

Iepé - Indigenous Research and Training Institute



**INSTITUTIONAL POLICIES OF
IEPÉ INSTITUTE**

CODE OF ETHICS

CODE OF CONDUCT

ANTI-CORRUPTION POLICY

VULNERABLE PEOPLE PROTECTION POLICY

GENDER AND SEXUALITY EQUITY POLICY

JANUARY - 2023

This publication brings together Instituto Iepé's five institutional policies, drawn up in recent years and approved by the institution's Partners' Assembly. They are the Code of Ethics, the Code of Conduct, the Anti-Corruption Policy, the Policy to protect children, adolescents and adults in vulnerable situations, and the Policy for the promotion of gender and sexuality equity.

They aim to create a healthy, safe and respectful work environment, establishing practical procedures that must be observed by all Iepé employees and their collaborators. They also aim to adequately respond to any suspicions and complaints of violation of the principles contained therein.

It is expected that all Iepé employees are committed to complying with them, preventing and avoiding acts that may allow illegality, violation of rights, damage to people's physical, moral and psychological integrity, as well as attitudes that generate discrimination, moral harassment or sexual and other workplace violence.

A safe and healthy institutional work environment requires individual and collective effort, guided by respect, dialogue, cooperation and responsibility. It is this commitment that we expect from all our employees and collaborators.

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CODE OF ETHICS

I. Code of Ethics

At Iepé, these are the fundamental values to be followed:

- a) Respect as the basis of all relationships;
- b) Dialogue as the best instrument of good human relations;
- c) Cooperation and collaborative spirit in the face of day-to-day challenges;
- d) Responsibility with the work, with the deadlines, with the available resources and with the equipment used;
- e) The promotion of a safe institutional environment, without discrimination and distinction based on gender, sexual orientation, origin, race, marital status, family situation, age, or any other forms of prejudice;
- f) The dissemination of the institution's values, concepts and good practices, inspiring people, communities and institutions, based on its own example.

CODE OF CONDUCT

II. Code of Conduct

The following personal Code of Conduct applies to all lepé employees, both while working in the offices, as well as traveling and working in the villages and in other areas of activity. All employees are representatives of the institution and must act as such, acting in accordance with lepé's institutional mission. It should also be followed by occasional consultants and advisors hired by the institution.

Respecting the ways of being, knowledge and practices of indigenous and traditional peoples with which lepé maintains work programs and/or partnerships. Employees are encouraged to study the literature relating to the people they are going to work with. Employees must not abuse the power or influence they have by virtue of their position in the lives and well-being of others.

Employees must not engage in any form of corruption or illegal acts.

Employees must never engage in any exploitative relationships – whether sexual, emotional, financial or professional – with partners, team members or others.

Employees must not drive under the influence of alcohol or drugs, nor consume alcohol excessively. The use of any type of illegal drug on the premises of lepé offices and while working on indigenous lands will not be tolerated.

When entering indigenous lands, the employee must carry an original identification document and prove to lepé adequate vaccination coverage for endemic diseases in the work region.

Employees must be concerned about their personal safety and that of others involved in activities, avoiding risks and dangers.

In the field, domestic waste must be adequately treated. Inorganic waste (batteries, plastic and any container with toxic waste) must be removed from the area, and biodegradable waste must be properly buried/disposed of in an appropriate place, according to local practices.

Photographs, sound and visual recordings must be made with respect and never without the specific consent of the people involved.

It is mandatory, both on the part of employees, as well as consultants and occasional collaborators, to store photographs, sound recordings, films and videos taken during field work to be deposited in the lepé image bank, which will act as a faithful depository and may eventually be used them in publications and/or institutional materials, as well as transfer them to third parties, obeying the institutional norms for the use of photographic material and image rights.

The use of information collected within the scope of lepé's work for academic research must be subject to specific agreement with the indigenous community involved, its representative organizations and lepé, and comply with the provisions of current legislation.

The collection, maintenance and disposal of biological material in the places where lepé operates must always be directly linked to a specific institutional project, with any use outside the project's objectives being vetoed. The consent of the indigenous community

is required, and when applicable, compliance with legislation pertaining to the collection of biological material and access to genetic resources and traditional knowledge.

In order to collect, transport or remove from the community area all or part of plants, animals, seeds or any propagating material (all botanical material that reproduces), as well as objects of archaeological or mineral value, including any by-product derived from them, it is necessary that the collection has a direct and immediate relationship with the work carried out by Iepé, the consent of the indigenous community and the due legal authorizations.

The possession or acquisition of handicrafts for personal purposes within the community area is excluded from this prohibition, provided that the transport of handicrafts does not infringe the laws. Iepé employees and service providers are prohibited from selling handicrafts for their own benefit.

The secrecy of the information involved in any work carried out by the Iepé programs must be guaranteed. Publicity of information depends on institutional arrangements between partner organizations and communities.

Do not disclose images of individuals or groups without the prior and express authorization of the individual or, when applicable, the organization representing the group. Exercise caution and discernment with posts on social networks that may compromise or unduly expose individuals or communities.

During field work, do not hire services for personal purposes without prior knowledge of the responsible program coordinator.

Do not make decisions in the field, or in the course of activities that change the normal and agreed procedures, without prior validation with the coordination of the Program in which you operate.

Do not disobey guidelines received due to any personal opinion disagreement with them.

Do not assume commitments or agreements without the support of the competent coordination.

Do not carry out religious and political proselytism during Iepé activities, whether in the city or in indigenous lands.

All employees and collaborators must follow the norms of Iepé and the legislation in force.

It is recommended that employees and collaborators respect the Code of Ethics, the Code of Conduct, the Anti-Corruption Policy, the Policy for the Protection of Children, Adolescents and Adults in Vulnerable Situations, and the Policy for the Promotion of Gender and Sexuality Equity, even outside office hours and places, when interacting with the target audience of Iepé's work.

Violations of this Code of Conduct must be reported immediately to Iepé's management and/or executive coordination, which will be responsible for addressing the violations committed.

**ANTI-CORRUPTION
POLICY**

III. Anti-Corruption Policy

Iepé has zero tolerance for corruption.

The institution's entire team must be engaged in preventing and avoiding acts that may allow unlawfulness. Bribery, misuse of funds, kickbacks, favoritism, extortion and maladministration are not tolerated.

1. Definition

Iepé adopts the definition of the NGO Transparency International that corruption is “the abuse of entrusted power for private gain”. And, in accordance with Anti-Corruption Law 12.846/2013, it does not tolerate the practice of acts that violate its property, national or foreign public property, against principles of its administration or public administration or against the international commitments assumed, defined as follows:

- a) Promising, offering or giving, directly or indirectly, an undue advantage to a public or private agent, or a third person related to them;
- b) Proven to finance, fund, sponsor or in any way subsidize the practice of illicit acts;
- c) Provenly, to use an intermediary individual or legal entity to hide or disguise its real interests or the identity of the beneficiaries of the acts performed;
- d) With regard to tenders and contracts:
 - I) Frustrating or defrauding, through adjustment, combination or any other expedient, the competitive nature of a public bidding procedure;
 - II) Preventing, disturbing or defrauding the performance of any act of public bidding procedure;
 - III) Removing or seeking to remove bidders, through fraud or offering of advantage of any kind;
 - IV) Defrauding own or public bidding or contract arising therefrom;
 - V) Creating, fraudulently or irregularly, a legal entity to participate in its own public bidding process or entering into an administrative contract;
 - VI) Obtaining undue advantage or benefit, fraudulently, from modifications or extensions of contracts entered into with the public administration or with international cooperation or
 - VII) Manipulating or defrauding the economic-financial balance of contracts signed with the public administration and with international cooperation;

2. Control Instruments

A set of internal norms and procedures are established in order to guarantee the good use of financial resources and their transparency, and must be followed by all the institution's employees.

Independent external auditors perform annually, since 2007, institutional and project audits of the institution to assess compliance with its contracts, audit its balance sheet, financial statements, changes in shareholders' equity and cash flows, in compliance with Anti-Corruption Laws and related laws, as well as Brazilian and international accounting and auditing standards.

Iepé has an Audit Committee elected by the Shareholders' Meeting, whose purpose is to oversee all financial aspects of the institution and endorse the auditors' reports.

Also as instruments of control, Shareholders' Meetings are held on a regular basis, for the purpose of monitoring, controlling, inspecting and approving the organization's accounts and activities.

3. Mechanisms for Submitting Complaints

Suspicious of corruption or other forms of misconduct, inside or outside the institution, must be reported to the Executive Coordinator of Iepé and/or to the members of the Board of Directors of the institution, who will analyze the case and take appropriate measures. All complaints will be investigated and responded to.

Employees who prefer to report anonymously can create an account on the website [Protonmail](#), which aims to preserve identity including IP address, or find another way to preserve their identity.

4. Disciplinary Actions

Failure to comply with this policy subjects the employee to disciplinary actions, with sanctions proportional to the scope and seriousness of the situation, including termination of the employment contract and/or administrative or legal measures.

**POLICY FOR PROTECTING CHILDREN,
ADOLESCENTS AND ADULTS IN
VULNERABLE SITUATIONS**

IV. Policy to protect children, adolescents and adults in vulnerable situations

Iepé – Indigenous Research and Training Institute considers any violation of the rights of children, adolescents and adults in situation of vulnerability within the scope of its activities to be unacceptable. With the purpose of creating a safe environment for these people, Iepé formulated this Protection Policy, applicable to all its programs, projects and activities.

1. Introduction

1. Purpose

This Policy creates conditions to promote and protect the rights of children, adolescents and adults in vulnerable situations, establishing norms and procedures to be observed by the Institute's employees *(a)* **to prevent** damage to the physical, mental or moral integrity of children, adolescents and adults in vulnerable situations and *(b)* **to respond** appropriately to any suspected violation of this commitment.

2. Reach

This Policy applies to all Iepé partners, directors, employees, interns and volunteers and, where applicable, to consultants and other suppliers of goods or services to the Institute.

3. Definitions

For the purposes of this Policy, it is understood by:

Child: person up to 12 (twelve) years of age;

Adolescent: person between 12 (twelve) and 18 (eighteen) years of age;

Adult: person over 18 (eighteen) years of age;

Collaborator: one who, with his or her work, contributes to the functioning of the Institute; they can be *internal* (associate, advisor, director, employee or worker) or *external* (consultant or any other supplier of goods or services);

Damage: violation of the person's physical, mental or moral integrity resulting from the action or omission by an Iepé employee, including negligence, discrimination, exploitation, violence, cruelty, oppression or any other form of violation;

Elderly: person aged 60 (sixty) years or older;

Migrant: individual who is a national of another country or stateless person (one who is not considered a national by any State) who works or resides and settles temporarily or permanently in Brazil;

Protection Coordinator: the person from Iepé designated by the Board of Directors to coordinate the actions to implement this Policy, ensuring that all employees are aware

of it, acting as the first point of contact in case of any potential or actual damage and maintaining contact with an external protection network to any referrals;

Person in vulnerable situation: child, adolescent or adult who, due to age, illness, disability or the context in which they are inserted, is unable to protect themselves against any type of significant harm;

Person with disability: person who has a long-term impairment of a physical, mental, intellectual or sensory nature, which, in interaction with one or more barriers, may hinder their full and effective participation in society on an equal basis with others;

Refugee: person who (i) due to well-founded fear of persecution for reasons of race, religion, nationality, social group or political opinion is outside his/her country of nationality and is unable or unwilling to avail himself of the protection of such country; (ii) not having nationality and being outside the country where he had his habitual residence before, he is unable or unwilling to return there, due to the circumstances described in the previous item; or (iii) due to a serious and widespread violation of human rights, is forced to leave her country of nationality to seek refuge in another country.

Iepé understands that the above definitions may not correspond to the definitions of the indigenous peoples and communities it works with that, for cultural reasons, have other definitions and categories for children, youth and adults. But, for this institutional policy, it will work with the definitions set out above.

2. Commitments, principles and guidelines

4. Mission

Iepé is a non-profit organization whose mission is to contribute to the cultural and political strengthening and to the sustainable development of the indigenous communities of Amapá and Northern Pará, aiming at strengthening their forms of community and collective management, so that the rights of these populations as differentiated peoples are respected.

5. Values

Iepé established as values that make up its code of ethics:

- a) **Respect** as the basis of all relationships;
- b) **Dialogue** as the best instrument of good human relations;
- c) **Cooperation** and the collaborative spirit in the face of day-to-day challenges
- d) **Responsibility** with the work, with deadlines, with the available resources and with the equipment used.
- e) **Promoting a safe institutional environment**, without discrimination and distinction of gender, sexual orientation, origin, race, marital status, family situation, age, or any other forms of prejudice.
- f) **Dissemination of the institution's values, concepts and good practices**, inspiring people, communities and institutions, based on its own example.

As a civil society organization operating in Brazil, Iepé also bases its actions on the following values:

- a) **Defense of the Democratic Rule of Law and human rights:** commitment to a State based on democratic values (dialogue, participation, representation, equality), governed by rules and controls (social pact) and based on the Universal Declaration of Human Rights and the 1988 Constitution of the Federative Republic of Brazil;
- b) **Republican stance:** concern and commitment to the cause and institutional values regardless of partisan actors;
- c) **Transparency and honesty in relationships:** respect and truth in dealing with the players with whom the Institute relates, bringing the conflict to the table and making institutional positions clear;
- d) **Constructive posture and capacity for innovation:** disposition to propose solutions despite the challenges, to leave the comfort zone, to analyze scenarios and to offer non-obvious answers, without relying on ready-made formulas;
- e) **Encouraging cooperation between different players:** bet on the collective and on the public, on networking, on valuing the diversity of perspectives for problem solving and on the mediating role;
- f) **Respect for professional and personal needs:** balance between commitment to work and results and quality of life;
- g) **Commitment to the result and impact of the work:** focus on the result and not on the task, professionalism, proactivity;
- h) **Alterity and coherence:** ability to put yourself in the other's shoes, to value the interlocutor regardless of their understanding of the world, to respect opinions different from yours, to demonstrate a real desire to understand the other's opinion, to act in this way with all parties involved.

6. Commitment to protecting vulnerable people

Iepé undertakes to:

- a) Adopting all measures at its disposal to prevent, within the scope of any of its programs, projects and actions, the occurrence of harm to children, adolescents and adults in vulnerable situations;
- b) Giving absolute priority to the protection of people in vulnerable situations, never tolerating any type of conduct that causes or may cause harm to this public;
- c) Stimulating the communication of any suspicion of damage resulting from the actions of the Institute or its collaborators, investigating them and taking the necessary measures to repair the victims, punish those responsible and prevent similar episodes from occurring again.

7. Specific principles for the protection of vulnerable people

Collaborators must always act with a view to ensuring Iepé's adherence to the mission, values and commitment established in the previous items, and also guide their behavior by the following specific principles:

- a) All children, adolescents and adults in vulnerable situations have the right to protection against harm;
- b) Everyone has a responsibility to support the protection of vulnerable children, adolescents and adults;
- c) Iepé will use its best efforts to care for vulnerable children, adolescents and adults with whom it works, is in contact or is affected by its work and activities;
- d) No Iepé employee may take advantage of their position or the benefits provided by the Institute to induce vulnerable people to adopt behaviors that are potentially harmful to them;
- e) Iepé will not tolerate any conduct capable of causing harm to vulnerable people;
- f) Any suspicion of harm to children, adolescents and adults in a vulnerable situation, regardless of the severity or the level of certainty as to its actual occurrence, must be communicated;
- g) When working with partners, Iepé is responsible for helping them meet minimum protection parameters;
- h) All actions related to protection must be adopted in the best interests of children, adolescents and adults in vulnerable situations, which are paramount.

8. Guidelines

Iepé will adopt concrete protection measures to:

- a) Valuing, listening to and respecting vulnerable children, adolescents and adults;
- b) Sharing good protection practices with vulnerable children, adolescents and adults and their families, including through leaflets, posters, individual or group discussions;
- c) Maintaining easily accessible channels for guidance and receipt of reports of violations of this Policy, ensuring the secrecy of the whistleblower;
- d) Mapping the situations in which its employees interact with vulnerable people, measuring the risk of damage and developing control and mitigation actions;
- e) Promoting the safe recruitment of managers, employees and volunteers, especially those who will have contact with people in vulnerable situations;
- f) Raising awareness, training and offering permanent support to all employees regarding the protection of people in vulnerable situations;
- g) Creating and maintaining an anti-bullying environment, ensuring that there is effective help, in case any case of bullying;
- h) Registering and filing information and documents in a safe and professional way, protecting them and preserving the secrecy of data related to the intimacy or private life of people.

3. Conduct in higher risk situations

9. Face-to-face activities with vulnerable people

In face-to-face activities with vulnerable people, lep   will adopt the following protection measures:

Participants must be informed, by means of a poster, leaflets, oral communication or any effective means, that lep   has a commitment to preventing harm to people in vulnerable situations, being communicated to them the channels for clarifying doubts and presentation of complaints;

Any individualized care for people in vulnerable situations must be carried out (i) in the presence of the father, mother, caregiver or guardian, (ii) in pairs or, when this is not possible, (iii) in a visible place to third parties;

Vulnerable people who are able to use bathrooms and changing rooms alone will be accompanied only in case of emergency or special needs, whenever possible with the presence of a second adult;

lep   employees must always use appropriate and respectful language, avoiding vulgar or low-slang terms;

Demonstrations of physical affection, such as hugs, when appropriate, should not exceed the limit of what would be understood, in the context, as normal between people who maintain a professional relationship;

Employees must refrain from flirting, offering gifts or giving privileged treatment to vulnerable people in order to obtain their sympathy or attention;

It will not be accepted that any person in a vulnerable situation is subjected, by employees or third parties, to an embarrassing, vexatious situation or one that characterizes bullying;

Any reprimands must be carried out respectfully, preferably individually, and not exceed the limits of what is strictly necessary;

If employees observe signs of mistreatment, oppression or sexual abuse in a person assisted by lep  , they must immediately notify the Protection Coordinator so that the competent authorities can be called, even if these possible violations have nothing to do with the Institute's activities;

Any occurrence related to this Policy must be communicated in writing, as soon as possible, to the Protection Coordinator.

10. Additional precautions in face-to-face activities with children and adolescents

In face-to-face activities with children and adolescents, lep   will adopt, in addition to the measures indicated in item 9, the following protection measures:

The person responsible for the activity must ensure that the father, mother or guardian has been duly informed and has authorized the participation of the child or adolescent, and when possible, this will be done by signing an authorization term;

Under no circumstances will games, jokes or any other activity with a promiscuous connotation and/or involving physical contact with the intimate parts of the body be admitted;

If employees observe signs of mistreatment, oppression or sexual abuse in a child or adolescent assisted by lep  , they must immediately notify the Protection Coordinator

so that the Guardianship Council, Funai and/or the Public Prosecutor's Office can be called, even if these possible violations do not have any connection with the activities of the Institute.

11. Additional precautions in face-to-face activities with the elderly

In face-to-face activities with the elderly, Iepé will adopt, in addition to the measures indicated in item 9, the following protection measures:

Employees must have been previously trained or have the support of a trained person to make the activity effectively inclusive of the elderly;

Elderly people should receive preferential care, ensuring special priority for those over 80 years of age;

If employees observe signs of mistreatment, oppression or sexual abuse in an elderly person assisted by Iepé, they must immediately notify the Protection Coordinator so that the Council for the Elderly, Funai and/or the Public Prosecutor's Office can be called, even if these possible violations have not any connection with the activities of the Institute.

12. Additional precautions in face-to-face activities with people with disabilities

In face-to-face activities with people with disabilities, Iepé will adopt, in addition to the measures indicated in item 9, the following protection measures:

Employees must have been previously trained or have the support of a trained person to make the activity effectively inclusive of people with disabilities;

The place where the activity will take place must meet all accessibility standards for people with disabilities;

If employees observe signs of ill-treatment, oppression or sexual abuse in a person with a disability assisted by Iepé, they must immediately notify the Protection Coordinator so that the Council for the Rights of Persons with Disabilities, Funai and/or the Public Prosecutor's Office can be called, even that these possible violations have nothing to do with the activities of the Institute.

13. Publications containing photos of vulnerable people

Iepé will avoid using photos of vulnerable people in its publications and, when necessary, will ensure that:

The photographer/journalist is accompanied by an employee during the visit to the Institute and/or its activities;

Whenever possible, the photos do not allow identification of the person;

Photos that allow the identification of the person do not expose them to an embarrassing, vexatious situation or that could put them at risk;

The use of photos has the express consent of the person or, in the case of children, adolescents and people legally incapable of expressing their consent, of the father, mother or guardian, by signing an authorization term for the use of the image.

4. Employee selection and training

14. Employee selection

In the selection processes of employees or workers who, due to their attributions, will have direct and frequent contact with people in vulnerable situations, Iepé will adopt the following minimum precautions:

- a) Requesting references to at least two professional contacts of the candidate, preferably former employers;
- b) Psychological assessment to verify the candidate's ability to work with vulnerable people.

15. Training

Iepé will seek to keep its employees trained and aware of the protection of vulnerable people, including through:

- a) Specific presentation of this Policy to all new employees, whether internal or external, during their first month at the Institute;
- b) Inclusion of the theme of protecting vulnerable people as a mandatory topic in Iepé's annual planning and team meetings.

5. Queries and complaints

16. Consultations to clarify doubts

Doubts regarding the application of this Policy and the appropriateness of any conduct relating to people in vulnerable situations should be directed to:

To the Protection Coordinator, a job exercised by the Executive Coordinator of Iepé, by e-mail luisdonisete@institutoiepe.org.br, for any doubts related to this Policy or when the doubt is related to the conduct of a member of the Iepé team, collaborators and/or volunteers;

To the Board of Directors of Iepé, by email conselhodiretor@institutoiepe.org.br, when the doubt is related to the conduct of the Executive Coordinator of Iepé.

17. Reports of violations of this Policy

Any interested party may submit a report of violation of this Policy to Iepé, by message sent to the executive coordinator's email luisdonisete@institutoiepe.org.br or by correspondence addressed to the Protection Coordinator, at the address of Iepé's headquarters, in São Paulo, indicating the facts that occurred in as much detail as possible and attaching any documents that corroborate their statements.

17.1. Complaints must contain, whenever possible, the identity of the complainant (name, ID and, in the case of a collaborator, type of bond maintained with the Institute), which will be kept confidential.

17.2. If the whistleblower prefers to remain anonymous, he/she must follow the guidelines contained in Iepé's rules and procedures, regarding the Whistleblowing Channel and sending an anonymous email.

17.3. It will be up to the Protection Coordinator, together with the Board of Directors, to follow up on the investigation of the complaint. All complaints will be investigated and responded to. If there is no minimal evidence of materiality or authorship of the violation of this policy, the complaint will be filed.

17.4. If it is not a case of summary filing, a confidential investigation procedure will be initiated, within a maximum period of 72 hours, with a view to clarifying what happened.

17.5. The investigation procedure may also be initiated ex officio, when the Protection Coordinator or the Board of Directors becomes aware of a fact that, in theory, may characterize a violation of this Policy.

17.6. The Protection Coordinator, together with the Board of Directors, may request documents, interview employees and take any other steps they deem necessary during the investigation procedure.

17.7. At any time, they may determine, on a precautionary basis, (a) the temporary removal of the person accused from their duties and (b) the adoption of the necessary measures to alleviate the physical or psychological suffering of the victim(s).

17.8. If there are well-founded indications of the occurrence of a fact typified as a crime, the Executive Coordinator of Iepé or the Board of Directors must adopt measures so that it is communicated, as soon as possible, to the competent authorities, regardless of the stage of the investigation procedure.

17.9. The investigation procedure must be completed, preferably, within a period of up to 60 (sixty) days, counted from the receipt of the complaint.

17.10. At the end of the verification procedure, the Protection Coordinator must approve a conclusive report and, in the case of concluding that this Policy has actually been violated, recommend to the Board of Directors of Iepé the adoption of the necessary measures to punish the responsible person(s), repair the victim(s) and/or prevent similar episodes from happening again.

17.11. The right of full defense of the denounced will be guaranteed and respected throughout the investigation procedure.

6. Monitoring and assessment

18. Board of Directors

Iepé's Board of Directors is responsible for ensuring the proper implementation of this Policy.

The Protection Coordinator shall, upon request, provide information on the implementation of the Policy to the Board of Directors.

The Protection Coordinator must report to the Board of Directors at least once a year and, when indicated by the Board to the Shareholders' Meeting, informing the members

of all queries and complaints analyzed by him and presenting the reports and suggestions that understand convenient.

19. Protection Coordinator

The role of Protection Coordinator will be exercised by the Executive Coordinator of Iepé, who will coordinate the implementation of this Policy, in accordance with the directives of the Board of Directors.

The Protection Coordinator must report to the Board of Directors, informing them of all queries analyzed by him during the period and presenting the reports and suggestions he deems appropriate.

20. Monitoring and assessment

The Protection Coordinator must prepare and submit to the appreciation of the Board of Directors of Iepé, annually, a report on the implementation of this Policy.

The Protection Coordinator's report, with any adjustments and additions eventually requested by the Board of Directors, will be presented to the Assembly of Partners of Iepé.

7. Final provisions

This Policy must be periodically revised and improved, being approved by the Assembly of Partners of Iepé.

21. Publicity and accessibility

Iepé will give wide publicity to this Policy, by printing it and distributing it to all its employees, collaborators, interns and to the boards of partner indigenous organizations. It will be published on the Iepé website.

22. Employee commitment

Every internal employee of Iepé must, upon taking office, sign a term of acknowledgment and adherence to this Policy, committing to strictly observe it.

The contracts to be signed with consultants and other suppliers of goods and services must contain a specific clause by which the contracted party declares to have full knowledge and understanding of this Policy, undertakes to comply with it as appropriate, and also recognizes that any violation of the rules set forth herein constitutes breach of contract.

23. Implementation

This Policy will come into force 30 (thirty) days after its approval by the Executive Coordinator of Iepé, ad referendum of the Assembly of Partners of Iepé.

All partners, directors, employees, interns and volunteers of Iepé will be informed of the institution of this policy, within a maximum period of 15 days after the approval of this policy by the Executive Coordinator of Iepé.

This policy will be submitted to the next Assembly of Partners of Iepé for its formal approval and will become part of the documents guiding the work of the Institution, together with its code of ethics and conduct and its rules of internal procedure.

São Paulo, November 15, 2018

Revised January 6, 2023.

**POLICY FOR
PROMOTING GENDER
AND SEXUALITY
EQUITY**

Policy for promoting gender and sexuality equity

1. Introduction: focus on a Policy to promote Gender and Sexuality equity with an institutional bias

The Institute for Indigenous Research and Training - Iepé is committed to promoting a safe environment for all its female and male employees, governed by mutual respect and free from any type of discrimination and harassment at work.

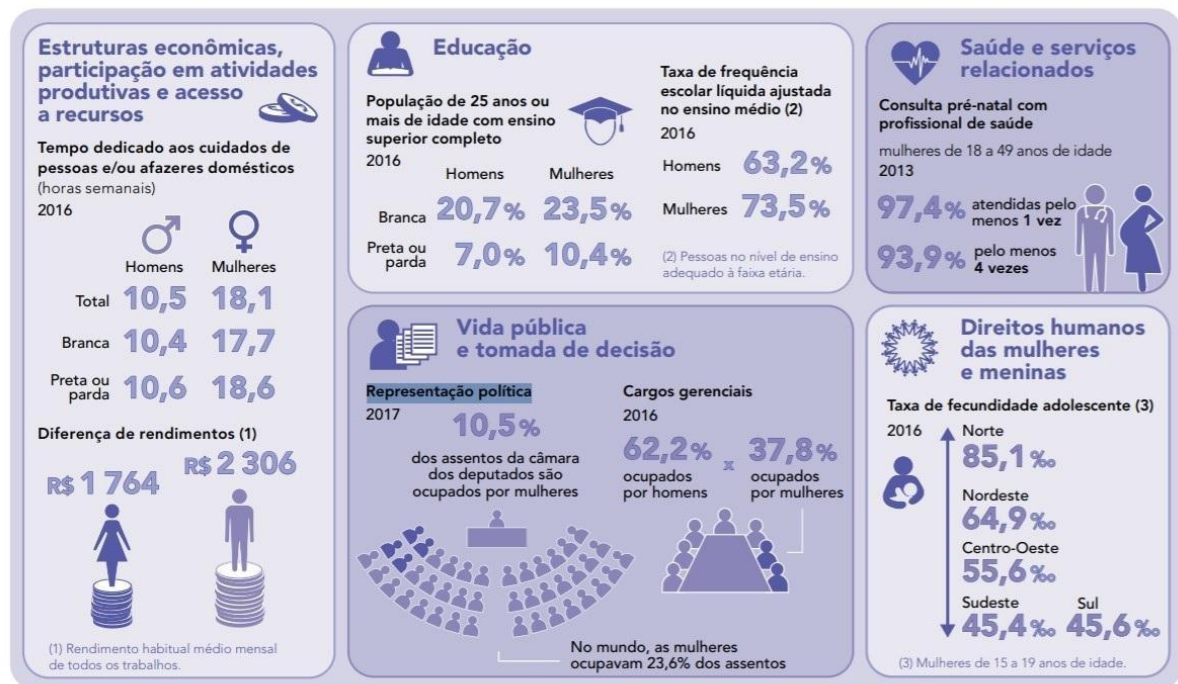
To ensure an environment of respect, this Policy deals with the issue of gender discrimination, sexual harassment and moral harassment, from an intersectional perspective, that is, also considering other forms of inequality that permeate labor relations.

This policy seeks effective ways to prevent and deal with cases of labor violence in its complexity, considering how different social, cultural and economic elements are operating in the propagation of discrimination in the work environment.

2. Context

The concept of gender refers to socially constructed notions about expected, valued and allowed roles, actions and behaviors of/between men and women. As it is a social construction, these vary according to the sociocultural contexts in which they are inserted, and which are subject to updates and transformations. Differences in roles and behaviors between men and women are taught and learned in the socialization process and institutionalized in educational, political, economic, legislation and cultural systems. It is also these values that lead to discrimination against women and people of different sexualities, with discrimination being understood as any form of distinction, restriction or exclusion, based on gender and sexuality. Like other variables, gender and sexuality are structural factors of inequality, as, in most countries, asymmetries are perceived between men and women to the detriment of the latter, and between heterosexual and non-heterosexual people in favor of the former. This applies to responsibilities, decision-making possibilities, or even access and control over resources.

Gender and sexuality inequalities are reflected in different aspects: education, health, access to the job market, among others. Below, some data from the Brazilian Institute of Geography and Statistics (IBGE) regarding gender inequality in Brazil are presented, considering other categories, groups and dimensions that influence the analysis, such as: sexual orientation, age, education, race, ethnicity, religion, disability, migration and citizenship status, as well as living in urban or rural areas.



Fonte: IBGE, Diretoria de Pesquisas, Coordenação de População e Indicadores Sociais.

Data from the IBGE Study - Gender Statistics Social indicators of women in Brazil, published in 2018

Gender and sexuality discrimination in the workplace is manifested through the exclusion, restriction or preference of any employee based on their gender and/or sexual orientation. It is often associated with different types of abusive conduct that constitute moral and/or sexual harassment, as will be described later. According to a survey by Datafolha (2017), harassment at work was reported by 15% of Brazilian women, including forms of physical (2%) and verbal (11%) harassment.

3. Purposes of Iepé's Policy for the promotion of Gender and Sexuality equity

- Promoting a safe institutional environment, without discrimination and distinction of gender, sexual orientation, origin, race, marital status, family situation, age, or any other forms of prejudice;
- Preventing, combating and curbing situations of violence, discrimination, moral harassment and sexual harassment at work;
- Promoting the common understanding of professionals on gender and sexuality issues;
- Promoting gender and sexuality equity in the institution through: conduct and good practices among members/employees, equal pay, possibilities for job advancement, etc.;
- Ensuring that complaints about harassment, discrimination or violence are treated with respect and confidentiality and forwarded to the responsible instance(s) of Iepé (cf. item 12 of this document) for the appropriate solutions.

- Promoting and ensuring that the principles of the Policy for the promotion of Gender and Sexuality equity are present in the institution's projects and strategic planning.

4. Basis for the drafting of Iepé's Policy for the promotion of Gender and Sexuality equity

At the end of 2018, the Rainforest Norway Foundation (RFN) held a Training Seminar on Gender in Brasília/DF, aimed at its partner indigenist organizations in Brazil. Iepé was present as well as RCA, which is the secretariat of Iepé. Focusing on the exchange of local realities and specific issues in the contexts of work with indigenous peoples and at the institutional level, the Seminar promoted a reflection guided by the perspective of gender equity, in search of concrete solutions and appropriate internal referrals to each organization.

During the Seminar, the experiences of building the Gender policies of RFN and Instituto Socioambiental and the ongoing initiatives in the context of relations with indigenous organizations were presented. In order to address the topic within Iepé, in September 2019, a Working Group on Gender and Sexuality was created to think more deeply about the topic, both to include a gender and sexuality approach in Iepé's normative structure, as well as to think about relevant approaches in the context of partnership with the indigenous organizations with which Iepé works.

This WG was composed of members (volunteers) from all Iepé programs (Wajãpi, Oiapoque, Tumucumaque, Zo'é, Articulação Regional and RCA). Through virtual meetings and the creation of a communication group via messaging app, the members of the WG carried out, from September to December 2019, the reading of the RFN and ISA Gender Policies, as well as documents whose approach to the theme favored group reflection on the concepts and a proposal for a Policy to promote gender and sexuality equity for Iepé. In March, April and May 2020, the WG, then composed of eight members, carried out the construction of this articulated proposal during eight virtual meetings¹.

At Iepé's Partners Assembly, on December 18, 2020, this policy was approved and became part of the institution's set of rules and guidelines. In November 2022, Iepé's Partners Assembly approved the proposal to update this policy.

¹ The Working Group responsible for preparing this policy was composed of: Fabrício Amorim (Tumucumaque Program); Isabel Mesquita (Wajãpi Program); Juliana Souza Andrade Licio (Oiapoque Program); Leonardo Viana Braga (Zo'é Program); Nacip Mahmud (Tumucumaque Program); Patricia de Almeida Zuppi (RCA); Renan Reis (Indigenous Advisor in the Tumucumaque Program); and Rita Becker Lewkowicz (Oiapoque Program). The drafting of this policy also had the collaboration and review of Dominique Tilkin Gallois (Anthropologist at the University of São Paulo and Coordinator of the Zo'é Program at Iepé); Fernanda Kalianny Martins Sousa (Anthropologist at the State University of Campinas); Isaac Porto dos Santos (LGBTI Consultant at the International Institute on Race, Equality and Human Rights for Brazil); Luís Donisete Benzi Grupioni (Executive Coordinator of Iepé); Renata Silva Cunha (former adviser to the Iepé Regional Articulation Program); and Sara Silas (Iepé Controller).

This policy will be revised and improved, whenever necessary and desirable, and such changes and updates must be endorsed by the Institution's Shareholders' Meeting.

5. Iepé Mission

Iepé is a non-profit organization whose mission is to contribute to the cultural and political strengthening and to the sustainable development of the indigenous communities of Amapá and Northern Pará, aiming at strengthening their forms of community and collective management, so that the rights of these populations as differentiated peoples are respected.

6. Iepé Values

Iepé established as values that make up its code of ethics:

- **Respect** as the basis of all relationships;
- **Dialogue** as the best instrument of good human relations;
- **Cooperation** and the collaborative spirit in the face of day-to-day challenges;
- **Responsibility** with the work, with deadlines, with the available resources and with the equipment used;
- The promotion of a safe institutional environment, without discrimination and distinction based on gender, sexual orientation, origin, race, marital status, family situation, age, or any other forms of prejudice;
- **Dissemination of the institution's values, concepts and good practices**, inspiring people, communities and institutions, based on its own example.

And, as a civil society organization operating in Brazil, Iepé also bases its actions on the following values:

- **Defense of the democratic rule of law and human rights**: commitment to a State based on democratic values (dialogue, participation, representation, equality), governed by rules and controls (social pact) and based on the Universal Declaration of Human Rights;
- **Republican stance**: concern and commitment to the cause and institutional values regardless of partisan actors;
- **Transparency and honesty in relationships**: respect and truth in dealing with the players with whom the Institute relates, bringing the conflict to the table and making institutional positions clear;
- **Constructive posture and capacity for innovation**: disposition to propose solutions despite the challenges, to leave the comfort zone, to analyze scenarios and to offer non-obvious answers, without relying on ready-made formulas;
- **Encouraging cooperation between different players**: bet on the collective and on the public, on networking, on valuing the diversity of perspectives for problem solving and on the mediating role;
- **Respect for professional and personal needs**: balance between commitment to work and results and quality of life;

- **Commitment to the result and impact of the work:** focus on the result and not on the task, professionalism, proactivity;
- **Alterity, empathy and coherence:** ability to put yourself in the other's shoes, to value the interlocutor regardless of their understanding of the world, to respect opinions different from yours, to demonstrate a real desire to understand the other's opinion, to act in this way with all parties involved.

7. Political and legal bases

The Brazilian Federal Constitution gives centrality to equal rights in all aspects of citizenship. It provides, among the fundamental objectives of the Federative Republic of Brazil, "to promote the good of all, without prejudice of origin, race, sex, color, age and any other forms of discrimination" (art. 3, IV, CF/1988) .

In Brazil, guidelines to prevent and combat discrimination based on gender are backed by broad legislation against sexual harassment, such as the Penal Code, which provides for a penalty of one to two years in prison for the crime of “embarrassing someone with the intention of obtaining an advantage”. or sexual favoritism, the agent taking advantage of his status as a hierarchical superior or ancestry inherent to the exercise of employment, position or function” (Art. 216-A), and prohibits sexual harassment (art. 215-A). Added to this is the Maria da Penha Law – which guarantees the protection of women against any type of domestic violence, whether physical, psychological, patrimonial or moral.

As for discrimination based on sexual orientation, there are still no specific laws in Brazil. However, given the urgency of solving problems arising from discrimination and violence motivated by sexual orientation, the Federal Supreme Court (STF) developed the thesis that such crimes should be equated with the crime of racism, consisting of insulting someone, offending their dignity or decorum, due to race, color, ethnicity or national origin (Law No. 7.716, of 01/08/1989 It is [Law No. 14,532, of 2023](#))

8. Scope of the Policy

This Policy applies to all Iepé partners, directors, employees, interns and volunteers and, where applicable, to consultants and other suppliers of goods or services to the Institute.

It is aimed at Iepé’s internal work environment, but considering the scope of work carried out by the institution, its applicability is expected to address issues of gender inequality and sexuality with the indigenous peoples with whom Iepé works, when applicable.

9. Discrimination and harassment related to gender and sexuality

For the elaboration and implementation of this policy, it is important to conceptualize and differentiate gender and sexuality discrimination, moral harassment and sexual harassment.

GENDER AND SEXUALITY DISCRIMINATION	MORAL HARASSMENT	SEXUAL HARASSMENT
<ul style="list-style-type: none"> ● Manifested through the exclusion, restriction or preference of any employee based on their gender and/or sexual orientation. ● Different treatment or annulment or limitation of the exercise of human rights and fundamental freedoms. The accused may also belong to any institution linked to the work environment. ● Examples of discriminatory acts that have repercussions in the criminal sphere are: discrimination against women, related to the state of pregnancy, for admission purposes or for the permanence of the legal employment relationship (Law n° 9.029/1995). 	<ul style="list-style-type: none"> ● Exaggerated repetition of gestures, words (oral or written) and/or behaviors of a psychological nature, which expose the server, employee or intern (or group of civil servants and employees to humiliating and embarrassing situations. ● Offenses against personality, dignity or mental or physical integrity, with the aim of excluding them from their duties or deteriorating the work environment. ● The practice of moral harassment occurs in the workplace, but it is possible that it also occurs in other environments, as long as its exercise is related to the power relations developed in the professional environment. 	<ul style="list-style-type: none"> ● Act of embarrassing someone, in order to obtain sexual advantage or favor, using their status as hierarchical superior or ancestry inherent to the exercise of employment, position or function. ● Sexual behavior deserving of disapproval, because considered unpleasant, offensive and impertinent by the harassed person. ● The law punishes the constraint that has the sense of forcing, compelling, obliging someone to provide labor sexual favors (Art. 216-A of the Code/Law No. 10.224/2001).

For recognition and differentiation of such practices conceptualized above, it is considered:

Behaviors of gender and sexuality discrimination	Behaviors of moral and/or sexual harassment
<ul style="list-style-type: none"> ● Guiding the decision to hire and/or promoting a person based on biological sex and/or sexual orientation; ● Not promoting and/or hiring women and people of different sexualities for management and leadership positions; ● Not hiring/promoting women due to pregnancy and/or already having children; ● Paying lower wages to women with the same job title and work history as a man; assigning more responsibility to women who hold the same job as men; ● Discriminating against and/or physically or verbally assaulting a person because of their sexual orientation; ● Making jokes and comments of discriminatory content related to women. ● Systematically disregarding and/or interrupting women's speeches ("manterrupting"); ● Answering, reiterating, or explaining something condescendingly to a woman, assuming she doesn't understand the subject ("mansplaining"). 	<ul style="list-style-type: none"> ● Gestures, touches and any physical and verbal approaches with sexual reference; ● Derogatory gender-related comments and jokes about attitude, behavior, bodies and sexual identity; ● Messages with reference or images of degrading, sexist and/or pornographic content; ● Persistent harassing behaviors through contact, communication and/or surveillance (known as "stalking"). ● Ironic and/or derogatory comments - whether individually or in public - related to work content and/or decisions taken by the staff, advisors and consultants.

10. Actions and measures for the prevention and promotion of gender and sexuality equity in Iepé

In order to promote gender and sexuality equity, ensure a safe work environment and prevent discriminatory, harassment and other situations, this policy will be implemented through:

- Awareness actions on gender and sexuality issues for the Iepé team through workshops and the promotion of spaces for dialogue on the subject;
- Application of a questionnaire to prepare a diagnosis on the perception and experiences of Iepé employees regarding gender and sexuality;
- Elaboration of informative material on discrimination, harassment and prevention.
- Incorporation of assumptions and actions set forth here for the promotion of gender and sexuality equity in the projects and works carried out by Iepé;
- Adoption of a non-male and non-hegemonic language in institutional daily life and in textual productions, that is, one that does not exclude people with different gender identities and sexualities;
- Periodic assessments and monitoring of the implementation of actions foreseen in the Policy for the promotion of gender and sexuality equity;

- Disclosure of the Policy to promote gender and sexuality equity for all people who already work at Iepé or who will be hired by the institution, whether to be part of the staff or to provide temporary services.

11. Disciplinary actions and coercive/restorative measures

- Failure to comply with this Policy subjects the employee to disciplinary actions, with sanctions proportional to the scope and severity of the situation (verbal or written warning, adverse performance assessment, suspension), including termination of the employment contract and/or administrative or legal measures;
- Each complaint received will be accepted, investigated and answered. It will go through a process of reception, mediation, verification and referral of the appropriate measures, as provided for in item 12 of this policy.
- No action will be taken without the consent of the person involved;

12.Channel for conflict resolution and complaints

Iepé offers all employees, as well as external collaborators, support to deal with situations involving non-compliance with this policy. Listening and welcoming dialogue should guide the handling of conflicting situations and non-compliance with this policy.

We believe in dialogue as a priority way to understand and resolve conflict situations, so we encourage employees who find themselves in this situation to first try a solution by talking to their direct coordination or, if they prefer, to other members of the expanded coordination or with the institution's executive coordinator.

If the employee does not feel comfortable dealing with the situation with any member of Iepé's coordination, he may go to one of the members of the Board of Directors, or forward his complaint in writing, including anonymously, to the Board.

Iepé's Board of Directors, the highest hierarchical instance of the institution, is the one who will receive complaints about any violation of the guidelines of this Policy and current laws, guaranteeing the due security of those who made the complaint. These will be evaluated, investigated and answered, with the appropriate measures.

Iepé assumes that the person who filed a complaint related to sexual harassment, moral harassment or any type of discrimination will be supported throughout the entire process of mediation and resolution of the problem presented. During any moment of this process, psychosocial, labor or legal advice may be called upon.

8. 12.1 Principles that guide the receipt of complaints and the search for conflict resolution

The person involved is at the center of the grievance or counseling process and should feel safe throughout the process. They decide with whom she prefers to seek advice or

formalize the complaint and must agree on which instances will be informed, how the information will be passed on and all referrals to be made;

- Iepé guarantees the protection and confidentiality of all parties involved throughout the process;
- The smallest possible number of people will be involved throughout the formalization of a complaint and advice, and always with the consent of the affected person;
- People who hold leadership positions at Iepé play a central role in ensuring an egalitarian, respectful and safe work environment. The governing body must defend equal treatment among colleagues as a key aspect for effective joint work, always ensuring that adequate measures in cases of complaints are taken in the best possible way;
- No complaint will remain without investigation or response, within a reasonable period of time for its processing, guaranteeing the affected person to update the progress of the investigation;
- Iepé will not practice, nor will it admit, any act of retaliation against anyone who, in good faith, presents a complaint of non-compliance with this policy.

9. 12.2 Guidelines for reporting a complaint or potential conflict situation

If they have experienced or witnessed a situation of gender discrimination, moral or sexual harassment in the work environment, the affected person has two ways of forwarding the situation, being able to report the complaint anonymously or identified, according to their own choice:

- 1) Reporting the situation to your immediate coordination (or, if they prefer, to another member of the expanded coordination or to the executive coordinator of Iepé) and agreeing between the parties on how to deal with the matter, which may be:
 - a) Seeking internally to resolve the situation with appropriate and agreed measures.
 - b) Reporting the case in the denouncement channel to the Board of Directors so that the situation is forwarded to this instance.
- 2) Directly filing the complaint with the Board of Directors, by sending an email to conselhodiretor@institutoiepe.org.br, anonymously² or identified.

The complaint sent to the Board of Directors will be analyzed, the case will be investigated and the appropriate disciplinary measure will be indicated. If one of the members of the Board of Directors is involved in the complaint, they will be removed from the case and the other members will continue the process.

² Those who prefer to file a complaint anonymously can create an account on the Protonmail website (<https://protonmail.com/signup>), which is intended to preserve identity (including IP address), or find another way to ensure anonymity.

Disciplinary measures indicated by the Board of Directors will be applied immediately.

Annually, the members of the Board of Directors will report to the Assembly of Members of Iepé on complaints received and referrals taken, preserving the confidentiality of the information, without any form of exposure and/or identification of those involved.

Consultations to clarify doubts regarding the concepts, procedures and implementation of this Policy can also be clarified with the members of the **Expanded coordination**.

13. Measures related to maternity and paternity

Iepé understands that gender equity also involves discussing maternity and paternity processes, promoting work environments that are more welcoming to families and, above all, motherhood, and seeking to ensure that its employees can work and take care of their children without suffering discrimination and without leaving work.

It is understood that it is necessary to engage both men and women in child care practices and specific attention to the needs of parents with young children, considering both the guarantee of the right to the period of parental leave and the welcoming of women upon their return to the work environment.

Thus, based on the Citizen Company Program, instituted by Law n° 11,770/2008 and regulated by Decree n° 7,052/2009, the Iepé Policy for the Promotion of Gender and Sexuality Equity also proposes a flexible parental leave program, with related measures to motherhood and fatherhood:

- 180 days of maternity leave for women;
- 20 days of paternity leave for men;
- Flexibility of schedules to adapt to the breastfeeding period;
- Flexible travel planning from the sixth month of pregnancy;
- Reduction of workload and reduction of goals in the first month after the return of leave;
- Leave of absence for natural abortion: in case of miscarriage or accident, the woman is entitled to two weeks of paid rest due to the problem suffered.

During the extension period of maternity leave and paternity leave, the employee will be entitled to full compensation, as well as other benefits that the institution offers to its employees. These measures are also valid for adoptive parents, same-sex couples or single parents.

Additionally, in cases of work trips under indication of the coordination, of the employee's mother who is breastfeeding during the baby's first year of life, Iepé will guarantee the payment of the travel costs of a companion.

14. Safety and protection measures in the work environment

Iepé's Manual of Internal Norms and Procedures provides for a series of safety and protection procedures at work, including activities in the field, recognizing the risks of carrying out work in Indigenous Lands and in areas of difficult access and communication. The safety of the institution's employees and collaborators is considered a priority.

The Policy for the Promotion of Gender and Sexuality Equity corroborates the guidelines listed in the Manual and complements it with the guidance that when taking care of security measures, the specificities of gender and sexuality must be considered, such as the risks related to gender violence and by sexual orientation and health at work.

15. Glossary of concepts

Gender

Gender refers to behaviors, performativity and roles that a given society, at a given moment, considers coherent for men and women. These roles are socially constructed and hegemonically supported by a biological perspective. It can be said that gender is the way “the sexes [woman or man] are thought of and how sexual qualities come to be applied to other formulations” (Strathern (2014 [1980]: 57; see also Butler, 2013 [1990]). For example, when it is said that a woman who performs the same work functions as a man should have a lower salary because she is “naturally” physically weaker than him.

Gender is associated with being male or female, with relationships between women and men, girls and boys, but also with relationships between women and men themselves. It determines opportunity differences between men and women in different areas. In most societies, there are differences and inequalities between them in terms of responsibilities assigned to them, activities carried out, access to and control over resources, as well as opportunities for decision-making. Gender is part of the broader sociocultural context. It is articulated with equally important criteria for understanding sociocultural and political aspects, such as sexual orientation, poverty level and age, for example. In Brazil, as well as in other countries, gender, race and ethnicity shape structural inequalities that are reflected in socioeconomic and violence indices, especially among the black population.

Gender identity

Gender identity refers to a person's position on socio-cultural and political issues related to gender. The identification of a person starts, exclusively, from his statement regarding gender, with a range of known identities existing. They can be declared in different ways. It is understood that a cisgender person is one who identifies with the gender assigned to him at birth, while a transgender person is one who identifies with the opposite gender to the one assigned at birth. This is the case, for example, of a transgender woman, who has been assigned a male identity, but who identifies as a woman.

Sexuality

A person's sexuality varies according to their affective inclinations and is related to their sexual interests and practices. As in the case of gender identity, it is a person's self-declaration that informs their sexuality. The best known are heterosexuality - when a person has a relationship with another of the opposite gender -, homosexuality - when a person has a relationship with someone of the same gender - and bisexuality - when one has relationships with both genders. However, there are other types of interests and practices defined as pansexual and asexual when someone is attracted to and relates to other people regardless of gender identity and sexuality. Gender identity and sexuality should not be understood as the same thing, despite being directly intertwined with each

other. Gender identity does not determine a person's sexuality, and conversely, sexuality does not necessarily interfere with the gender with which they identify.

Gender equity

According to the Brazilian Federal Constitution, men and women are equal in rights and obligations. According to international definitions, gender equity refers to the equality in rights, responsibilities and opportunities of women and men, as well as girls and boys. Equity does not mean that women and men are the same, but that the rights, responsibilities and opportunities of men and women should not depend on whether they are born and/or identify as male or female. Gender equity means that the interests, needs and priorities of men and women must be taken into account, recognizing the diversity of different groups of men and women. Gender equity cannot be thought of as a struggle for women only, but must also involve men. Equity between women and men is a human rights issue and also an indicator of people-centered sustainable development. For it to be fully achieved, it must include the specificities of black, indigenous, quilombola, lesbian and bisexual women, transgender people, among others.

Gender discrimination in the workplace

Gender discrimination in the workplace is manifested through the exclusion, restriction or preference of any employee based on their gender and/or sexual orientation. It results in unequal treatment or in the annulment or limitation of the exercise of human rights and fundamental freedoms. The person accused may belong to any institution linked to the work environment.

Sexual harassment

It is all unwanted behavior of a sexual nature, whether verbal, non-verbal or physical, with the aim or effect of disturbing or embarrassing the person, affecting their dignity, or creating an intimidating, hostile, degrading, humiliating or destabilizer. It is a behavior with sexual content that deserves to be disapproved, because it is considered unpleasant, offensive and impertinent by the harassed person. Sexual harassment is defined by law as any act of “embarrassing someone, with the aim of obtaining sexual advantage or favors, the agent taking advantage of his/her status as a hierarchical superior or ancestry inherent in the exercise of employment, position or function” (Criminal Code, article 216-A). Such protection covers all relations in which there is hierarchy and ascendancy: labor relations, educational, medical, among others.

Moral harassment

Moral harassment consists of the deliberate repetition of gestures, words (oral or written) and/or behaviors of a psychological nature, which expose the server, employee or intern (a), or group of civil servants and employees, to humiliating and embarrassing situations, capable of causing them to offend their personality, dignity or psychological or physical integrity, with the aim of excluding them from of their functions or to deteriorate the work environment. The habituality of conduct and intentionality (the discriminatory purpose) are indispensable for the characterization of moral harassment. Although the practice of moral harassment often occurs in the workplace, it is possible that it occurs in other

environments, as long as its exercise is related to the power relations developed in the professional area.

Rape

Forced sex, rape or rape are types of assault involving sexual intercourse or lewd acts performed against a person without their consent.

Sexual exploitation

Sexual exploitation is a term used to talk about sexual practices that involve profit-making by individuals who take advantage of the social vulnerability of certain people, especially women, children and adolescents in poverty. Sexual exploitation takes the form of prostitution, sex tourism, pornography and trafficking for sexual purposes. In Brazil, the issue of sexual exploitation began to be more debated in the late 1990s, especially by professionals and researchers who work with children and adolescents.

Intersectionality

The concept of intersectionality (see Crenshaw, 2002, p.177) is an analytical tool used to understand the overlap between different discriminatory systems, such as racism and class oppression. Such structures operate in specific ways, interconnecting different social markers of difference, such as: gender, race, ethnicity, class, age, education, disability, sexual orientation, among others. The intersection between them produces specific forms of discrimination and therefore need to be considered in gender analysis. For example, the unemployment rate is very different between white and black women, varying according to their level of education and the country where they live. That is, having an intersectional gender perspective is thinking about the multiple dimensions that make up an experience and considering them to understand the specificities of inequalities.

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