

**SEXISME
PAS NOTRE GENRE!**



**CONSEIL SUPÉRIEUR
DE L'ÉGALITÉ
PROFESSIONNELLE**
ENTRE LES FEMMES ET LES HOMMES



KIT TO ACT AGAINST SEXISM

THREE TOOLS
FOR THE WORLD OF WORK

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for
companies

This document was written
by the members of the Higher Council for professional equality
between men and women (CSEP).

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SEXISME
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SEXIST ACTS

IN THE WORLD OF WORK

Legal information

**FOR THE FIRST TIME, the word SEXISM
has entered into the labour code with a new specific
"sexist acts" provision.**

**Manifestations of sexism at work take many forms, they can be
experienced differently by those
who are victims of it and can have repercussions on the professional
lives of employees.**

**While a certain number of acts and behaviours on the grounds of sex
(discrimination on grounds of sex, insults on grounds of sex)
or sexual connotation (sexual harassment, etc.) described hereafter
(appendix) are already covered by the law,
what we call "everyday sexism" has recently been subject to a
specific provision in the labour code
regarding the banning of "all sexist acts",
arising from the act of 17th August 2015 relating to social dialogue and
employment. The act of 8th August 2016 relating to labour,
the modernisation of social dialogue and the safeguarding of career
paths has strengthened these provisions.**

**Employers, HR Managers, union representatives and
employees,**

**this practical information document created by the Higher Council for
professional equality between men and women (CSEP),
introduces this new legislation to you, as well as tools to act within
your company.**

SEXIST ACTS

WHAT IS A SEXIST ACT?

Article 20 of act no. 2015-994 of 17th August 2015 relating to social dialogue and employment inserted a new article, L. 1142-2-1, into the labour code relating to the banning of all "sexist acts". This provision has come from act no. 2008-496 of 27th May 2008 providing various adaptation provisions to Community law in the areas of combating discrimination, which bans "any act associated with a discriminatory motive".

DEFINITION:

Article L. 1142-2-1 of the labour code is therefore worded:

"No one should be subject to sexist acts, defined as any act associated with the sex of a person, with the aim or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment".

It is a strong signal aiming to take into account the seriousness of this type of act, which, although it may seem less severe, can have serious consequences for employees who are victims of it. It acts as a "stressor" for employees which, when it is established over the long-term, can lead to suffering among individuals who are experiencing it, reducing their sense of competence and their ambition (turnover, working days lost, loss of production quality, de-motivation, withdrawal, etc.) and upset the proper functioning of the company.

EXAMPLES OF SEXIST ACTS

- ♦ Criticising a woman because she is not "feminine", or a man because he is not "strong" may constitute a sexist act.

E.g.: a woman is regularly reproached for so-called "manly" behaviour and her physical appearance, which is not very feminine, and is subject to slurs: "can't you ask your husband to buy you some skirts", "I don't know, couldn't you make an effort? Put on some lipstick and try to look like a woman!"

E.g.: a man is regularly treated as a "sissy", with comments like "you should sign up for the gym, so you can look like a real man!". He regularly experiences humiliating remarks on his lack of authority, "it's a good job not all men are like you. I hope Jean-Marc gets here soon, he, at least, has got it!"

- ♦ Engaging in verbal behaviour or body language which shows hostility towards a person on the grounds of their sex; not taking employees' skills seriously and humiliating them.

E.g.: M^{FS} Elodie P., Assistant to the Executive Director reproaches her superior for having engaged in sexist and disrespectful behaviour: "He constantly mocked young blond women, knowing that I was the only young blond in the group", "he does not understand that a Hospital Director can be a woman"; "he thinks that there are too many women in this association"; "he belittles me", "he stated with a very satisfied tone, that during his career he had always been surrounded by right-hand men but never women", etc.

- ♦ Using sexist names, or making humiliating or unkind comments, making threats or any other verbal or physical behaviour on the grounds of the person's sex.

E.g.: a sales woman, the only one among a male workforce, working in an open plan space, over several months hears derogatory remarks uttered by her colleagues about women in general, and is forced to listen to a radio programme followed by her colleagues, in which offensive remarks are made about the women treated as "blond bimbo" and "silly cows", etc.

- ♣ Making "sexist jokes" repeatedly to a colleague.

E.g.: A colleague regularly tells sexist jokes to one of his new female work colleagues which make her feel uncomfortable:

Day 4: do you know what the difference is between you and an answering machine?
"At least it remembers messages", "come on, it's funny, don't be a blond"

Day 6: Hey Chantal! What's the difference between a blond and a computer? You only need to repeat information once to the computer, etc.

- ♣ Undermining women's sense of competence via remarks or offensive practices.

E.g.: A manager regularly asks a project manager to be there for a meeting with customer Z and encourages her to put on such and such a garment that suits her so well. These demands are often accompanied by comments "I noticed that the meeting went better when you were there", "all the more reason to make the most of your assets", "it's partly thanks to this that Philippe (the Director) entrusted the SBW file (strategic file) to you, you can tell me!". During these meetings, he asks her to carry out tasks which are not suitable for her usual level of responsibility.

THE ELEMENTS WHICH CONSTITUTE A "SEXIST ACT"

The three elements which must be there are:

1. The existence of one or several incidents, that may take different forms (behaviour, remarks, acts, writing), that a person is subject to, in other words unwanted;
2. The act must aim to, or have the effect of, violating the dignity of the employee or creating an intimidating, hostile, humiliating or offensive working environment.
3. The existence of a link between acts experienced and the sex of the person: an employee experiences these acts repeatedly because she is a woman or because he is a man.

Factors which would be likely to characterise a sexist act:

- ♦ The seriousness of the act(s).
- ♦ The frequency of the behaviour and its establishment over the long-term.
- ♦ The situation of the employee within the company.
- ♦ The working environment (for example, mainly male).
- ♦ Etc...

N.B: Acts can be considered as sexist towards an employee if they are of a sexist nature but do not personally target the individual. An example would be an employee who has not been personally targeted by sexist acts, but who has been exposed, daily, to a sexist environment, or sexist remarks or behaviour in the context of their work, and who can no longer fulfil their duties in a peaceful environment.

WHAT THE PERSON RESPONSIBLE FOR A SEXIST ACT RISKS

♦ A disciplinary sanction

The perpetrator may be a line manager, a colleague or another employee of the company. A person who adopts this type of act can be subject to a disciplinary sanction from their employer that can go from a simple warning and reprimand all the way to dismissal.

A sanction consists of any measure, other than oral remarks, taken by the employer following an action from an employee for which the employer considers him or her to be the offender, whether or not this measure is likely to affect the employee's presence in the company, their role, their career or their remuneration. (L. 1331-1 labour code)

WHAT THE EMPLOYER RISKS FROM THE VICTIM

♦ A condemnation to compensate for the damage suffered

The employee, who is the victim of sexist acts from a colleague, a line manager, a customer or a supplier can refer their employer to a lay judge to obtain reparation for the damage suffered:

- ♦ in terms of the violation of the ban against all sexist acts when the acts are committed by an employee of the company;
- ♦ in terms of non-respect, by his or her employer, of its health and safety obligation, whoever the person is who has committed these acts (a colleague, a supplier, a client).

In terms of the most recent legal precedent, it is a strengthened best-efforts obligation in which the employer's responsibility can be ruled out if it justifies having taken all the preventative measures to ensure safety and protect the physical and mental health of employees and that, informed of the existence of events likely to jeopardise the health and safety of an employee, took appropriate immediate measures to stop them.

APPENDIX

SEXIST ACTS ARE DISTINGUISHED FROM OTHER BEHAVIOUR EXPERIENCED BY A PERSON ON THE GROUNDS OF HIS OR HER SEX AND ARE BANNED UNDER THE CRIMINAL CODE AND/OR THE LABOUR CODE.

Below are banned behaviours which can be encountered in the context of work, some of which give rise to civil and/or criminal sanctions.

INCITEMENT TO HATE AND VIOLENCE, OFFENCE AND DEFAMATION DUE TO THE SEX OF A PERSON

The criminal code denounces the incitement to hate and violence, defamation and offence relating to an individual or group of people on the grounds of sex, when these acts are committed in public (articles 24, 32 and 33 of the act of 29th July 1881 on freedom of the press) and/or in private (articles R. 624-3, R. 624-4 of the criminal code).

These acts are punishable by a prison sentence (up to 1 year) and/or fines (up to €45,000) when they are committed in public and a fine (a class 4 contravention, which can be as much as €750 when they are committed in private).

E.g.: Sexist insults made against an employee on the grounds of his or her sex in the context of a meeting taking place in the premises of the company in the presence of company employees, are not of a public nature, however many employees are attending this meeting. This is not the case for sexist insults against someone or a group of people on the grounds of their sex in the context of a meeting in the premises of the company in the presence of people outside of the company. The public nature of the offence, in this case, has been established.

SEXUAL ASSAULT

A sexual assault, punishable under criminal law, is any sexual offence committed with violence, restraint, threat or surprise (Art. 222-22 of the criminal code). These assaults are punishable with five years in prison and a €75,000 fine.

They may, for example, involve molestation, fondling of a sexual nature or rape (which is subject to a specific sentence, article 222-23 of the criminal code). Rape is punishable with 15 years' rigorous imprisonment.

E.g.: In a lift, a line manager approaches a female member of staff by surprise and touches her breasts.

SEXUAL HARASSMENT

Since the act no. 2012-954 of 6th August 2012, sexual harassment has been covered under the same terms in the criminal code and the labour code (article 222-33 of the criminal code and article L. 1153-1 of the labour code).

Article L. 1153-1 of the labour code states that no employee must be subject to events:

- 1) Either of sexual harassment; consisting of repeated remarks or behaviour with sexual connotation, which jeopardise their dignity due to their degrading or humiliating nature, i.e. creating an intimidating, hostile or offensive situation for the person.
- 2) Or associated with sexual harassment, consisting of any form of severe pressure, even unrepeatable, exercised with the actual or apparent aim of obtaining an act of a sexual nature, whether it is for the benefit of the perpetrator or for a third-party.

In criminal law, incidents of sexual harassment, in themselves, are punishable with two years in prison and a €30,000 fine and can give rise to the payment of damages.

Under labour law, sexual harassment incidents can give rise to payment by the employer of damages to the employee of the company who has been subject to this type of behaviour, in order to compensate for damages. The condemnation relating to the moral damage associated with sexual harassment generally ranges between €3,000 and €20,000.

E.g.: an employee is regularly the target of suggestions of a sexual nature from his/her line manager with the aim of obtaining favours of a sexual nature.

DISCRIMINATION ON GROUNDS OF SEX

Discrimination is any distinction made between people on the grounds of their sex (article 225-1 of the criminal code). It is punishable with three years in prison and a €45,000 fine when it consists of refusing to employ, sanctioning or dismissing someone on the grounds of his or her sex (article 225-2 of the criminal code).

On a civil level, the labour code also provides a general principle banning discrimination understood as an unfair difference in treatment on grounds of sex¹.

On the grounds of his or her sex, no one can be ruled out from a recruitment procedure or denied access to an internship or a training period in a company, and no employee can be sanctioned, dismissed or be subject to discriminatory measures, directly or indirectly, as defined in article 1 of the act no. 2008-496 of 27th May 2008, in terms of remuneration, within the definition of article L. 3221-3, or in terms of performance incentives, the distribution of shares, training, regrading, assignment, qualification, classification, professional promotion or changes or updates to contracts. (article L. 1132-1 of the labour code).

Direct discrimination on grounds of sex: Direct discrimination involves a situation in which, on the basis of a person's sex, he or she is treated less favourably than someone else has been, is or, will be in a comparable situation.

E.g.: A woman is excluded from a promotion, whereas all her male colleagues are promoted and there is no objective reason, apart from her sex, justifying this lack of promotion.

Indirect discrimination on grounds of sex: Indirect discrimination consists of a provision, criterion or practice neutral in appearance, but which is likely to lead to a particular disadvantage for people of one sex compared to people of another sex, unless this provision, criterion or practice is objectively justified for a legitimate aim and the means to carry out this aim are necessary and appropriate.

E.g.: Indirect discrimination would be basing a supplementary pension allowance on a minimum number of working hours, while this condition in fact leads to excluding a significantly greater number of women than men without an objective justification (20% of men are part time compared with 80% of women).

1 - See Directive 2006/54/EC of 5th July 2006 on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation (reformed).

N.B.: Sexist acts can constitute moral harassment and this qualification has been able to be invoked in certain cases. However, this legal qualification is not able to recognise the sexist nature (associated with sex) of acts.

A DIFFERENCE IN APPROACH BETWEEN CRIMINAL LAW AND EMPLOYMENT LAW IN TERMS OF SANCTIONS AND BURDEN OF PROOF

SANCTIONS

1. Criminal law: sanctions (fines and/or prison sentences) aiming to condemn the perpetrator

Criminal law is the branch of the law which determines acts and behaviour known as offences, sanctioned by sentences (also called penal sanctions). Penal sanctions seek to condemn the perpetrator, in other words, the person who has committed the offence (sexual assault, sexual harassment, insults, etc.) The employer's criminal responsibility (as an individual or a company) is only rarely questioned (suicide of the victim for example).

2. Labour law: sanctions aiming to stop the behaviour in question, the cancellation of a decision or the compensation for damages suffered for behaviour banned under labour law

Civil law is all of the legal rules which govern the relationships between private individuals. Civil sanctions aim to overturn a discriminatory decision and/or compensate for the damage suffered by the person who has been subject to sexual harassment or discrimination. In this last case, it is the employer, responsible for the culpable acts of its employees, who is sentenced to pay damages to the victim.

PROOF

Under criminal law, it is the person who claims to have been discriminated against who must provide the proof of the discrimination. Three elements are required for the act to constitute an offence: a legal element, a physical element and a moral element.

Under labour law, in principle, the burden of proof rests on the plaintiff. However, by way of exception, victims benefit from a development of the burden of proof in terms of discrimination and sexual harassment. This principle, coming from community law, comes from a desire to offer more favourable evidence rules to the plaintiff. Therefore, a person who believes that he or she has been a victim of sexual harassment or discrimination on grounds of sex must present evidence suggesting the existence of sexual harassment or discrimination. It is then up to the employer to prove the absence of sexual harassment or to prove that its decision is justified by objective elements separate from any discrimination on grounds of sex.

[CSEP report on "sexism in the world of work, between denial and reality: <http://femmes.gouv.fr/wp-content/uploads/2015/03/RAPPORT-CSEP-V7BAT.pdf>](http://femmes.gouv.fr/wp-content/uploads/2015/03/RAPPORT-CSEP-V7BAT.pdf)

[CSEP-LH2 surveys on the relations between women and men at work: <http://femmes.gouv.fr/wp-content/uploads/2013/12/Etude-relations-de-travail-femmes-hommes-CSEP-LH2-17-d%C3%A9cembre-2013.pdf>](http://femmes.gouv.fr/wp-content/uploads/2013/12/Etude-relations-de-travail-femmes-hommes-CSEP-LH2-17-d%C3%A9cembre-2013.pdf)

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SEXIST ACTS

IN THE WORLD OF WORK

Reference information

FOR EMPLOYERS, HR, EMPLOYEE
REPRESENTATIVES, UNION
REPRESENTATIVES
AND VICTIMS

WHAT TO DO

If you are an employer
or HR manager

It is advisable to:

- Display your personal commitment (and that of the entire company) to combating sexism and adopting an exemplary conduct in this respect

By reminding everyone, in your internal communication tools (intranet, display boards, information letter) and when you speak in the different internal bodies, of the company's desire to combat sexism.

- Make all employees aware of the issue of sexism

By implementing awareness raising and training actions for all of your employees to develop the necessary skills for the deployment of an organisational and employee relations policy free from sexism. According to the act no. 2014-873 of 4th August 2014 for real equality between women and men, awareness raising actions to combat

sexist stereotypes are within the scope of application of the provision relating to continuing professional development (article L. 6313-1 labour code).

- Prevent all sexist acts.

By giving a reminder in your internal regulations, of the ban against all sexist acts at work which must now appear in the regulations (article L. 1321-2 labour code).

By integrating into your prevention plan, the risks linked to any sexist acts. The labour code requires the employer to assess all the risks to the health and safety of workers (this assessment must take into account the different impact of the exposure to the risk depending on sex) and to plan preventative measures, including in terms of sexist acts (article L.4121-2 labour code).

By involving the CHSCT (Health & Safety Committee) in the creation of such tools and, after consultation with the secretary of the CHSCT, putting a working session on the idea of sexist acts and the preventative actions to implement on its agenda.

■ Ensure victims are supported

By ensuring victims are not isolated by creating, if possible, a support measure (someone to refer to, interdisciplinary special help and reporting line) guaranteeing the traceability and confidentiality of information collected.

By adopting a caring position vis-a-vis the victim who wants to share his or her situation with you.

By proceeding with an investigation. If you, or your HR department, are aware of an allegation of a sexist act, or have due reasons to believe that such an act has occurred, you must take the necessary measures to ensure that the issue is quickly examined and dealt with in complete confidentiality.

By ensuring the monitoring of victims over time.

Sexist acts can have repercussions in the medium-term, even well after the acts have stopped. Monitoring of the individual may be considered. In particular, if the employee is absent due to sexist acts suffered, it is advisable to ensure that he or she can continue his or her work under the best conditions possible.

■ Stop and sanction sexist acts, where required

By taking all the appropriate measures to protect the victim, in the context of your health and safety obligation. If not, you may be responsible. The employer can, in the event of a sexist act, issue a disciplinary sanction to an employee that has breached his or her obligations. These sanctions can range from a simple warning or reprimand to dismissal. In the event of a disciplinary sanction, it must be justified and proportionate.

■ Assess the social climate of your company

For example, by carrying out a survey or a satisfaction indicator with your company's employees. In addition to such an assessment allowing you to measure employees' feelings vis-a-vis sexism, it will make them aware of the reality of sexism.

■ Integrate the issue of sexism, if possible, within the context of the company's social dialogue (information, consultation, negotiation on professional equality and the quality of life at work, etc.)

WHAT TO DO

If you are a union representative,
or member of an IRP (employee representative body,
such as a staff representative, a Works Council or a
CHSCT)

It is advisable to:

■ Exercise vigilance with regard to sexist remarks, behaviour and acts

By training yourself to recognise the different manifestations of "everyday sexism". You are required to be trained in the challenges of gender equality and sexist stereotypes in order to be able to detect situations of sexist acts and act effectively on behalf of employees.

By staying attentive and by adopting a caring position when an employee alerts you to a sexist act situation. Sexist acts, even ones appearing minor, create suffering, likely to have serious repercussions on the health and performance of staff at work.

■ Notify the employer

By notifying your employer in writing. As an employee representative, if you notice, notably via an employee, that people's rights are being infringed, or that their physical

or mental health, or individual freedoms, are being jeopardised unjustly or disproportionately, you can warn the employer so that it carries out an investigation.

■ Invite the employee, if appropriate, to see occupational health

By reminding the employee that he or she can see occupational health or by directing them to a body specialised in work-related suffering, so that he or she can talk about his or her situation to a health professional.

■ Raise the issue of the ban on all sexist acts with the CHSCT

By proposing preventative actions related to the banning of all sexist acts (article L.4612-3 labour code). The health and safety committee contributes to promoting the prevention of professional risks within the establishment and creates any initiative that it considers useful in that respect.

- Invite the employee to keep and collect all the documents and elements relating to acts suffered

By advising him or her to collect all evidence (email exchanges, post-its, accounts, work disruptions, etc.).

- Ask to integrate the issue of sexism into the social dialogue (information, consultation, company negotiation on professional equality and the quality of life at work, etc.)

WHAT TO DO

If you are a victim of a sexist act

It is advisable to:

In the first instance

- **Identify the sexist nature of acts which you are subject to**

By checking that the acts and hostile behaviour that you are experiencing enters into the legal definition of sexist acts.

- **Approach people who will be kind and listen to you**

You can talk about it to people you trust (family, friends, colleagues) or to specialised bodies. You can also approach a special helpline and people designated by the company if such measures exist.

Alert your employer

By indicating your situation

when there is a special helpline or someone responsible within your company, or by informing your employer in writing so that it can take the necessary measures and, if required, carry out an investigation in the context of its obligations in terms of health and safety at work.

Alert the staff representatives (staff representatives, union representatives, member of the Works Council, member of the CHSCT)

By requesting a meeting
with them in the context
of their duties

■ See occupational health, if required

By making an appointment with the workplace physician

■ Collect all the evidence relating to the existence of sexist acts

By establishing a chronological and detailed account of the events past and present.

By asking for written testimony from colleagues who will be able to give testimony on sexist acts observed and/or possible manifestations of physical or mental unease. You can also ask friends and family to testify, if required.

By keeping written exchanges with the person responsible for events and/or with your employer;

By keeping medical certificates or sick leave notes.

In the absence of a reaction from your employer to stop events:

You can:

■ Contact bodies or organisations which can help you

By contacting the Defender of Rights, by telephone on 09 69 39 00 00 or by seeing the Defender of Rights representative nearest to you.

By contacting the labour inspectorate.

By visiting the nearest Maison de justice et du droit (legal advice centre) to your address and/or the territorial representation (or local union, etc.) of a trade union.

<http://www.annuaires.justice.gouv.fr/annuaires-12162/annuaire-des-maisons-de-justice-et-du-droit-21773.html>

■ Take legal action

By addressing an Industrial tribunal:

- either in the area where your workplace is located, the place where the contract was concluded or the place where the head office of the company which employs you is located,
- or, if you work at home or outside of an establishment, in the place where you live.

The tribunal referral can be addressed, via registered or regular letter, to the Industrial tribunal court administrative service. The referral must include: the details of the plaintiff (surname, first name, address, etc.), the subject of the referral and the details of the defendant, against whom the referral is made. It must be dated and signed by the plaintiff. N.B. this application must be complete otherwise the procedure risks being voided.

More specifically, you can approach your union advocate if you are a member of a union. His or her role is to assist or represent employees (with their agreement) before industrial tribunals.

SEXISME
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SEXISM AT WORK

**Ten levers for
companies**

CONTEXT

The provision concerning sexist acts was integrated into our labour law in 2015. The time has come to deliver its full potential within work organisations by actioning a certain number of drivers. Companies have a responsibility to offer a working environment encouraging harmonious living together and relying on mutual respect between their members, as well as a culture free from sexism.

Sexist attitudes and behaviour as defined in article L. 1142-2-1 of the labour code, commonly known as "everyday sexism", have direct repercussions both on employees' well-being at work and on their sense of competence and legitimacy. Women are more often confronted with it than men. 80% of female managers and 74% of non-managerial female employees consider that, in the world of work, women are regularly confronted with sexist attitudes and behaviour (CSEP surveys on "The working relationships between women and men" - November 2013 and November 2016). Sexism leads women to adopt avoidance strategies, or even withdrawal strategies, and harms the company's performance and its employees.

Combating sexist acts, defined in the labour code, is, therefore, more than ever, a necessity. This commitment may be achieved via a professional equality policy, undertaken in the context of social dialogue and relying, for example, on actions encouraging diversity, the improvement of working conditions, parenthood and work-life balance. Yet it cannot be confused with this legal requirement, essential, but not sufficient. The fight against sexism requires specific tools.

Full professional equality and diversity will not be able to be achieved without the removal of all forms of sexism in companies.

AIMS

- ♦ To obtain a commitment from companies, at the highest level, in favour of a company culture free from sexism.
- ♦ To make the manifestations of "everyday sexism" visible at work and lead to awareness of its repercussions.
- ♦ To make companies a safe space from sexism or "sexism free", in order to encourage the well-being of women and men at work and the economic performance of the company.
- ♦ To make preventing sexism at work a driver for promoting diversity by creating conditions favourable to the integration of women in mainly male-dominated professions and men in mainly female-dominated professions.
- ♦ To participate in the process of changing mentalities and behaviour relating to the place of men and women in work organisations.

These precise and concrete commitments, from which a choice will be able to be made to respond to the needs of the work organisation, must be taken up at the highest level of companies. They affect all of the employees and members of staff, both male and female.

THE TEN LEVERS

1- BUILDING AN ACTION PROGRAMME AGAINST SEXISM

Creating/Formalising a policy aiming to promote relations and a working environment free from sexism, based on recognition and respect of others and the exemplary behaviour of all of the employees and managers via an action programme extending to the highest level of the company, based on concrete measures, spread over time.

2- CLEARLY DEFINING PROHIBITED ACTS

Supporting this approach with a document specifying the prohibited acts in the company and clearly affirming what "everyday sexism" is via illustrations: sexist remarks and jokes; rudeness, displays of contempt, familiar terms directed against people due to their sex; undesired forms of seduction; unwanted comments on pregnancy and family situations, malicious or humiliating remarks and false complements linked to the sex of the person, on physical appearance and abilities; sexist emails, messages (texts) and displays.

3- IMPLEMENTING A SEXISM PREVENTION POLICY

Integrating into the internal regulations of the company, in their entirety, the measures relating to sexist acts and communicating on the sanctions; Illustrating these measures, if required, via examples in codes and ethical charters and in equality certifications

Integrating the fight against sexism into the preventative action plan in terms of health and safety at work

Regularly putting the fight against sexism in work relations **on the agenda of the CHSCT**

4- INTEGRATING THE FIGHT AGAINST SEXISM INTO SOCIAL DIALOGUE

Integrating into the social dialogue of the company (information, consultation, collective negotiation on professional equality and the quality of life at work) preventative actions and ones dealing with sexism

5- RAISING AWARENESS AMONG EVERYONE BELONGING TO THE COMPANY ON THE ISSUE OF SEXISM

Raising awareness among the governing body, managers, employees, employee representative bodies and negotiators on the issue of gender stereotypes and sexism (responsibilities, manifestations and effects), via all means (training modules, dedicated days, business theatre, MOOCs, etc.)

Equipping the managers so that they can take ownership of the issue, and spread it over all levels of the company (videos, website, guides, posters, etc.)

6- TAKING CARE OF VICTIMS AND DEALING WITH SITUATIONS OF SEXISM

Implementing, if possible, a special help and reporting line (person responsible, interdisciplinary helpline guaranteeing traceability and confidentiality of the information collected in order to stop the victim being isolated, and detect and deal with situations of sexism in work relations.

Adopting a caring position vis-a-vis the victim who wants to share his or her situation

Taking immediate measures appropriate to stopping this type of act and, if required, proceed with an investigation

Assessing the option of taking a sanction in the event of culpable behaviour from an employee

Ensuring the monitoring over time of the person who has been a victim of sexism within your company so that he or she can feel secure in his or her working environment

Supporting the victim in the event of acts committed by customers, services providers and suppliers.

7- INSTILLING CONSTANT VIGILANCE ON THE POSSIBLE PRESENCE OF GENDER STEREOTYPES IN ALL THE HUMAN RESOURCES PROCEDURES IN PLACE

Implementing management procedures for HR free from sexist biases (job descriptions, employment offers, assessment interviews);

Creating conditions favourable to women taking responsibility and having a voice in the company

8- CREATING AN INTERNAL AND EXTERNAL COMMUNICATION FREE FROM GENDER STEREOTYPES

Ensuring the promotion of an internal and external communication (advertising, marketing, internal papers, website, posters, social networks, etc.) removing representations based on gender stereotypes

- ♦ by using female forms and by favouring gender neutral writing: sales person, sports person, etc. in all communication documents and in titles and functions (in languages where nouns have masculine and feminine genders such as French, non-gender specific nouns are favoured)
- ♦ by diversifying the representations of women and men in different visuals.

Promoting female role models within the company.

9- ENSURING AN ACTIVE PROMOTION OF THE ACTION PROGRAMME AGAINST SEXISM

Ensuring the circulation of these commitments to all employees, including the management, via all relevant means, and notably via the display board in each department and by any other internal communication method.

Communicating with suppliers, customers, partners and users on the company's adherence to these commitments, by all relevant means, notably by displaying it in places accessible to customers and users.

10- UNDERTAKING REGULAR EVALUATIONS

Measuring the impact of commitments taken, with employees, for example, by undertaking, at regular intervals, a satisfaction indicator on company employees' feelings on sexism and defining the improvement actions.

Discussing amongst the board, yearly, the results of this evaluation.

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