

PAN AMERICAN HEALTH ORGANIZATION

ICMS

2 February 2011

GENERAL INFORMATION BULLETIN No. **HQ-FO-11-09**

DISTRIBUTION: ALL STAFF

SUBJECT: REVISION TO THE PAHO POLICY ON THE PREVENTION AND RESOLUTION OF HARASSMENT IN THE WORKPLACE

This is to inform all personnel that investigations into formal complaints of harassment will now be carried out by the Ethics Office. [PAHO's Policy on the Prevention and Resolution of Harassment in the Workplace](#) has been amended to reflect this new practice and the revised text is shown in red below:

Step 3 – Review of the Complaint

....

(c) **Prior to the conduct of an investigation**, an Examining Grievance Panel must offer the Complainant and the Respondent an opportunity to resolve the conflict by using mediation. If either the Complainant or Respondent does not agree to mediation, the Examining Grievance Panel can **request an investigation pursuant to step 5 below**.

Step 5 – Investigation

(a) **An Examining Grievance Panel shall refer all investigations it deems necessary pursuant to Step 3(c) above to the Ethics Office.**

(b) **Investigations shall be conducted in accordance with the [Protocol for Conducting Workplace Investigations in PAHO](#).**

(c) **The Ethics Office shall provide a written report containing its findings and conclusions to the Examining Grievance Panel upon completing the investigation.**

Revisions to the Spanish, French and Portuguese versions will follow. The *PAHO Policy on the Prevention and Resolution of Harassment in the Workplace* can be found on the Integrity and Conflict Management System ([ICMS](#)) website.

Please direct any questions to Mr. Philip MacMillan, Ethics Program Manager.