



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Federal Department of  
Foreign Affairs FDFA

**RESPECT**  
**IN THE WORKPLACE**  
**WE DO NOT TOLERATE SEXUAL HARASSMENT!**



[www.eda.admin.ch/respect](http://www.eda.admin.ch/respect)

The FDFA protects all employees in the workplace. They should be able develop their skills and carry out their tasks in a good working environment. The FDFA expects its employees to behave in a respectful manner with one another. Sexual harassment is not tolerated in the FDFA and is subject to sanctions.

Sexual harassment can affect any employee at any hierarchical level. There are no 'typical' harassers or victims.

## What is sexual harassment?

Sexual harassment in the workplace is any behaviour with a sexual connotation or any other gender-based behaviour that is unwanted by the person who is subjected to it and that violates their dignity. It is not the harasser's intention that counts but rather how the affected person experiences the behaviour. Sexual harassment makes another person feel insecure and humiliated through words, gestures or actions.

### Examples of sexual harassment:

- Verbal sexual harassment, e.g. sexually suggestive comments, jokes, questions, requests, demands or threats. The harassment may occur in person, via email, telephone, texting or social media.
- Non-verbal sexual harassment, such as leering glances, unwelcome staring at a person's body, and displaying sexually explicit material.
- Physical sexual harassment, such as unwanted touching, hugging, stroking or kissing.

## What can I do about sexual harassment?

- Do not tolerate the harassment under any circumstances.
- If possible, respond immediately and firmly tell the harasser to stop.
- Make it clear to the harasser, verbally or in writing, that you will not
- tolerate their behaviour – regardless of whether the harasser is your line manager or work colleague
- Do not hesitate to seek help and advice.

## If I am affected by sexual harassment

### Informal procedure

You can obtain information and guidance in confidence from one of the information and advisory offices.

### Formal procedure

The formal procedure starts once you are registered on the FDFA Compliance Office's whistleblowing platform as a person directly affected by sexual harassment and have requested this procedure.

The relevant officers will contact you and initiate an investigation. Protecting victims of sexual harassment is a priority for the FDFA. However, the formal procedure also requires the rights of the accused to be respected.



**DO YOU HAVE ANY  
QUESTIONS?  
INFORMATION AND HELP ARE  
AVAILABLE HERE. CONSULTATIONS  
ARE FREE OF CHARGE.**

#### **Confidential resources outside the FDFA**

- Personnel and Social Counselling (PSC):  
+41 58 462 64 15, [psb@psb.admin.ch](mailto:psb@psb.admin.ch)
- Mediation service for Federal Administration staff:  
+41 58 467 44 60, [vs@vspb.admin.ch](mailto:vs@vspb.admin.ch)
- Local counselling services in host country

#### **Resources within the FDFA**

- Line manager
- HR Advisory Services
- FDFA Compliance Office

#### **Further information**

Further information is available at:

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