

**Conduct Guidelines for Activities Organized by the  
General Secretariat of the Organization of American States (GS/OAS):  
Support of a Harassment-Free Workplace**

The GS/OAS aspires to create a positive working environment in which participants can share their opinions and perspectives, and fully participate in activities without fear of reprisal, intimidation or harassment. Participants in all activities organized by the GS/OAS are expected to adhere to the following Conduct Guidelines:

**Respect and dignity.** Participants are expected to treat one another with tolerance, consideration, mindfulness, respect and dignity. Participants are also expected to exercise common courtesy in their interactions.

**Harassment-free work environment.** In conformity with GS/OAS policies, participants have the right to a harassment-free work environment. Harassment is any form of unwanted and unwelcome behavior, which may range from mildly unpleasant remarks to physical violence. Harassment, regardless of its manifestation, is hurtful and interferes with another person's experience and participation in GS/OAS activities. **The GS/OAS has a zero tolerance policy for harassment.**

**Consideration of other participants.** GS/OAS expects participants to be considerate and mindful of the allocated time to permit maximum participation. To the extent possible, participants should have an opportunity to be heard; as such participants should avoid interrupting other participants.

These Conduct Guidelines apply to activities of all types, including social events, and aligns with Executive Order No. 15-02, "Policy and Conflict Resolution System for Prevention and Elimination of All Forms of Workplace Harassment," which is available at <http://www.oas.org/legal/english/gensec/EXOR1502.htm>.

Participants are encouraged to report any behavior that makes them or others around them feel uncomfortable to \_\_\_\_\_. Incidents may also be reported (even anonymously) by emailing [ombuds@oas.org](mailto:ombuds@oas.org). Please send the report from an email address that allows you to receive replies. Once a report is received, GS/OAS will take all appropriate measures to ensure the issue is addressed in a confidential and expedient manner. All reported incidents shall be investigated through the processes described in Sections 12, 13, and 18 of the Policy. Participants may also follow any of the preliminary measures listed in Section 11.2 of the Policy to address incidents.

In the event of non-compliance with these Conduct Guidelines, Staff Members may be subject to appropriate disciplinary measures, and corresponding administrative measures may be adopted for Non-staff Personnel. Please also be advised that the GS/OAS reserves the right to expel all non-complying participants from this activity and prohibit their attendance at future GS/OAS activities.

Thank you for your cooperation and understanding.