

**Prevention and
management protocol for
workplace and sexual
harassment, and
gender-based violence**



**ALLIANCE FOR
RESPONSIBLE MINING**



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GUIDELINES FOR PREVENTION AND MANAGEMENT OF SEXUAL HARASSMENT AND GENDER-BASED VIOLENCE AT ALLIANCE FOR RESPONSIBLE MINING FOUNDATION

1. BACKGROUND

The Alliance for Responsible Mining (ARM) acknowledges that incorporating a transgender approach is important. As an organization, we understand how gender – both in social and cultural construction, can be an obstacle to reaching equity and equality for both men and women. Therefore, ARM took several concepts and proposals from international treaties and declarations, including the Universal Declaration of Human Rights, the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW, 1979), the Inter-American Convention on the Prevention, Punishment, and Eradication of Violence Against Women (Convención de Belém do Pará, 1994), the Declaration and Action Platform of the Fourth World Conference on Women (Beijing, 1995), and the different agreements of the ILO on Labor Rights¹.

During the consulting process for the construction, implementation, and socialization of an occupational gender-based violence and sexual harassment prevention and management protocol, this document was created to strengthen the organizational strategy of ARM. The guide provides guidelines to generate awareness, prevent, and manage any kind of gender-based violence and sexual harassment in the ARM environment of the organization. With this guide, the ARM team will be able to identify and manage violence situations that may take place and be aware of the actions taken by the organization regarding this issue.

2. PURPOSE

To guide the Alliance for Responsible Mining against the prevention and management of gender-based violence and sexual harassment behaviors that may take place in the occupational environment.

3. SCOPE OF APPLICATION

This document contains the guidelines of the Alliance for Responsible Mining to prevent and manage gender-based violence and sexual harassment behaviors that may take place in the ARM environment. Its authority extends to the prevention and management of these types of violence. Therefore, its duty is not focused on investigating and penalizing those professionals who may engage in these types of behaviors.

¹ (Revised on: https://www.responsiblemines.org/wp-content/uploads/2019/03/posición-ARM-género-colombia_-ESP_compressed.pdf)

Its applicability extends to the territory context where ARM has incidence, and it is mandatory for the people who are part of the organization as employees, contractors, volunteers, and/or beneficiaries, henceforth understood as "ARM Environment."

4. PRINCIPLES

4.1 Action without harm

It is an approach that comes from the concept that no external intervention, either by humanitarian or development actors, is exempt from causing (unintended) harm with their actions (Commission of Truth). Pursuant to this principle, the Alliance for Responsible Mining will assume an ethical position when dealing with situations of gender-based violence and sexual harassment behaviors, which will lead it to recognize its role either as an agent of change or a validator of these behaviors and reflect on the impact of its decisions in the organization.

4.2 Due diligence

The Inter-American Convention on the Prevention, Punishment, and Eradication of Violence Against Women (Convención de Belem Do Para) determines that it is an obligation for the States to act with "due diligence to prevent, investigate, and sanction violence against women." (Article 7).

It is not an exclusive obligation of the legal authorities, but it is also applicable to any other instance in charge of preventing or investigating gender-based violence situations, and, likewise, they must facilitate streamlined, effective attention, protection, and prevention mechanisms.

4.3 Shared responsibility

Shared responsibility is an obligation set forth in Colombian law, mainly, and it refers to the responsibility that all social sectors shared regarding insurance and respect for human rights. In the words of the Local Model "Más Justicia Menos Barreras (More Justice, Fewer Barriers)" from the Corporación Colectiva Justicia Mujer:

"Shared responsibility aims to ensure the commitment, complementarity, subsidiarity, and concurrence of all social sectors to gender equality and the eradication of violence against women, as well as to restore the rights of the survivors of these types of violence" (CCJM, 2019, p. 24).

4.4 Due process

The Inter-American Court of Human Rights has determined that due process "is a process guarantee that must be present in all kinds of processes, not only legal but also civil, fiscal, labor, or of any other nature," and aims to respect the minimum guarantees of legality, to investigate in a reasonable time by an impartial tribunal, and aligned with the criteria previously established by law (ICHR, article 8.1).



4.5 Inter-sectional approach

Within the implementation of the hereby guidelines, the ARM will recognize and include the gender, sexual orientation, ethnic identity, age, nationality, class, economic position, and functional diversity categories that involve all people who belong to the ARM, as well as its associates.

4.6 Non-neutrality or impartiality

This principle implies assuming an active position towards the eradication of all gender-based violence expressions within the occupational environment. Additionally, it implies approaching the gender-based and sexual violence cases from a "gender-focused analysis capable of revealing prejudices, stereotypes, and preconceived ideas that undermine women and become obstacles for the full realization of their rights." (Colombian Constitutional Court, 2021).

4.7 Good faith

It is a principle that, in the case of gender-based violence against men and women, demands that to validate the testimony of the victims be a valid sign on which protection, attention, and sanction measures can be based without having to over-validate through excessive formalities that may be re-victimizing. Additionally, it demands to "ease the burden of proof in cases of violence or discrimination, favoring evidence on direct proof when these latter may result insufficient." (Colombian Constitutional Court, 2017).

4.8 Principle of Victims' Centrality

According to the victim-centered policy of the Office of the United Nations High Commissioner for Refugees (UNHCR), a victim-centered approach is a way of engaging with victims that "systematically focuses on their safety, rights, well-being, expressed needs, and choices, thereby giving back as much control to the victim(s) as feasible and ensuring the empathetic and sensitive delivery of services and accompaniment in a non-judgmental manner." (UNHCR/HCP/2020/04).

4.9 Sua sponte principle.

Pursuant to this principle, the Alliance for Responsible Mining, without the necessity of a formal report or complaint, will process ex officio any gender-based or sexual violence cases within their knowledge by any means. It implies reflecting on the role of the organization against the impact that a negligent action may have on its role to prevent and attend to any victimization.

4.10 Non-discrimination

The non-discrimination principle may be understood as a guarantee that aims to provide equal access to the rights that any person holds, with human dignity as the foundation, and prevent exclusions due to gender, ethnicity, sexual orientation, and others. However, based on the same principle, the adoption of affirmative actions that enable differentiated treatment

is justified for people who are going through particular violations and, therefore, require the implementation of an approach and/or special measures.

5. DEFINITIONS

5.1 Gender

It is a way of social classification that assigns values, behaviors, spaces, roles, or duties to men and women based on their biological differences. It establishes that the western world is founded on a binary construction regarding the positions that men and women play in their society. Therefore, it is culturally understood that values related to reason, strength, or public space (work, art, streets, or politics) are masculine, and on the other hand, the feminine is related to values such as emotion, weakness, and private space (home).

Gender allows stating that, based on its social character, it is susceptible to be transformed, and that the biological difference does not necessarily mean inequality in the political, social, and economic aspects. Just like ethnic affiliation, economic position, and class, gender is a category that changes depending on territory, historical context, and political context, which allows identifying and questioning inequalities based on sexual difference.

5.2 Gender identity

The Inter-American Court of Human Rights relates some guide concepts for understanding the rights of LGBT people and has defined gender identity as "the internal and individual experience of the gender as each person feels it deep within, which may correspond or not with the sex at birth, including the personal experience of the body" (ICHR, 2015).

5.3 Gender-based violence

Gender-based violence is any type of aggression against a woman or a man for the mere fact of being, or against a person based on their gender identity or sexual orientation. It is a type of social conditioning for people to correspond to the gender assigned in socialization under a determined historical or cultural context.

According to the United Nations (UN), gender-based violence refers to any action that causes physical, sexual, psychological, or economic harm to a person because of their gender or for not conforming to the traditional gender roles (UN, 1993).

Likewise, the United Nations High Commissioner for Refugees includes "acts of sexual violence such as rape, harassment, and sexual exploitation, as well as other gender-based violence types like female genital mutilation, forced marriage, women and girl trafficking, domestic violence, people trafficking, and femicide" within this type of violence (UNHCR, 2003).



5.4 Sexual harassment

It is all sexual approach that is unwanted or not consented to by the person who receives it. It may consist of actions such as comments, looks, sounds, and persecution of a sexual nature that may take place at work, in public space, or at the university.

Bedolla and García (2002) refer to harassment as "non-reciprocal actions" that include verbal and physical behaviors that contain aspects related to sexuality received by someone who does not welcome them."

On the other hand, the United Nations, in its Bulletin on Sexual Harassment in the Workplace, defined it as:

"Any unwelcome conduct that might reasonably be expected or be perceived to cause offense or humiliation to another person, when such conduct interferes with work or creates an intimidating, hostile, or offensive work environment" (ST/SGB/2019/8).

It also adds that, while typically involving a pattern of conduct, sexual harassment may take the form of a single incident and warns of the importance of assessing the perspective of the person who is the target of the conduct.

Regarding the above, some conducts that may be considered sexual harassment are:

"Catcalls, jokes, obscene comments or questions with sexual content; lewd staring or gestures; non-consented exposure in social networks or other virtual spaces with sexual purposes; pressure to accept sexual-related invitations; phone calls, messages, photographs, images or videos with sexual content using electronic or physical media; citations to the office or any other place in the facilities in the workplace under labor arguments for unwanted sexual interaction; blackmail or threats to have sexual interaction; offering economic, labor, or other type of compensation in exchange for sexual activities; coerce into any sexual contact such as hugs, caresses, kisses, touching, including behaviors such as groping, holding, or cornering; as well as psychological pressure to have sexual contact." (See Cano et al., 2022, p. 757).

Sexual harassment differs from other types of violence because of three important elements: power relationship, the absence of consent, and sexual connotation.

5.4.1 Power relationship

A power relationship takes place as the product of an interaction in which one of the subjects is in a physical, cultural, academic, labor, economic, or age position of advantage over the other. Therefore, power is not only limited to the framework of an institutional hierarchy but can also be used to take advantage of the emotional immaturity of a younger person, the sexual role that gender assigns to men, the cultural capital, and finally, the subordination relationship given by an institution.

5.4.2 Consent

Consent refers to the level of reciprocity or correspondence with a sexual approach. To be valid, consent must be clear, explicit, and unequivocal, given in an environment free of coercion. Therefore, it may not be inferred from silence, indifference, lack of clarity, a person's sexual past, or the behavior of a person.

5.4.3 Sexual connotation

Sexual connotation is the sexual implicitness of a comment, look, or sound, which does not necessarily require the involvement of an explicit sexual proposal that makes reference to the genitalia. Hence, “these practices are not necessarily physical and are not limited to contact of the bodies or genital organs, but they can also be sexual-based verbal and non-verbal practices that affect the dignity of the person.” (Arancibia et al., 2015, p.15).

5.5 Harassment at the workplace

For the United Nations, “harassment is any unwelcome conduct that might reasonably be expected or be perceived to cause offense or humiliation to another person when such conduct interferes with work or creates an intimidating, hostile, or offensive work environment.” It may take the form of words, gestures, or actions that tend to annoy, alarm, abuse, demean, intimidate, belittle, humiliate, or embarrass another,” and it may be addressed to affect one or more people with a shared trait or characteristic.” (ST/SGB/2019/8).

5.6 Sexual exploitation

According to the United Nations, sexual exploitation is understood as:

“Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another.” (ST/SGB/2003/13).

5.7 Sexual abuse

Likewise, for the United Nations, sexual abuse is the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.” (ST/SGB/2003/13).



6 GENDER ISSUES COMMITTEE

It is an instance attached to the Alliance for Responsible Mining that is responsible for the implementation of the guidelines to prevent and manage gender-based violence and sexual harassment. It is composed of a parity body (in ethnic identity and gender) and an odd number of people who represent different areas of the organization, whose members will be led by the executive direction, but they will have the same decision-making capacity. Additionally, at least one professional from the territory where the event took place will eventually be involved when they are responsible for receiving and processing a report.

6.1 Election

The members of the Gender Issues Committee are appointed by the executive direction of the ARM at their own discretion or based on the proposals that members make on their own behalf, considering the following criteria for their election:

- To be associated with the organization under a formal employment contract, a contract for services, or a work and services agreement.
- To have certified training in gender or human rights (diploma courses, training courses, seminars, specializations with more than 20 hours of duration).
- To be sensitive about topics related to gender-based violence and sexual violence.
- To not be subject to any investigation (legal or disciplinary) or sentence associated with sexual violence. The appointed person should give their previous authorization to verify this requirement by filing the "Authorization for personal data treatment" form.
- To have availability and working time.
- To have decision-making skills.

- Not to be involved in any of the causes of disqualification or inability listed in Section 6.4.

The appointed people will serve as members of the committee for a term of two years, renewable depending on the capacity of the organization and the provisions of the executive direction of ARM Europe and Latin America, who shall procure the committee to be diverse and actively engage all the territories where the Foundation has incidence.

The executive direction is in the hands of Gina D'Amato (ARM Latin America), and Marcin Piersiak (ARM Europe). The first will act as the main representative of the direction, and the second will be the deputy.

6.2 Functions

- To receive and process all gender-based violence and sexual harassment reports that may take place in the ARM environment, avoiding judgments on the occurrence of the action, or the innocence or guilt of the parties involved.



- To ensure an integral response to the attention and/or accompaniment of requests received on someone's own behalf or anonymously and by any means available for such purposes.
- To provide their own regulations based on the guidelines set forth on this document.
- To appoint a member to play the role of president of the committee, and another to fulfill the duties of a technical secretary.
- To propose and carry out periodic actions of training and prevention on gender-based violence and sexual harassment at the workplace.
- To articulate all the instances of the Alliance for Responsible Mining to effectively streamline the reports that may be given due to the behaviors indicated in this document.
- To have at least a bimonthly meeting, and an extraordinary meeting every time it may be required by the cases reported.
- To periodically measure the effectiveness of prevention and management of actions that may be considered gender-based violence or sexual harassment.
- To verify the inclusion of gender perspectives in the occupational health and safety strategies developed by the Human Management Department.
- To propose and implement a data collection instrument that enables the characterization of the organization's members in terms of ethnicity, gender, age, and sexual orientation.
- To call experts when the issue is not within the area of expertise of the committee members.

6.3 Duties

- To keep the information required for fulfilling the purpose of the committee, especially that of a sensitive nature that refers to victim identification, alleged offenders, facts, and contact information. For that, a filing procedure will be provided to facilitate the fulfillment of this duty.
- To maintain the confidentiality and legal reserve of the information known as a member of the Gender Issues Committee.
- To declare themselves unable when, within the committee, a gender-based violence or sexual harassment situation in process may be of their interest or have them affected.

6.4 Causes of disqualification or inability.

The causes of disqualification or inability are those situations or qualities of a professional that affect their bias at a determined time in a case of gender-based violence or sexual harassment, which will prevent them from eventual participation in the Gender Issues Committee in case they are involved in one of them. On the other hand, the inabilities are

those qualities that prevent a professional from being a permanent member of the Gender Issues Committee.

As inabilities will be understood:

- To have a sentence or a legal or disciplinary investigation for behaviors related to gender-based violence or sexual harassment.
- The lack of experience or certified training in gender or human rights.

The disqualifications are:

- To have personal or economic interests in the case processed that may affect their bias or independence in decision-making.
- To have been appointed as an alleged active subject of behaviors that may constitute gender-based violence or sexual harassment.

7 ATTENTION ROUTE

The attention route consists of the procedure that guides the action of the organization and its members when gender-based violence or sexual harassment takes place in the ARM environment.

7.1 Reporting the case

On their own behalf or anonymously, the person directly affected, or another one who knows of it, may inform the Gender Issues Committee about any gender-based violence or sexual harassment action that happened within the scope of the contract labor with ARM, using any of the following channels:

- Email address: genderissues@responsiblemines.org
- Using the cell phone number xxxxxxxxxx (for a phone call or WhatsApp).
- By approaching the Human Management Office.
- Anonymously, filling the xxxxxx form.

The Gender Issues Committee of ARM will also process cases informed by public complaints or any other informal means. Additionally, the report will be processed based on simple indications; therefore, it will not need to have evidence attached or any additional forms that may be considered excessive ritualism.

7.1.1 Reporting on someone's own behalf using virtual means

If the case is received on someone's own behalf via email or their cell phone number, the Gender Issues Committee will contact the reporting person within 72 office hours and will separately interview both parties. Based on that, it will adopt the measures defined in this

document, according to the particularity of each case. If the case reported is evinced as a type of gender-based violence or sexual harassment action that exceeds the scope of application of these guidelines, they will be referred to the Well-being and Dialog Committee or the corresponding area via email.

The committee will delegate one or two of its professionals with training in psychology or similar areas to have the initial interview, ensuring gender, human rights, and intersectional approaches, as well as considering the principles and rights contained in this document.

7.1.2 Reporting on someone's own behalf in person

If the case is reported in person at the Human Management Office, the professional acting as the first respondent will be responsible for implementing the attention measures referred to in the following sections. However, if there is not enough technical capacity and resources, an appointment will be assigned for an initial interview with a previous explanation of the route offered by the Committee and the guidelines herein, without exceeding the following 72 office hours.

7.1.3 Anonymous alert or report

If the case is received from an anonymous source, it will be processed as an alert. The Committee will contact the affected person, aiming to assess their intention to be attended and verify the aspects of the information related without revealing the existence of the anonymous report. In case there is a legitimate interest, the committee will activate the route provided, but in case the person affected is not identified as such, only a training group intervention or any other prevention strategy will be implemented.

In all cases, crisis attention and psychological first aid will be ensured, along with the corresponding Professional Risk Administration (ARL in Colombia) affiliation, transport to the nearest healthcare center, and any other measure aiming to restore the emotional situation of the complainant.

7.2 Psychological Guidance

The Gender Issues Committee, through the Human Management department, will provide the gender-based violence or sexual harassment victim and the alleged offender with basic guidance on mental health, and will determine the activation of external routes to obtain clinical psychology therapy sessions.

In cases of emotional crisis, ARM, through the Gender Issues Committee, will provide a professional to make an immediate diagnosis and determine the convenience of taking the person to the nearest healthcare center.

In all cases, an orientation of all services offered by the local authority on mental health for these events will be provided.

7.3 Legal guidance

The Gender Issues Committee, with the organization's resources, will facilitate an initial legal guidance, both to the complainants and the alleged offenders, in which they will know their rights, the process of the ARM with the report, and the routes the legal authorities offer regarding health, justice, and protection.

7.4 Case Documentation

The ARM will have a systematization instrument for gender-based violence or sexual harassment cases in which the reports received will be documented as variables, with the characterization of complainants, alleged offenders, and all the actions the organization developed to process the case.

Additionally, it will have three forms: interview, confidentiality, and informed consent, which will be exclusive to the Gender Issues Committee to fulfill the purpose of the guidelines herein.

7.5 Advisory and support in the activation of external routes

The Gender Issues Committee, in its role as accompaniment and under previous authorization of the person affected, will activate the external routes provided by the corresponding legal regulation.

In Colombia, the following mechanisms can be used:

- National Line 155 (Guidance to Women Victims of Violence).
- Line 141 of the Instituto Colombiano de Bienestar Familiar (Colombian Family Welfare Institute) in cases of victimization of children and teenagers.

For Medellín, Colombia:

- Centro de Atención a Víctimas de la Fiscalía General de la Nación (Victim Attention Center of the General Attorney's Office), phone: (+57) 604 444 6677 ext. 3151.



- Centro de Atención Integral a Víctimas de Abuso Sexual (Integral Attention Center for Victims of Sexual Abuse), phone: (+57) 604 385 2600.
- Línea 123, Agencia Social de la Alcaldía de Medellín (Social Agency of Medellín's City Hall).
- Línea 123 Diversa de la Alcaldía de Medellín.
- Unidad de Niñez (Childhood Unit), phone: (+57) 604 385 5555 ext. 9250, address: CR 72B # 78B-54.
- Fiscalía General de la Nación (General Attorney's Office) toll-free complaint line: 122 from a cell phone, and 01 8000 919 748 from a land line; through the *A denunciar* platform, or the emails: mesacontrol.usuariosmed@fiscalia.gov.co and denunciaanonima@fiscalia.gov.co.
- Defensoría del Pueblo (Human Rights Ombudsperson's Office) - Regional Antioquia for free legal representation (phone: (+57) 604 5114381 ext. 114, address CR 49 # 49-24, email: antioquia@defensoria.gov.co).
- Hogares de acogida de la Secretaría de las Mujeres de Medellín (Foster Homes of the Secretariat of Women of Medellín), email: hogaresdeacogida@medellin.gov.co or the cell phones: (+57) 320 215 4697, and (+57) 320 215 6002.
- Psycho-legal attention in the territory of the Secretariat of Women of Medellín, phone: (+57) 604 385 5552, cell phone: (+57) 300 587 5219 or email: atencionviolencias.mujeres@medellin.gov.co;
- Childhood Unit of the Medellín City Hall, phone: (+57) 604 385 5555 ext. 9250 (when the victim is a child or teenager).

For La Llanada, Nariño:

- Family Commissioner, to attend cases of domestic violence, phone: (+57) 316 882 4350, email: comisariaflia@lallanada-narino.gov.co
- Police Station, for the direct attention of legal-aged adults, phone: (+57) 321 644 1947, email: inspeccionpolicia@lallanada-narino.gov.co
- Local Health Direction, to attend children and adults. Phone: (+57) 322 533 9299; (+57) 321 478 4062, email: saludpublicallanada@lallanada-narino.gov.co
- E.S.E San Juan Bosco, for direct attention at the facilities of the healthcare center. Emergency Phone: (+57) 312 826 8240; Psychological Attention phone: (+57) 310 672 2406.
- National Police, for direct attention to cases that require help. Phone: (+57) 313 697 8018

For Santa Rosa del Sur, Bolívar:

- Mayor's Office, phone: (+57) 318 372 7475; email: comisariaflia@santarosadelsur-bolivar.gov.co
- General Attorney's Office, and the Seccional de Investigación Judicial y Criminal – SIJIN (Legal and Criminal Investigation Department). Phones: General Attorney's Office: (+57) 350 508 1913; 018000919748; SIJIN phone: 316 467 5531.

For Guapi, Cauca:

- Municipal Ombudsperson, for legal and psychosocial accompaniment. Phone: (+57) 322 913 8883.
- Human Rights Ombudsperson's Office, to receive and refer complaints. Phone: (+57) 314 700 9929.
- E.S.E. Guapi, to receive and refer cases. Phone: (+57) 312 214 5110

For Popayán, Cauca:

- Secretaría Departamental de la Mujer (Departmental Secretariat of Women), to strengthen defense mechanisms against gender-based violence. Address: Calle 4 carrera 7 esquina. Phone (+57) 602 822 0928.

For Timbiquí, Cauca:

- Secretaría de Salud (Secretariat of Health), to receive and refer complaints. Phone: (+57) 323 475 9076
- E.S.E de Occidente, for victims' attention. Phone: (+57) 311 494 7190
- General Attorney's Office, to receive reports. Phone: (+57) 602 840 3089
- National Police, to receive reports. Phone: (+57) 321 810 3784

For Buenos Aires, Cauca:

- Enlace de Género (Gender link), to report gender-based violence. Phone: (+57) 320 633 5443

For Suarez, Cauca:

- Enlace de Género (Gender link), to report gender-based violence. Phone: (+57) 312 674 2937

In Suriname, the following mechanisms are available:

- Suriname Police Aid Line, phone: +597 115.
- Consulting and Support Center for Victims of Violence, phone: +597 477 777.
- National Institute for Women in Suriname, phone: +597 477 815
- International Organization for Migration - IOM in Suriname, phone: +597 401 336
- Sexual Crimes Unit of Suriname's Police, phone: +597 404 022 ext. 240
- Department of Labor Affairs of the Ministry of Social Affairs, responsible for receiving and processing complaints related to sexual harassment in the workplace, email: info@arbeidssz.sr or phone: +597 473634.
- Center of Consulting and Support for Victims of Violence, which offers advisory and support to sexual violence victims, phone: +597 477 777, or email: cavs@sr.net.

There are also several non-governmental organizations in Suriname that provide support to sexual violence victims, some of them are:

- Stichting Lobi: info@lobi.sr
- Bureau voor Rechtshulp: info@bureauvoorrechtshulp.com
- Kariña: info@karinasuriname.org
- Women's Rights Centre: womensrightscentre@sr.net

In Honduras, the following resources can be used:

- La Dirección General de Inspección del Trabajo (General Direction of Labor Inspection), organ responsible for receiving and attending work-related complaints, including sexual harassment, phone: +504 2232-1042, or email: inspeccion@dol.gob.hn.
- La Fiscalía Especial de la Mujer (Special Attorney's Office for Women), responsible for investigating gender-based violence cases, phone: +504 2231-3120.
- La Secretaría de Derechos Humanos, Justicia, Gobernación y Descentralización (Secretariat of Human Rights, Justice, Governance, and Decentralization), a government entity that provides information and guidance on how to report sexual harassment in the workplace and other gender-based violence types, phone: +504 2231-7864 or on their website.
- El Instituto Nacional de la Mujer (National Women's Institute), phone: +504 2232-1093.

In Burkina Faso, these resources can be used:

- Gendarmerie, using line 16.
- National Police, using line 17,

- Women, Solidarity, and Family Services, using line 116, which is responsible for prevention, suppression, and reparation of violence against women and children, and attention to victims.

For Ouagadougou, Burkina Faso, are available:

- Brigada Centro Regional de Protección Infantil – BRPEC (Regional Center of Child Protection Brigade), phone +226 70 09 74 48.
- National Center of Monitoring and Alert, number: 1010.
- Boulmiougou Solidary Shelter, phone: +226 71 93 92 20.
- Nogr Masom Solidary Shelter, phone +226 70 55 70 15.
- Somgandé Emergency Foster Center, phone: +226 78 05 50 32.
- Emergency Reception Center, within the Address Provincial in Patte d'Oie, phone: +226 70 24 92 52.
- Gender-based Violence Victims Attention Center, phones: +226 70 10 46 12; +226 70 73 90 93; +226 79 35 18 86.
- Association of Women Lawyers of Burkina Faso, phone: +226 25 40 16 16; 25 36 15 56.
- Keogo Association, phone: +226 25 38 54 40.
- Feminine Voice, phone: +226 70 29 22 33, a través del número
- Cardinal Foundation Emile BIAYENTA, phones: +226 70 73 76 22; +226 70 72 60 22.
- Land of Men, phone: +226 25 36 91 82.

In Perú, are available:

- Ministerio de Trabajo y Promoción del Empleo – MTPE (Ministry of Labor and Employment Promotion), phone +51 0800-16872, or email: consultas@trabajo.gob.pe
- Ministerio de la Mujer y Poblaciones Vulnerables – MIMP (Ministry of Women and Vulnerable Populations), toll-free line of attention to violence victims 100, or email: consultas@MIMP.gob.pe
- Defensoría del Pueblo (Human Rights Ombudsperson's Office), phone: +51 (01) 999-793-837 (WhatsApp), or email: consultas@defensoria.gob.pe
- Ministerio Público (Public Ministry), phone +51 (01) 417-7100, or email: webmaster@mpfn.gob.pe
- Centros de Atención a la Víctima del Delito – CAVD (Center of Attention to the Crime Victim), phone: 0800-007-02, or email: cavd@minjus.gob.pe



7.6 Monitoring the case

The Gender Issues Committee will create a record of the cases received and establish a mechanism for the follow-up and effectiveness of the particular measures taken in specific cases. It will also assess the effectiveness of the general prevention strategy. Additionally, the organ will also monitor external referrals to the local authority, aiming to verify the effectiveness of the service provided.

8 PROTECTION MEASURES

Protection measures are those emergency actions implemented provisionally while the alleged rights violated are restored and a definitive administrative, disciplinary, or legal decision is made. They aim to prevent larger harm or ensure that the actions are not repeated.

The ARM will implement the following, or any other measurement pertinent in each case, based on the principles and approaches stated above:

8.1 No confrontation between the alleged victim and the alleged offender

The proper measures will be taken to ensure no confrontation between the person recognized as affected and the alleged offender, which will follow the principles of due process, due diligence, and victim centrality. Pursuant to these principles, the option of remote work or relocation for one of the parties will be evaluated, as will the suspension of the employment contract or services provided, or the measurement that the Gender Issues Committee considers appropriate to protect this right.

8.2 Reinforced protection

Under no circumstances will the person who has allegedly been offended be fired, nor can their employment contract be terminated as a direct consequence of reporting an act of gender-based violence or sexual harassment.

8.3 Prevalence of circumstantial evidence

To receive a gender-based violence or sexual harassment report, only the testimony of the informant and/or evidence to support it will be enough. No complaint, documentary proof, or legal resolution will be required to prove the occurrence of the actions reported.

9 PREVENTION MEASURES

The Gender Issues Committee will propose a prevention strategy that will articulate the communications department, standards and insurance management, the professionals responsible for gender and human rights issues, and project coordinators.



This strategy will approach topics related to gender, non-hegemonic masculinity, sexual and reproductive health, economic autonomy, the care economy, and others using talks, courses, research groups, awareness sessions, workshops, periodic bulletins, movie forums, videos, e-cards, reading club meetings, infographics, and webinars.

There will be a focus on questioning commonplace imaginaries regarding traditional relationships between men and women in the workplace, as well as fostering a positive, non-discriminatory organizational culture that fosters gender equality. It can include the promotion of values and practices that support new equality relationships that question the beliefs or practices that support gender-based violence or sexual harassment.

10 ADMINISTRATIVE MEASURES

Administrative measures are those organizational standards that ensure compliance with the obligations provided in the guidelines herein.

Therefore, to ensure compliance of the provisions regarding gender-based violence and sexual harassment, the following measures will be implemented:

- In the event of proven gender-based violence or sexual harassment behavior, the provisions of Section 11 of the ARM Conduct Code will be applied.
- A contract clause will be added to all contracts, in which the commission of any sexual harassment, exploitation, abuse behavior, or any other behavior that may constitute any type of gender-based violence will be prohibited.
- The Ethics Code will have an addendum regarding zero tolerance to gender-based violence or sexual violence-related behaviors.
- A record search system will be implemented in the procurement process to identify if a person is involved in a legal process regarding a sexual offense or if they have a disciplinary investigation for any of such behaviors. For such processes, the ARM "record search" tool will be used.

11 Glossary

ARM: Alliance for Responsible Mining.

Attention: refers to the different procedures and decisions taken to enforce duties for the protection, assistance, and prevention of gender-based violence or sexual harassment adopted in the guidelines herein.

Consulting: corresponds to guidance that details the legal and/or psychosocial resources that a person recognized as a victim of the gender-based violence or sexual harassment detailed in this document can use.

Accompaniment: a set of procedures used by the organization to ensure the rights of the victims and the people accused of the behaviors related herein. These actions may correspond to the activation of routes regarding health, justice, and protection, or to the obtaining of other services in favor of those looking for the restoration of their rights.

Complaint: is the act of informing the legal authorities about actions that may constitute an offense specified in the local regulations.

Complainant/reporting party: both terms are used in this document to identify the people who report any actions that may constitute gender-based violence or sexual harassment.

ARM environment: refers to the people who are part of the Alliance for Responsible Mining, such as employees, contractors, volunteers, and beneficiaries.

Report: is the means used for informing the organization about an action that may be considered gender-based violence or sexual harassment.

It can be performed using the channels available on the section of attention routes, and can be made either by the direct victim or anyone who knows of the case.

GBV: gender-based violence.

Victim: It is the role assumed by the people who report a case in which they attest to having been affected, even if there is no legal or administrative resolution to acknowledge the actions.

ANNEXES

Rights of the victims.

Informed consent.

Confidentiality agreement.

Initial interview form for the reporting party.

Initial interview form for the alleged offender.

Guidance for interview reception.

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