

## **LETTER OF COMMITMENT TO PREVENTING AND COMBATTING HARASSMENT IN THE WORKPLACE**

It is an undeniable fact that the dignity of persons is an essential and inherent value of human existence and thus must be preserved by all. Practices that violate this value must be combatted and prevented in favor of an ethical coexistence all across society.

Affirming this imperative need, ABO – Brazilian Association of Ombudsman, in its twenty-five years of existence, has held as one of its foundations, the representation of citizens' legitimate interests and has identified increased concern for the issue of psychological and sexual harassment in the workplace, which violate the condition of human dignity and therefore must be confronted more rigorously by public and private institutions.

With the objective of fostering initiatives to combat harassment practices, ABO proposes this “Letter of Commitment for Preventing and Combatting Harassment”, as an instrument to promote self-regulation and reflection by our society, with a view to eliminating harassment, an evil which causes serious damage to the health of workers. Health issues proven to result from harassment include psycho-emotional illnesses, such as panic disorder, anxiety and depression, in some instances leading to suicide. Harassment is a driver of deterioration in human relations, impacting the performance of professionals and organizations, with serious economic and reputational consequences. The topic of harassment arises with increased frequency and has drawn worldwide attention; therefore, it cannot be ignored or trivialized.

To achieve such purpose, public and private organizations undertake these commitments, by adopting measures and taking action for the implementation of best practices and efforts aimed at preventing and combatting harassment; raising the awareness of leaders and team members alike, as well as creating a safe and dignified environment for the generations entering the job market.

Thus, to establish and protect healthy and ethical interpersonal relationships in the workplace, the following list of recommendations is presented:

### **HARASSMENT-FREE ORGANIZATION**

**1.** Organizations must develop and disseminate their codes of ethics and conduct, defining behaviors to be prevented, addressed and subject to corrective measures, such as:

- a.** Verbal or physical assault;
- b.** Repeated acts which cause humiliation and embarrassment, thus violating workers' dignity and emotional well-being;
- c.** Unreasonable and disproportionate demands;
- d.** Ridicule and offensive jokes;
- e.** Sexual intimidation;
- f.** Cyberbullying;
- g.** Discriminatory practices and attitudes.

**2.** The so-called “toxic leadership” is to be avoided, and leaders are to be alerted and discouraged from displaying the following behaviors:

- a.** Carelessness and lack of recognition of an employee's contribution and performance;
- b.** Neglecting or refusing to give credit for achievements;
- c.** Inciting distrust;
- d.** Approving meritless or unfair promotions;

**3.** Organizations to accede to the Commitment to Prevent and Combat Harassment Charter agree to implement and maintain internal structures to assist victims of harassment in reporting cases and offering them psychological and social support; such structures should be overseen by the ombudsman's offices, or in partnership, when applicable, with ethics committees, other employee support services or centers.

**4.** Reporting and whistleblowing policies and channels should be created, maintaining the confidentiality and privacy of all those involved; anonymous reports are to be admitted, insofar as their investigation is conducted with extra caution and under safeguards, in order to prevent misuse and false reports;

**5.** Complaints will be investigated taking into consideration the exact definition of the behaviors reported, and the corresponding corrective measures provided by protocols for the prevention and response to instances of harassment;

**6.** Organizations will carry out periodic training programs including their leadership and in accordance with integrity processes and protocols;

7. Employees of all organizational levels should be encouraged to create an environment that ensures psychological safety, encouraging collaboration and enhancing corporate communication.

To become a part in the program, the organization must make a commitment to implement the requirements set out in the “Letter of Commitment to Prevent and Combat Harassment”. The following steps are required to register in the program:

**1st step:** Acquire knowledge of the Charter and make efforts for its effective fulfillment;

**2nd step:** Fill out the registration form and acceptance of the Commitment Letter to Prevent and Combat Harassment;

**3rd step:** Await the technical analysis to be concluded by ABO Nacional's Committee to Prevent and Combat Harassment (*Comitê de Prevenção e Combate ao Assédio da ABO Nacional*).

In case of approval, the registered organization will receive an e-mail communication formalizing its approval into the program, as well as authorization to publish the Letter of Commitment containing its logo in the roster of institutions committed to preventing and combatting harassment.

ABO Nacional provides a set of contents to support the implementation of measures and maintenance of the requirements outlined in the program to combat harassment, such as: practical guides, booklets, normative instructions, specialized bibliography, code of conduct and ethics, among other materials that may contribute as technical and specialized references on the topic.

This Commitment Letter establishes roles and responsibilities of organizations joined in combatting psychological and sexual harassment in the workplace, as defined by ABO Nacional – Brazilian Association of Ombudsman. This agreement will be valid for one year, and may be renewed for an equal period upon request to and approval by ABO’s Committee for the Prevention and Combatting of Workplace Harassment. The designated agent of this entity who has signed this document agrees to adopt the necessary efforts to implement the Program’s initiatives as described and fulfill the terms heretofore.

São Paulo, \_\_\_\_\_, \_\_\_\_\_ 2020.

**(ORGANIZATION)**  
Name

**ABO**  
Name

Representative

President