



Guidance Note 7: Guide to Workplace Training

This note is intended to support companies undertaking training of their workforce. The note may support companies in identifying suitable high-quality training to provide in the workplace. The note gives guidance on the following questions:

- **Why do we need specific trainings on gender-based violence and harassment (GBVH)?**
- **What do we need to cover in our trainings?**
- **Who should be a trainer on this topic?**
- **When and where should these trainings take place?**
- **How should these trainings be conducted?**



1. Why do we need specific trainings on GBVH?

One of the drivers of GBVH is the lack of understanding of what constitutes gender-based violence and harassment, including sexual harassment, and that this form of violence and harassment is due to wider forms of gender inequality, norms, and discrimination that normalizes harmful behaviours and practices. By raising awareness across all levels (from workers to senior management) and across the supply chain, stakeholders can better prevent and remediate cases of violence and harassment.

2. What do we need to cover in our trainings?

Trainings on GBVH should minimally cover the following contents:

- Explore the concepts of gender and sex (i.e. societal norm and expectations based on gender)
- Introduce the definitions of GBVH including gender-based violence and sexual harassment – its forms, where and how it can take place
- Cover the root causes including gender inequality, gender norm and stereotypes, discrimination, unequal power relation, and workplace culture, organization, systems, and other risk factors
- Explain the right to be free from violence and harassment in the world of work according to international instruments and local legislation
- Explain and identify workplace-related prevention and remediation mechanisms for victims, survivors, and bystanders (policies and grievance mechanisms)
- Introduce referral services and other support for victims and survivors
- Encourage and model bystander action in the workplace to support victims and survivors
- Understand roles and responsibilities to prevent and address GBVH
- Adopt an intersectional lens, considering the unique risks of groups with intersecting risks on the basis of their age, ethnicity, gender identity, migrant status, religion, sexual orientation, or other factors

Training should be delivered to the following participants:

- The whole workforce
- Contain content relevant and relatable for all individuals in the company
- Have components that are specifically designed for men and women, individually and together
- Target particular roles or people with specific responsibilities to respond to violence and harassment

3. Who should be a trainer on genderbased violence and sexual harassment?

Trainers on gender-based violence and sexual harassment should minimally complete a training of trainers on the topic in addition to facilitation skills on how to deliver trainings on sensitive issues. Due to the sensitive nature of this topic, staff should have training on how to conduct workshops on these issues, due to the potential unintended impact it has on victims and survivors (i.e. re-traumatizing them or exposing them) as well as perpetrators (i.e. reaffirming their attitudes and normalization of inflicting violence and harassment).

A trainer should meet the following criteria:

- Demonstrate a strong understanding of principles related to gender equality, inclusion, and non-discrimination
- Have an understanding of the definitions and concepts related to gender-based violence and sexual harassment including international standards and local legislations
- Adopt a victim and survivor-centred approach in handling sensitive information disclosed around cases of violence and harassment, and in facilitating access to referral services
- Is non-judgmental and respectful of different opinions
- Have experience conducting trainings using participatory methodologies and techniques
- Be trained on how to deal with persons undergoing stress and providing psychosocial first aid skills

4. When and where should these trainings take place?

Training on gender based violence and harassment cannot be a one-off intervention as attitudinal and behavioural change takes time. There are many ways the trainings can take place such as; during inductions/on-boarding, during line meetings, online, separate training session during working hours etc. A blended learning model is most impactful, where you do a mixture of different methods over a longer period of time.

Quiet space is important to ensure so that discussions can be open and kept confidential

5. How should these trainings be conducted?

Trainings should not be conducted as a lecture, but instead, should be a participatory way. Interactive and engaging where the participants have the chance to reflect, analyse, practice and model ideal behaviours. Trainings should be tailored to cultural, gender, and social norms as well as legislation in the local context.

As the training is on a sensitive topic, trainers need to set up ground rules:

- Non-judgment
- Respect different opinions and respect other participants and the trainers
- Respect the privacy and confidentiality by not sharing training discussions with non-participants
- Speak about general issues and examples and not specific ones (avoid sharing situations that make it easy to identify victims and perpetrators)
- Not sharing discussions outside of the training

Even with the ground rules set, it is possible that participants share their experiences of GBVH or incidents that they have observed. It is important to have specific guidance for what to say in responding to disclosures of violence and harassment, especially where victims or perpetrators are accidentally exposed:

• **Handling breaches of confidentiality:** Trainers should remind participants that one of the ground rules is to maintain confidentiality especially if it concerns those who are not in the training and that specific details are not necessary. Explain that participants can refer to situations more generally without specifics for the purposes of the training and sharing.

• **Handling disclosures:** In cases where participants share personal experiences of GBVH, trainers should practice the LIVES approach (see Implementation Note No. 6). Trainers should refer participants to external support and access to remedy in the workplace.

• **Safeguarding:** Participants may feel uncomfortable during the training as this is a sensitive and emotional topic. Trainers should encourage participants to step outside of the room if they feel too uncomfortable. Invite them to return when they feel ready. Invite them speak after the training to discuss further and provide access to services as needed.

Lastly, workplaces are encouraged to use pre and post-training assessments to allow companies to assess the effectiveness of the training.

6. Who can you ask for more assistance?

For further information on trainings related to GBVH, workplaces may reach out to Empower@Work, Better Work and Better Factories Cambodia, CARE International, BSR (HERRespect), local non-profit organizations, women's organisations, and trade unions.