK UP

- Tell someone you trust. Facing harassment is exhausting—seek help.
- Talk to your immediate supervisor or the person responsible for your work area..

TAKE ACTION

- Report the situation to the designated individuals in your company. You can email: itv016@itv.es
- It's important to act in the early stages—do not ignore it.
- If you feel capable, confront the harasser. Clearly and seriously state what behavior must stop and that they have crossed a line.
- If direct confrontation feels too difficult, write a letter to the harasser describing how the situation is affecting you.
Find out if others have experienced similar situations—it's common for one person to harass multiple individuals..

3.- TAKE ACTION

IF YOU MANAGE SOMEONE WHO IS BEING HARASSED

BE INFORMED AND KNOW YOUR RESPONSIBILITIES

- You have a legal obligation to address harassment.
- Harassment cases are more effectively resolved from positions of authority.
- Leadership sets the tone: if management tolerates or ignores harassment, the rest of the team is less likely to act..

ADDRESS THE SITUATION

- Immediately initiate a thorough investigation and ensure confidentiality throughout.
- Hold separate, discreet meetings with the parties involved.
- Prepare a report detailing meetings and actions taken. Inform higher authorities if needed.
- Enforce legal measures and apply appropriate sanctions.

BE PROACTIVE

- Include harassment prevention in your area's strategic perspective.
- Set clear rules for your team.
- Depending on your responsibilities, launch awareness campaigns.
- Remember there is a designated person responsible for harassment matters, equipped with resources

4.- RESOURCES

LEGAL FRAMEWORK

- **Constitución Española.** Artículo 14
- **Ley Orgánica para la Igualdad Efectiva entre Mujeres y Hombres.**
- **Código Penal. L.O 5/2010.** Preámbulo XI
- **Estatuto de los Trabajadores.**

USEFUL LINKS AND REFERENCES

- **Delegación del Gobierno para la Violencia de Género:**
- **<http://www.msssi.gob.es/ssi/violenciaGenero/home.htm>**
- **Instituto de la Mujer:** <http://www.inmujer.gob.es>
- **Email y Teléfono dedicado en ITV ICE MAKERS**
- Piñuel, Iñaki, 2014, ***Por si acaso te acosan: 100 cosas que debes saber para salir del mobbing***
- Hirigoyen, Marie France, 2001, ***El acoso moral en el trabajo. Distinguir lo verdadero de lo falso***, Paidós