



**INSTITUTE FOR
ANTHROPOLOGICAL
RESEARCH**

CODE OF CONDUCT

DISCRIMINATION AND HARASSMENT PREVENTION

Zagreb, September 1st 2021

INTRODUCTION

The Institute for Anthropological Research (hereinafter, the Institute) is committed to creating a stimulating and supportive working and learning environment that is free from discrimination and harassment. This *Code of Conduct – Discrimination and Harassment Prevention* (hereinafter, the Code) reflects the Institute's values. Its purpose is to outline the norms, responsibilities and practices of an individual and the Institute as an organization. Individual in this text means employee of the Institute, project team members, external associates, volunteers, interns and students working/collaborating/volunteering in the Institute's activities. The Institute's activities in this text mean daily work, project work, study work, field work, in the Institute's premises, offices, laboratories, field schools, study programs, projects, conferences, etc.

The Institute is committed to equal opportunities for all individuals engaging in the Institute's activities with no discrimination and harassment. All individuals engaging in the Institute's activities will be asked to sign the Code as a statement, declaring that they read it, fully understood it and that will act according to it.

DEFINITIONS

Discrimination in the workplace is based on certain prejudices and occurs when an individual is treated unfavourably because of gender identity, sexual orientation, race, religion, ethnicity, age, disability, pregnancy, parenthood, or treated differently because they possess different characteristics to other members of staff. Direct discrimination occurs when someone is treated less favourably than others. For example, an individual has the qualifications to do the job but they are turned down because employer/superior thinks they might want to start a family soon.

Harassment takes many forms and can be a source of great anxiety to an individual. The assault on a person's confidence can also directly affect the quality of life, mental or physical health, and academic/professional performance of the individual. Harassment may occur where the harasser has a position of authority but may also occur among peers. It may also occur when there is a perception of



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power among or between individuals with no formal academic or employment relationship. Some of the behaviours outlined below may cause only minor offence if occurring only once, but if repeated the conduct becomes harassment; other more serious behaviours may constitute harassment even if they occur only once – all of them are inappropriate and unacceptable.

The defining features are that the behaviour is offensive or intimidating to the recipient and that it is unwanted and not reciprocated. Harassment may be either deliberate or unintentional.

SEXUAL HARASSMENT

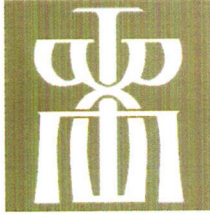
Sexual harassment can occur in interactions and relationships between women and men, women and women, men and men. Examples include:

- any form of behaviour relating to someone's sexual orientation, gender identity or sexuality which patronises or causes offence, discomfort or intimidation. This could be remarks, looks, attitudes, jokes or offensive language, and includes situations in which communication is transmitted electronically;
- the display or electronic transmission of pornographic, semipornographic, suggestive, or homophobic material, unless justified in the academic context;
- making provocative suggestions or pressuring people to accept unwelcome invitations;
- deliberate, and inappropriate physical contact to which a person has not consented.

In 2021, the Institute adopted *Policy on Sexual Harassment* which contains definition of sexual harassment in more details, its forms and examples and process of reporting an incident and complaints procedure. *Policy on Sexual Harassment* is available on the Institute's website, both in Croatian and English language.

HARASSMENT BASED ON GROUNDS OF ETHNICITY OR RELIGION

Ethnic and religious harassment is hostile and offensive behaviour from one individual or group of people towards individual or group of people of a different race, ethnic origin or religion. Examples of this type of harassment are:



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- any act which causes discomfort, intimidates or offends, or which incites others to do so – such behaviour can include the use of derogatory names, insults, racist jokes or the ridicule of an individual for cultural/ethnic/religious differences;
- the display or electronic transmission of offensive material, unless justified in the academic context;
- verbal abuse and threats;
- physical attack.

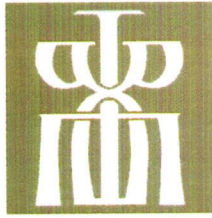
HARASSMENT BASED ON GROUNDS OF DISABILITY

Harassment based on grounds of disability refers to forms of behaviour which make direct or indirect reference to disability, physical or mental impairment and thus cause discomfort, or forms of behaviour which patronise, insult or offend people with a physical or mental disability.

BULLYING

Bullying can be defined as offensive, malicious, intimidating or humiliating behaviour, often associated with the misuse of power or position. Attacks on the individual may often be sudden, irrational and/or unpredictable or may be sustained and regular. Bullying undermines a person's ability to function normally, their self-confidence and self-esteem. Indicative examples of bullying are:

- academic bullying, asserting a position of intellectual superiority in an aggressive, abusive or offensive manner or making ungrounded threats of academic failure;
- public reprimand, ridicule, sarcasm or humiliation;
- constant criticism or trivialising of another's achievements;
- verbal and/or physical intimidation;
- setting arbitrary or unachievable workloads, and making threats associated with failure to achieve;
- ostracism.



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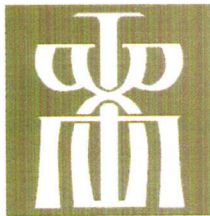
THE INSTITUTE'S POSITION

The Institute recognises that:

- discrimination and harassment in the Institute and associated with the Institute's activities are wholly unacceptable behaviour; any incidents will be taken very seriously and complaints will be considered promptly;
- while many cases of discrimination and harassment may be resolved informally, discrimination and harassment may result in disciplinary action against (an) individual/individuals;
- victims of discrimination and harassment are encouraged to report incidents to the Officer authorized by the Director, for receiving and resolving complaints related to the protection of workers' dignity;
- because of the particular sensitivity of discrimination and harassment complaints and their consequences, confidentiality is of utmost importance and will be maintained wherever possible. However, the Institute has an obligation to protect both the complainant and the wider Institute community (including the alleged harasser). Those involved in handling discrimination and harassment complaints will disclose information only when absolutely necessary, and the complainant will be consulted before any disclosure of information is made. By making a complaint, or offering evidence as a witness to an incident of harassment or bullying, an individual may attract criticism and hostility. Full support will be provided by the Institute to protect them from victimisation or retaliation. The Institute will operate a zero tolerance policy for any form of threats, intimidation or any other form of retaliation against an individual who has made a complaint or provided information in support of a complaint. The Institute will take reasonable and appropriate action needed to prevent and respond to retaliation, in accordance with its applicable policy and regulations.
- false accusations of discrimination and harassment will constitute similar grounds for discipline.

The Code is published on the Institute's website. The Code was written in Croatian and English, and Croatian version is considered original.

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I, _____ (insert your first and last name), declare that I have read the Institute's *Code of Conduct – Discrimination and Harassment Prevention*, and that I fully understand it and that I will act according to it.

Place and date: _____

Signature: _____

