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Strategic Partnerships for adult education**

**Active Strategies for Prevention and Handling Sexual
Harassment Incidents (ASTRAPI)**

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Risk assessment User's Guide

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Introduction

This user guide presents the main elements of the ASTRAPI Survey Tool (AST), an intellectual output developed by the Community of Researchers on Excellence for All (CREA). The specific aim of the AST is to provide a reliable and valid tool for measuring risk factors that can define levels of intensity and probability of sexual harassment in the workplace. In this way, it will contribute to responding to the needs identified by organisations such as the ILO and the UN Women¹, which warns about problems such as under-reporting and the lack of monitoring systems and the need to improve the systems of collecting data on violence and harassment as one of the keys to developing informed laws and policies.

The AST is an evidence-based instrument that has been developed taking into account the scientific literature on sexual harassment and the recommendations issued by relevant international organisations such as UN Women or the ILO. In addition, it has taken as reference previous instruments such as the Sexual Harassment Questionnaire (SEQ) or the Workplace Climate Survey². As the AST's main contribution, it is worth highlighting the incorporation into the risk assessment tool of the latest scientific advances in the field of gender violence prevention, which contemplate sexual harassment suffered by the victim but also Isolating Gender Violence (IGV), which affects both the victim and the people who support them³.

The methodological approach used for the development of the instrument has been the communicative methodology⁴. It has meant developing a co-creation

1 International Labour Organisation (ILO) (2016) Final Report, Meeting of Experts on Violence against Women and Men in the World of Work (3-6 October 2016), Conditions of Work and Equality Department. Geneva, ILO; UN Women (2018) Towards an End to Sexual Harassment: The Urgency and Nature of Change in the Era of #MeToo. New York, UN Women.

2 To know more, see: Fitzgerald, L., Gelfand, M. & Drasgow, F. (1995) Measuring Sexual Harassment: Theoretical and Psychometric Advances, *Basic and Applied Social Psychology*, 17:4, 425-445, DOI: 10.1207/s15324834basp1704_2. About the Workplace Climate Survey: <https://www.workplacesrespond.org/page/harassment-climatesurveys/#Inclusive>

3 Isolating Gender Violence (IGV) is any kind of violence against those who advocate for gender violence victims. Such violence aims to isolate gender violence victims and discourage reporting or receiving support to maintain the impunity of gender violence (Vidu, Puigvert, Flecha, López de Aguilera, 2021).

4 Gómez- González, Aitor, et al. "Without support, victims do not report": The Co- creation of a workplace sexual harassment risk assessment survey tool." *Gender, Work & Organisation*. <https://doi.org/10.1111/gwao.12840>

process involving various agents during the AST design. It has included victims/survivors of sexual harassment in the workplace, experts from different fields of knowledge (e.g., gender studies; sociology; economics; education or social work), union representatives, NGOs, and European foundations.

In addition, the AST has been validated through a pilot in very diverse work contexts, carried out by the project partners in 5 European countries (Spain, Denmark, Cyprus, Greece, and Bulgaria).

This document aims to be a quick guide in which the main elements of the instrument are presented. In addition, it seeks to answer the main questions that can arise during its implementation:

1) What is a risk assessment?

2) What benefits the implementation of the AST can provide to my organisation?

3) How often is the AST implementation recommended?

4) What is the AST's content?

5) How can I interpret the score obtained in the AST?

6) What ethical aspects should I consider when implementing the AST?

7) Once the AST is implemented, what can I do with the information obtained?

Frequently Asked Questions (FAQ)

1) What is a risk assessment?

As mentioned in the ASTRAPI Toolkit (p. 28), a risk assessment in the workplace will involve assessing the risk or potential risk of sexual harassment. Particular attention is given to risk factors that increase the likelihood of violence and harassment, including psychosocial risks and hazards. The ILO Convention No.190 states that account should be taken of risk factors that:

- (a) arise from working conditions and arrangements, work organisation and human resource management, as appropriate;
- (b) involve third parties such as clients, customers, service providers, users, patients and members of the public; and
- (c) arise from discrimination, abuse of power relations, and gender, cultural and social norms that support violence and harassment.

Thus, risk assessments must consider the full range of risks that can lead to sexual harassment in the workplace. Examples of areas that can be covered in a risk assessment are also provided in the ASTRAPI Toolkit. In addition, to learn more about risk factors and prevention strategies, you can consult resources such as the Chart of Risk Factors for Harassment and Responsive Strategies prepared by the US Equal Employment Opportunity Commission.

2) What benefits the implementation of the AST can provide to my organisation?

The AST is designed to cover a wide diversity of work contexts, considering different characteristics of companies and organisations. Implementing the AST will help your organisation or company collect relevant information to establish effective policies and practices on workplace sexual harassment. Through the risk assessment implementation, the employer and other stakeholders will be able to assess risk factor intensity for sexual harassment in the organisation. It also allows you to know if the policy and actions being implemented are effective and responsive to the needs of the diversity present in your organisation. In this regard, the AST will provide relevant information concerning the prevention, management, and resolution of cases of sexual harassment. Thus, it can contribute to putting lessons learned into practice.

3) How often is the AST implementation recommended?

Before implementing the AST, it is necessary to consider specific national regulations on risk assessment. For instance, in some European countries, the applicable legislation requires an annual risk assessment. According to UN Women⁵, to assess current levels and forms of sexual harassment, organisations should ask about experiences witnessed in the last 12 months. The AST follows these recommendations, so the questions it includes refer to situations experienced in the previous 12 months. Thus, its implementation is recommended annually. However, the AST consists of some specific questions that make it possible to identify harassment situations before the last 12 months. In cases where relevant information is obtained on these particular questions, the organisation could consider implementing specific actions to collect data on these previous incidents.

4) What is the AST's content?

The AST includes relevant aspects related to 6 sections:

- 1) Personal data
- 2) Gender harassment
- 3) Unwanted sexual attention
- 4) Sexual coercion
- 5) Sexual harassment circumstances, and
- 6) Institutional gender perspective.

You can consult the complete content of the AST in the annex 1. However, below is a brief description of the different sections:

Personal data

Considering the UN Women's recommendations, the AST includes the section "personal data", which collects basic demographics (e.g., sex, age, sexuality, gender identity, race/ethnicity, position in the organisation, etc.). The reason for

⁵ UN Women (2019) What will it take? Promoting cultural change to end sexual harassment. New York, UN Women.

which this data is collected is to trace the intersectional power relations within patterns of sexual harassment. Despite the importance of collecting this type of information, it is recommended that organisations carefully assess the implications it could have, especially in terms of worker safety and the protection of victims of sexual harassment. For instance, it is recommended that small and medium-sized enterprises (SMEs) or small and medium-sized businesses (SMBs) do not collect personal data. It could violate the right to anonymity for people who respond to the questionnaire. In these cases, carrying out a confidential and anonymous AST could help identify critical issues in the working environment to a greater extent. To know more about AST ethical implications, go to question 2.6.

Gender harassment; unwanted sexual attention, and sexual coercion

Second, the AST covers the three dimensions in which sexually harassing behaviours are usually classified⁶: gender harassment, unwanted sexual attention, and sexual coercion. In this way, it collects a wide range of behaviorally specific questions. It includes offensive sex-related behaviour that contributes from creating a hostile environment (ex., language/gestures, intrusive behaviours) to attempts or situations of coerced sexual exchange (*quid pro quo* sexual harassment). Situations that suppose or can lead to sexual harassment are also included both in the usual place of work and in other spaces where activities related to the work environment can be carried out (ex. changing rooms, journey back home, hotel room, etc.). In addition, it covers both face-to-face situations and incidents enacted using technologies (ex., computers, telephones, etc.) by a wide diversity of potential perpetrators (e.g., supervisors, managers, employees, customers, etc.).

Sexual harassment circumstances and institutional gender perspective.

ARA incorporates items related to contextual and/or organisational conditions. On the one hand, the section "sexual harassment circumstances" includes risks present in the organisation's structure, such as divisions, departments, offices or

⁶ Fitzgerald, L., Gelfand, M. & Drasgow, F. (1995) Measuring Sexual Harassment: Theoretical and Psychometric Advances, *Basic and Applied Social Psychology*, 17:4, 425-445, DOI: 10.1207/s15324834basp1704_2.

geographic locations. The section "institutional gender perspective" refers to organisation-wide internal controls, including policies and procedures, training programs, organisation's track record for receipt, response and disposition of workplace harassment. As well as the knowledge that the organisation members have about them.

5) How can I interpret the score obtained in the AST?

The AST makes it possible to obtain scores on the level of risks present in an organisation in the following sections: 1) institutional gender perspective; 2) sexual harassment circumstances; 3) sexual coercion; 4) unwanted sexual attention; 5) physical threaten or assault, and 6) gender harassment. Separate levels will be obtained for each section, calculated based on the individual responses to the questionnaire.

Each of the questionnaire questions has been given a weight according to the severity of the situation described. Similarly, each response option has been weighted according to the intensity or frequency of the situation (e.g., from "never" to "once or more times a day"). As a result, each individual who responds to the questionnaire is assigned a risk level for each section: Low, Medium, Medium-High, High, or Very High, according to their responses. For some sections, intermediate levels of risk have not been considered, because of the severity of the situations described. This is the case of the sections "Physical threaten or assault" and "Sexual coercion". Taking it into account, the AST follows the following scores to establish risk levels:

Sections	Risk levels scores
Section 2: Gender Harassment	<p><i>Maximum Score: 140</i></p> <p>Low level: 0-7</p> <p>Medium level: 8-14</p> <p>Medium-High level: 15-19</p> <p>High level: 20-39</p>

	Very High level: 40 or more
Section 2b: Physical threat or assault	<i>Maximum Score: 100</i> Low level: 0-9 High level: 10 to 29 Very High level: 30 or more
Section 3: Unwanted sexual attention	<i>Maximum Score: 320</i> Low level: 0-7 Medium level: 8-14 Medium-High level: 15-19 High level: 20-30 Very High level: 30 or more
Section 4: Sexual coercion	<i>Maximum Score: 100</i> Low level: 0-4 High level: 5-14 Very High level: 15 or more
Section 5: Sexual harassment circumstances	<i>Maximum Score: 35</i> Low level: 0-14 Medium level: 15-19 Medium-High level: 24-34 High level: 35 or more
Section 6: Institutional gender perspective	<i>Maximum Score: 230</i> Low level: 0-14 Medium level: 15-24 Medium-High level: 25-39 High level: 40-59 Very High level: 60 or more

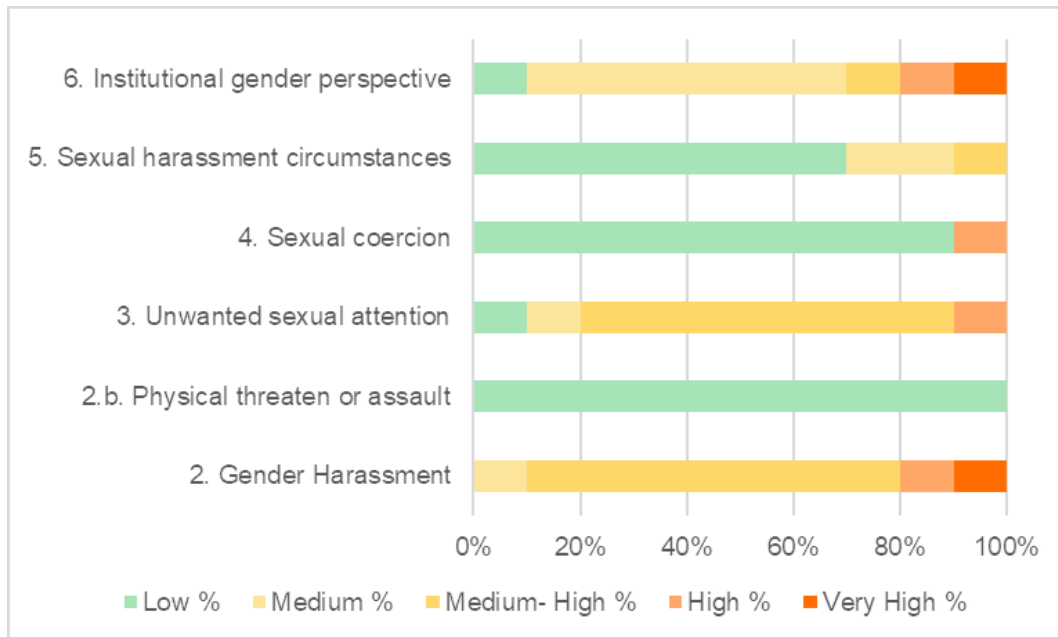
The final scores obtained in the AST show the percentage of persons in the organisation who scored each level of risk for each section. Although higher levels of risk are especially worrying, no level of sexual harassment (even low) should be ignored, as these manifestations can be “the tip of the iceberg” and/or trigger more serious situations. Therefore, every percentage of risk is informative and indicates aspects that can be improved. Different percentages of risk

between different sections can help organizations decide which interventions should be prioritised.

Below is an example of the AST output (table and chart). In this case, 10% of the respondents report a very high level of gender harassment risk. The same percentage reports a very high level of risk in the institutional gender perspective, which represent five respondents in each case of a total of 50 respondents. The 90% reported a low level of sexual coercion, but the 10% reported high level.

Section	Frequency per level of risk and section									
	Low		Medium		Medium-High		High		Very High	
	F	%	F	%	F	%	F	%	F	%
2. Gender Harassment	0	0%	5	10%	35	70%	5	10%	5	10%
2.b. Physical threaten or assault	50	100%	0	0%	0	0%	0	0%	0	0%
3. Unwanted sexual attention	5	10%	5	10%	35	70%	5	10%	0	0%
4. Sexual coercion	45	90%	0	0%	0	0%	5	10%	0	0%
5. Sexual harassment circumstances	35	70%	10	20%	5	10%	0	0%	0	0%
6. Institutional gender perspective	5	10%	30	60%	5	10%	5	10%	5	10%

AST results display example:



To ensure that the sample is representative and that the results are statistically significant, the sample will be selected following a stratified sample and its size will be calculated for each organization. The formula for finite populations with an error of 5% and a confidence margin of 95% will be applied for each organization.

6) What ethical aspects should I consider when implementing the AST?

The AST is an instrument designed to collect relevant information that helps prevent and eradicate sexual harassment in the workplace. Thus, it must be considered that the AST collects highly sensitive information. It will be the responsibility of the people who implement it to weigh what the risks and benefits of its implementation are, always ensuring the safety, well-being and protection of the privacy of the agents involved. In addition, the performance of the AST will entail both a review of national, regional, local and organisational regulations, so its suitability in the specific context of implementation must be evaluated. For instance, confidentiality can be a crucial aspect. Depending on the organisation's characteristics, the AST can be carried out anonymously and/or in combination with other techniques, such as focus groups and exit interviews. Another element that must be considered is whether the necessary conditions exist for applying the AST. For example, if the participants can respond with confidence and in an

environment in which they are not exposed to retaliation due to the complaints made.

In annex 2 of this guide, an example of an informed consent form for the participants in the AST is provided. This example has been used in the international piloting of the AST. The consent form provides potential participants with sufficient written information to decide whether to participate in the AST, including aspects such as the purpose of the data collecting or their capacity to withdraw their involvement at any time they deem appropriate.

Concerning the correct use and management of the data obtained, it will be the responsibility of the people involved in the AST implementation to follow the ethical criteria established by the European Commission⁷ and the guidelines established by the ASTRAPI Consortium regarding data management.

Finally, ethically, there are no neutral positions concerning sexual harassment. Therefore, the organisations implementing the AST will also have to consider what type of responses they will offer to possible situations and/or complaints collected through the instrument. Therefore, it should be anticipated what will be the protocol or procedure will be followed so that the response generated from the organisation is helpful and not harmful to people who decide to break the silence⁸.

7) Once the AST is implemented, what can I do with the information obtained?

The results obtained in the AST will provide a diagnosis of the risks of sexual harassment present in the organisation and the effectiveness of the measures and plans present in it. These results will facilitate decision-making by crucial agents in the organisation. They will contribute to increasing awareness of this

⁷ https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-data-management/data-management_en.htm

⁸ Kirkner, A., Lorenz, K., & Ullman, S. E. (2021). Recommendations for responding to survivors of sexual assault: A qualitative study of survivors and support providers. *Journal of interpersonal violence*, 36(3-4), 1005-1028.

problem at a general level. Some of the actions that can be derived from knowing the results of the risk assessment are, among others:

- From the levels/score of risks obtained: decide how significant these risks are, decide what to do to prevent or control the risks, and develop a clear management plan to achieve this;
- Review the organisation's risk prevention protocols to see how they could include central aspects aimed at risk prevention;
- Establish clear orientations and disciplinary procedures consistent with the results;
- Consult with the workforce and/or their representatives about risks identified and action arising from them;
- Expand efforts so that everyone in the organisation is aware of the problem, knows their role in its resolution, and identifies the measures adopted by the institution.

Another advantage that the AST provides is to make the fight against sexual harassment visible among the lines of corporate social responsibility of the organisation. In this way, once the evaluation has been carried out, the organisation will be able to publish the scores obtained on its social networks, website or reports.

Annex 1: ASTRAPI Survey Tool (AST)

AST Section 1: personal data

Item	Type of response
------	------------------

1.1. Age:
 18-29
 30-39
 40-49
 50-59
 60 or more

One answer can be selected

1.2. Gender:
 Woman
 Men
 Transgender
 Non-binary
 Fluid
 I prefer not to reveal

One answer can be selected

1.3. Sexual orientation:
 Heterosexual
 Gay
 Lesbian
 Asexual
 Bisexual
 Pansexual
 Other
 I prefer not to reveal

One answer can be selected

1.4. Do you belong to a minority ethnic group?
 Yes
 No

One answer can be selected

If yes, please select one of the following options:
 (Include minorities present in the country)

One answer can be selected

1.5. Current family or relationship status:
 Single
 Married
 Divorced
 Widower
 I live in a couple
 Living apart together
 Other

One answer can be selected

1.6. Who do you live with? Please, select the option you consider most appropriate:
 Nuclear family (with your partner and children, and/or with parents and/or siblings)
 Extended family (with other relatives: your parents, grandparents, or others)
 Single-parent family
 My partner
 My partner and children
 Alone with children
 With friends
 With friends and children
 With acquaintances
 With acquaintances and children
 Alone
 Other

One answer can be selected

1.7. Which of the following options describe better your current employment situation?
 Permanent contact
 Temporary contract
 Internship contract
 Self-employed
 Others

One answer can be selected

<p>1.8. What is your highest educational level?</p> <p>Primary education Lower secondary education (typically between ages 10 and 13 years old) Upper secondary education (typically between ages 14 and 16 years old) Post-secondary non-tertiary education Short-cycle tertiary education (e.g., usually provide professional knowledge, skills, and competencies) Bachelor's degree or equivalent level Master's degree or equivalent level Tertiary education (e.g., Ph.D.)</p>	<p>One answer can be selected.</p>
<p>1.9. Which of the following options describes better the position you hold in your workplace?</p> <p>Employee Supervisor Manager Department Director General director CEO Counselor/advisor Collaborator Trainee Volunteer Other</p>	<p>One answer can be selected</p>
<p>1.10. Does your workplace or your situation at your workplace meet any of the following characteristics? If yes, select the options you consider most appropriate:</p> <p>I work in contact with the public I work with people in distress I work with objects of value I work during unsocial working hours (for instance, evening and night work) I work alone or in relative isolation, or in a remote location I work in an intimate space or private home I work in a conflict zone (for instance, providing public and emergency services) I work in a zone with high rates of unemployment I work in a highly masculinized workplace I work in a context in which alcohol consumption is tolerated or encouraged. I feel unsafe in my work car parking I feel unsafe traveling to and from work I consider my workplace is not adequately covered or protected by labour law and social protection I consider my job is low paid I consider my work present precarious or insecure working conditions</p>	<p>Multiple answers can be selected</p>
<p>1.11. How long have you been working in your current workplace?</p> <p>Less than 12 months Between 1 and 3 years Between 4 and 6 years Between 7 and 9 years More than 10 years</p>	<p>One answer can be selected</p>
<p>1.12. Optional question: Do you present any of the following characteristics? If yes, please, select it.</p> <p>I have a disability I am a person living with HIV I go through financial difficulties</p>	<p>Multiple answers can be selected</p>

AST section 2: gender harassment

Item	Type of response
<p>In the past 12 months, how often did someone at work (including supervisors, co-workers, clients, or customers...):</p>	

2.1. Tell sexist stories or jokes that were offensive to me?
 Never
 Once
 Once a Month or Less
 Two-Three Times a Month
 Once a Week or More
 One or More Times a Day

One answer can be selected

2.1.a. Tell sexist stories or jokes that were offensive to someone at my workplace?
 Never
 Once
 Once a Month or Less
 Two-Three Times a Month
 Once a Week or More
 One or More Times a Day

One answer can be selected

2.2. Display offensive material to me?
 Never
 Once
 Once a Month or Less
 Two-Three Times a Month
 Once a Week or More
 One or More Times a Day

One answer can be selected

2.2.a Display offensive material to someone at my workplace?
 I do not know
 Never
 Once
 Once a Month or Less
 Two-Three Times a Month
 Once a Week or More
 One or More Times a Day

One answer can be selected

2.3. Make offensive remarks about my appearance, body, or sexual activities?
 Never
 Once
 Once a Month or Less
 Two-Three Times a Month
 Once a Week or More
 One or More Times a Day

One answer can be selected

2.3.a. Make offensive remarks about the appearance, body, or sexual activities of someone at my workplace?
 I do not know
 Never
 Once
 Once a Month or Less
 Two-Three Times a Month
 Once a Week or More
 One or More Times a Day

One answer can be selected

2.4. Refer to people of my gender in insulting or offensive terms?
 Never
 Once
 Once a Month or Less
 Two-Three Times a Month
 Once a Week or More
 One or More Times a Day

One answer can be selected

2.4.a. Refer to the gender of another person in my workplace in insulting or offensive terms?
 I do not know
 Never
 Once
 Once a Month or Less
 Two-Three Times a Month

One answer can be selected

Once a Week or More
One or More Times a Day

2.5. Put me down or act in a condescending way towards me because of my gender?

Never
Once
Once a Month or Less
Two-Three Times a Month
Once a Week or More
One or More Times a Day

One answer can be selected

2.5.a. Put somebody down or act in a condescending way towards them because of their gender?

I do not know
Never
Once
Once a Month or Less
Two-Three Times a Month
Once a Week or More
One or More Times a Day

One answer can be selected

2.6. In the past 12 months, were you physically threatened or assaulted?

Yes
No

One answer can be selected

2.6.a. In the past 12 months, someone at your workplace was physically threatened or assaulted?

I do not know
Yes
No

One answer can be selected

2.7. If you experienced any of the behaviors described above: was it motivated by some of the following elements?

Please, select the options that you consider most representative.

My age
My gender
My sexual Orientation
My gender identity
My race or ethnicity
My religion
My disability
Other

Multiple answers can be selected

2.8. If you have experienced any of the abovementioned situations, has it resulted in any negative consequences?

Yes
No

One answer can be selected

2.8.a. If someone in your work context has experienced any of the abovementioned situations, has it resulted in any negative consequence?

I do not know
Yes
No

One answer can be selected

<p>2.8.b. If yes: have you identified any of the following consequences? Please, select the options that you consider most representative.</p> <ul style="list-style-type: none"> Feeling uncomfortable in the workplace Difficulty concentrating or performing tasks Avoid socializing with people at work Fear of going to work Consider leaving work Leave the job Depression or adverse psychological consequences Problem socializing with friends or family Others 	Multiple answers can be selected
<p>2.8.c. Do you consider the harassment could have harmed the access to training and/or career progression of the harassed person?</p> <ul style="list-style-type: none"> I do not know Yes No 	One answer can be selected
<p>2.9. In the case of having witnessed that someone has experienced any of the situations described in the previous questions: Have you contacted the affected person or offered any help?</p> <ul style="list-style-type: none"> Yes No 	One answer can be selected
<p>2.9.a. If not, why not? Please, select the options you consider most representative.</p> <ul style="list-style-type: none"> For fear that providing support could have personal repercussions for me For fear that providing support could have employment repercussions for me For fear that providing support could have consequences for my environment (e.g., other colleagues, family members, etc.) It was a situation that did not concern me Others 	Multiple answers can be selected
<p>2.9.b. If yes, did it imply any negative consequences for you, or were you afraid to receive any negative consequences?</p> <ul style="list-style-type: none"> Yes No 	One answer can be selected
<p>2.9.b.a. If yes, did you identify any of the following consequences? Please, select the options you consider most representative.</p> <ul style="list-style-type: none"> Feeling uncomfortable in the workplace Difficulty concentrating or performing tasks Avoid socializing with people at work Fear of going to work Consider leaving work Leave the job Depression or adverse psychological consequences Problem socializing with friends or family Others 	Multiple answers can be selected
<p>2.10. The questions asked in this section have focused on the last 12 months. Have you or other colleagues experienced any of these behaviours in the past beyond the previous 12 months?</p> <ul style="list-style-type: none"> I do not know Yes No 	One answer can be selected

AST section 3: unwanted sexual attention

Item	Type of response
In the past 12 months, how often did someone at work (including supervisors, co-workers, clients, or customers):	

<p>3.1. Attempted to discuss sex in a way that made me feel uncomfortable.</p> <p>Never Once Once a Month or Less Two-Three Times a Month Once a Week or More One or More Times a Day</p>	<p>One answer can be selected</p>
<p>3.1.a. Attempted to discuss sex in a way that made someone at my workplace feel uncomfortable.</p> <p>I do not know Never Once Once a Month or Less Two-Three Times a Month Once a Week or More One or More Times a Day</p>	<p>One answer can be selected</p>
<p>3.2. I received unwanted sexual attention. E.g., verbal and/or nonverbal behaviors related to my sexuality or/and my body are offensive and undesirable to me and are not reciprocated.</p> <p>Never Once Once a Month or Less Two-Three Times a Month Once a Week or More One or More Times a Day</p>	<p>One answer can be selected</p>
<p>3.2.a. Someone at my workplace received unwanted sexual attention. E.g., verbal and/or nonverbal behaviors related to their sexuality or/and body that are offensive and unwanted to them and that are not reciprocated.</p> <p>I do not know Never Once Once a Month or Less Two-Three Times a Month Once a Week or More One or More Times a Day</p>	<p>One answer can be selected</p>
<p>3.3. Staring or leering at me in a way that made me feel uncomfortable.</p> <p>Never Once Once a Month or Less Two-Three Times a Month Once a Week or More One or More Times a Day</p>	<p>One answer can be selected</p>
<p>3.3.a. Staring or leering at someone at my workplace in a way that made them feel uncomfortable.</p> <p>I do not know Never Once Once a Month or Less Two-Three Times a Month Once a Week or More One or More Times a Day</p>	<p>One answer can be selected</p>
<p>3.4. Requested me for drink or dinner, despite rejection.</p> <p>Never Once Once a Month or Less Two-Three Times a Month Once a Week or More One or More Times a Day</p>	<p>One answer can be selected</p>
<p>3.4.a. Requested someone at my workplace for drink or dinner, despite rejection.</p> <p>I do not know Never</p>	<p>One answer can be selected</p>

<p>Once Once a Month or Less Two-Three Times a Month Once a Week or More One or More Times a Day</p>	
<p>3.5. Attempted to stroke or rub, what made me feel uncomfortable. Never Once Once a Month or Less Two-Three Times a Month Once a Week or More One or More Times a Day</p>	<p>One answer can be selected</p>
<p>3.5.a. Attempted to stroke or rub someone at my workplace, what made them feel uncomfortable. I do not know Never Once Once a Month or Less Two-Three Times a Month Once a Week or More One or More Times a Day</p>	<p>One answer can be selected</p>
<p>3.6. Somebody touched me in a way that made me feel uncomfortable. Never Once Once a Month or Less Two-Three Times a Month Once a Week or More One or More Times a Day</p>	<p>One answer can be selected</p>
<p>3.6.a. Somebody touched someone else at my workplace in a way that made them feel uncomfortable. I do not know Never Once Once a Month or Less Two-Three Times a Month Once a Week or More One or More Times a Day</p>	<p>One answer can be selected</p>
<p>3.7. Made unwanted attempts to establish a sexual relationship with you, or engage in sexual activities with you, despite your efforts to discourage these attempts or express disinterest. Never Once Once a Month or Less Two-Three Times a Month Once a Week or More One or More Times a Day</p>	<p>One answer can be selected</p>
<p>3.7.a. Made unwanted attempts to establish a sexual relationship with someone at my workplace, or engage in sexual activities with them, despite their efforts to discourage these attempts or express disinterest. I do not know Never Once Once a Month or Less Two-Three Times a Month Once a Week or More One or More Times a Day</p>	<p>One answer can be selected</p>

<p>3.8. If you have experienced some behaviors mentioned above: was the situation motivated by any of the following elements? Please, select the options that you consider most representative.</p> <p>My age My gender My sexual Orientation My gender identity My race or ethnicity My religion My disability Other</p>	<p>Multiple answers can be selected</p>
<p>3.9. If you have experienced any of the abovementioned situations, has it resulted in any negative consequences?</p> <p>Yes No</p>	<p>One answer can be selected</p>
<p>3.9.a. If someone in your work context has experienced any of the abovementioned situations: has it resulted in any negative consequence?</p> <p>I do not know Yes No</p>	<p>One answer can be selected</p>
<p>3.9.b. If yes: have you identified any of the following consequences? Please, select the options that you consider most representative.</p> <p>Feeling uncomfortable in the workplace Difficulty concentrating or performing tasks Avoid socializing with people at work Fear of going to work Consider leaving work Quit the job Depression or adverse psychological consequences Problem socializing with friends or family Others</p>	<p>Multiple answers can be selected</p>
<p>3.9.c. Do you consider the harassment could have hurt the access to training and/or career progression of the harassed person?</p> <p>I do not know Yes No</p>	<p>One answer can be selected</p>
<p>3.10. If you have witnessed that someone in your work context has experienced any of the abovementioned situations: have you contacted the affected person or offered any help?</p> <p>Yes No</p>	<p>One answer can be selected</p>
<p>3.10.a. If not, why not? Please, select the options you consider most representative.</p> <p>For fear that providing support could have personal repercussions for me For fear that providing support could have employment repercussions for me For fear that providing support could have consequences for my environment (e.g., other colleagues, family members, etc.) It was a situation that did not concern me Others</p>	<p>Multiple answers can be selected</p>
<p>3.10.b. If yes, did it imply any negative consequences for you, or were you afraid to receive any negative consequences?</p> <p>Yes No</p>	<p>One answer can be selected</p>

<p>3.10.b.a. If yes, did you identify any of the following consequences? Please, select the options you consider most representative.</p> <ul style="list-style-type: none"> Feeling uncomfortable in the workplace Difficulty concentrating or performing tasks Avoid socializing with people at work Fear of going to work Consider leaving work Leave the job Depression or adverse psychological consequences Problem socializing with friends or family Others 	<p>Multiple answers can be selected</p>
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<p>3.11. The questions asked in this section have focused on the last 12 months. Have you or other colleagues experienced any of these behaviors in the past beyond the previous 12 months?</p> <ul style="list-style-type: none"> I do not know Yes No 	<p>One answer can be selected</p>
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AST section 4: sexual coercion

Item	Type of response
<p>In the past 12 months, how often did someone at work (including supervisors, co-workers, clients, or customers):</p>	
<p>4.1. Make you feel like you were being bribed with some reward or special treatment to engage in sexual behavior?</p> <ul style="list-style-type: none"> Never Once Once a Month or Less Two-Three Times a Month Once a Week or More One or More Times a Day 	<p>One answer can be selected</p>
<p>4.1.a. Make somebody at your workplace feel like they were being bribed with some reward or special treatment to engage in sexual behavior.</p> <ul style="list-style-type: none"> I do not know Never Once Once a Month or Less Two-Three Times a Month Once a Week or More One or More Times a Day 	<p>One answer can be selected</p>
<p>4.2. Make you feel threatened with some retaliation for not being sexually cooperative (e.g., by mentioning an upcoming review).</p> <ul style="list-style-type: none"> Never Once Once a Month or Less Two-Three Times a Month Once a Week or More One or More Times a Day 	<p>One answer can be selected</p>
<p>4.2.a. Make somebody at your workplace feel threatened with some retaliation for not being sexually cooperative (e.g., by mentioning an upcoming review).</p> <ul style="list-style-type: none"> I do not know Never Once Once a Month or Less Two-Three Times a Month Once a Week or More One or More Times a Day 	<p>One answer can be selected</p>

4.3. If you have experienced some of the aforementioned behaviors: has the situation been motivated by any of the following elements? Please, select the options that you consider most representative.

- My age
- My gender
- My sexual Orientation
- My gender identity
- My race or ethnicity
- My religion
- My disability
- Other

Multiple answers can be selected

4.4. If you have experienced any of the situations described above: has it resulted in any negative consequences?

- Never
- Once
- Once a Month or Less
- Two-Three Times a Month
- Once a Week or More
- One or More Times a Day

One answer can be selected

4.4.a. If someone you know has experienced any of the above-mentioned situations, has it resulted in any negative consequence?

- I do not know
- Never
- Once
- Once a Month or Less
- Two-Three Times a Month
- Once a Week or More
- One or More Times a Day

One answer can be selected

4.4.b. If yes: have you identified any of the following consequences?

Please, select the options that you consider most representative.

- Feeling uncomfortable in the workplace
- Difficulty concentrating or performing tasks
- Avoid socializing with people at work
- Fear of going to work
- Consider leaving work
- Leave the job
- Depression or adverse psychological consequences
- Problem socializing with friends or family
- Others

Multiple answers can be selected

4.4.c. Do you consider the harassment could have harmed the access to training and/or career progression of the harassed person?

- I do not know
- Yes
- No

One answer can be selected. Item

4.5. If you have witnessed that someone has experienced any of the above-mentioned situations, have you contacted the affected person in any way or offered any help?

- Yes
- No

One answer can be selected

4.5.a. If not, why not? Please, select the options you consider most representative.

- For fear that providing support could have personal repercussions for me
- For fear that providing support could have employment repercussions for me
- For fear that providing support could have consequences for my environment (e.g., other colleagues, family members, etc.)
- It was a situation that did not concern me
- Others

Multiple answers can be selected

4.5.b. If yes, did it imply any negative consequences for you, or were you afraid to receive any adverse effects?

- Yes
- No

One answer can be selected

4.5.b.a. If yes, did you identify any of the following consequences?
 Please, select the options you consider most representative.

- Feeling uncomfortable in the workplace
- Difficulty concentrating or performing tasks
- Avoid socializing with people at work
- Fear of going to work
- Consider leaving work
- Leave the job
- Depression or adverse psychological consequences
- Problem socializing with friends or family
- Others

Multiple answers can be selected

4.6. The questions asked in this section have focused on the last 12 months. Have you or other colleagues experienced any of these behaviors in the past beyond the previous 12 months?

- I do not know
- Yes
- No

One answer can be selected

AST Section 5: Sexual Harassment Circumstances

Item	Type of response
5.1. In your current workplace, is there any place/environment you consider particularly hostile or threatening? Yes No	One answer can be selected
5.1.a. If so, what context/s? Please, select the options you consider most representative. <ul style="list-style-type: none"> Office Classroom / room Bathrooms Parking Private office Private home Transport Bar or entertainment venue Hotel or residence Internet, social networks, or email Telephone Other (specify) 	Multiple answers can be selected
5.2. If you have indicated that you have suffered or witnessed any harassment incident described in previous sections: what was the position of the aggressor? Please, select the most representative option. <ul style="list-style-type: none"> Supervisor Manager Department Director Managing Director CEO Counselor/advisor Collaborator Voluntary Trainee Partner or ex-partner (who does not work in the same workplace) Someone with whom I/he/she has or had a relationship (which does not work in the same workplace) Other 	One answer can be selected
5.2.a. The aggressor was: <ul style="list-style-type: none"> Woman Men Transgender Non-binary 	One answer can be selected

Fluid Other: (indicate)	
5.2.b. In the case of multiple aggressors, you can provide additional information here:	Open question
5.3. What was the position of the victim? Please, select the most representative options. Supervisor Manager Department Director Managing Director CEO Counselor/advisor Collaborator Voluntary Trainee Partner or ex-partner (who does not work in the same workplace) Someone with whom I/he/she has or had a relationship (which does not work in the same workplace) Others	One answer can be selected
5.3.a. The victim was: Woman Men Transgender Non-binary Fluid Other	One answer can be selected
5.3.b. In the case of multiple victims, you can provide additional information here:	Open question
5.4. Where did the situation take place? Please, select the most representative answers. Office Classroom / room Bathrooms Parking Private office Private home Transport Bar or entertainment venue Hotel or residence Internet, social networks, or email Telephone Others	Multiple answers can be selected
5.5. What was the reaction of the victim? Please, select the most representative answers. I do not know Not tell anyone Tell a co-worker Inform the superior or management Submit a formal complaint to a specific unit in the workplace Submit an anonymous complaint to a particular unit in the workplace Tell a friend or family member Tell a professional (e.g., psychologist, or social worker) Report to a trade union Report to the police Other	Multiple answers can be selected
5.6. Do you know any case where the victim has not reported the incident to the organization for fear of being questioned or criticized? Yes No	One answer can be selected
5.7. Do you consider that the COVID-19 pandemic has harmed your employment situation? Yes	One answer can be selected

No I do not know	
5.7.a. Do you consider that the COVID-19 pandemic has negatively impacted the employment situation of people who work in your company/organization? Yes No I do not know	One answer can be selected
5.8. Do you consider the COVID-19 pandemic has made it challenging to report incidents of sexual harassment in your workplace? Yes No I do not know	One answer can be selected

AST section 6: institutional gender perspective

Item	Type of response
6.1. Do you know of any case of sexual harassment experienced by someone from your workplace? Yes No	One answer can be selected
6.1.a. If yes: did the victim inform the company/organization about the sexual harassment incident? Yes No I do not know	One answer can be selected
6.2. If you would identify a case of sexual harassment in your workplace, would you inform your company/organization? Yes No I do not know	One answer can be selected
6.3. Would you know how to act in the event of suffering or witnessing a case of sexual harassment in your workplace? Yes No I do not know	One answer can be selected
6.4. Does your company/organization have a workplace policy and/or a code of conduct that includes aspects related to sexual harassment? Yes No I do not know	One answer can be selected
6.5. Does your company/organization have a complaints procedure in case of sexual harassment? Yes No I do not know	One answer can be selected
6.6. Does your company/organization contemplate sanctioning measures against sexual harassment behaviors at the workplace? Yes No I do not know	One answer can be selected
6.7. Is there a named person in your workplace responsible for collecting and managing sexual harassment incidents? Yes No I do not know Not applicable to me	One answer can be selected

<p>6.8. Is there some unit or service in your workplace in charge of monitoring and/or evaluating measures adopted against sexual harassment? Yes No I do not know Not applicable to me</p>	<p>One answer can be selected</p>
<p>6.9. Does your company/organization include sexual harassment as one of the risks present in the occupational safety and health management systems? Yes No I do not know Not applicable to me</p>	<p>One answer can be selected</p>
<p>6.9.a. If so: Do procedures contemplated to address sexual harassment respond to the victim's needs? Yes No I do not know</p>	<p>One answer can be selected</p>
<p>6.10. Do you consider your company/organization to manage harassment complaints efficiently? (e.g., they respond within a reasonable time frame, they report on the development of the process). Yes No I do not know</p>	<p>One answer can be selected</p>
<p>6.11. Do you consider your company/organization applies improvements so that sexual harassment incidents reported do not happen again? Yes No I do not know</p>	<p>One answer can be selected</p>
<p>6.12. In training initiatives promoted by your company/organization: has the issue of sexual harassment in the workplace been addressed? Yes No I do not know Not applicable to me</p>	<p>One answer can be selected</p>
<p>6.13. Does your company/organization take actions aimed at raising awareness on the problem of workplace sexual harassment? Yes No I do not know Not applicable to me</p>	<p>One answer can be selected</p>
<p>6.14. Does your company/organization consult with local entities or associations to receive guidance on dealing with sexual harassment (e.g., women workers, trade unions, women's organizations, or gender experts)? Yes No I do not know</p>	<p>One answer can be selected</p>
<p>6.15. Does your collective bargaining agreement contemplate sexual harassment in the workplace? Yes No I do not know Not applicable to me</p>	<p>One answer can be selected</p>
<p>6.16. To improve prevention, management, or eradication of sexual harassment in the workplace: is there any other type of action you consider your company/organization should consider?</p>	<p>Open question</p>
<p>6.17. The following questions refer to gender violence perpetrated by a current or former intimate partner (regardless of whether it was a stable or a sporadic relationship). Have you suffered it or known someone who has suffered it? Yes</p>	<p>One answer can be selected</p>

No
I do not know

6.17.a. If so: Has the gender violence-based aggression harmed the quality of your work or your colleagues' work, or the ability to attend work?

Yes

One answer can be selected

No

I do not know

6.17.b. If so: did you identify any of the following consequences?

Please, select the options you consider most representative.

Not being able to get to work on time

Feeling uncomfortable in the workplace

Difficulty concentrating or performing tasks

Avoid socializing with people at work

Fear of going to work

Fear of stalking, harassment, or assault at work (in person or by email/telephone/text, etc.)

Multiple answers can be selected

Be given sick leave

Consider leaving job

Leave the job

Depression or adverse psychological consequences

Problem socializing with friends or family

Lack of financial independence

Others

6.17.c. Do you consider that gender violence-based aggression could have harmed your or your colleagues' access to training and/or career progression?

Yes

One answer can be selected

No

I do not know

6.18. Does your company have any service/resource to provide support to employees who have experienced an incident of gender violence?

Yes

One answer can be selected

No

I do not know

6.19. If so, what kind of support does your company/organization provide?

Please, select the options you consider most representative.

Information or training for employees on gender violence

Prevention measures for gender violence survivors

Safety and security planning in the workplace (e.g., including reassignment of work duties or location to workers who have taken out restraining or protection orders)

Multiple answers can be selected

Information and referrals to specialist gender violence organizations

Paid leaves to survivors of gender violence

Flexible work arrangements

Emergency financial assistance if financial abuse has occurred

Others

Annex 2: Informed consent form used in the AST piloting

Please read this information carefully before continuing. At the bottom of this page, we will ask you for consent to participate in this study.

Aim of the study

The ASTRAPI Project aims to formulate a comprehensive intervention strategy and training program that effectively addresses issues related to sexual harassment in the workplace. **The project is funded by the European Commission's Erasmus+ program (KA2-Strategic Alliances for Adult Education). ASTRAPI is being developed by a consortium of trade unions, NGOs, public administrations, and universities from six European countries (Cyprus, Denmark, Belgium, Bulgaria, Greece, and Spain).**

Application to participate

We ask for your participation by answering the following questionnaire, based on your experience and opinion, on issues related to sexual harassment in the workplace. We will use the results obtained from this questionnaire to **improve this tool designed to assess the risks of sexual harassment in different European work contexts. Your participation is key to making progress in the fight against sexual harassment.**

Content of the questionnaire

The questionnaire consists of six sections. It presents the first part on personal information. Sections two, three, and four focus on possible harassment situations in the work context. The fifth section collects your perception of contextual conditions or circumstances that may lead to or have led to harassment situations. The last section collects your opinion on the measures or strategies present in your work context to prevent and address sexual harassment.

Information processing

The data you provide in the questionnaire will be treated anonymously and confidentially. Under no circumstances will they be linked to your identity, thus maintaining your anonymity throughout. All the information collected will be treated confidentially and kept in custody with secure access limited to research staff. In addition, the data set will be analyzed globally only for academic purposes or strictly linked to the project's objectives. Under no circumstances will individual results or any information that could identify you be published. Personal data will be protected and subject to the guarantees provided for in the Data Protection regulations established by the European Commission. Under no circumstances will they be transferred to third parties or institutions.

Access, modification, or deletion of data

If you wish to access, modify, or delete your data, don't hesitate to contact the ASTRAPI project coordinator (n.stathopoulos.cy@gmail.com) or the research community responsible for the design of the questionnaire (CREA: crea@ub.edu).

Participation and contact

Participation in this study is entirely voluntary, and you may withdraw at any time without explanation or penalty. The team commits to sharing the results with all participants interested in knowing the results by participating in the study.

Suppose you need additional information, or you would like to share any information you consider relevant with us. In that case, you can do so through your national contact: (**Specify here**)

Considering all the information provided above, do you give your consent to participate in this study?

- Yes, you give your consent
- No, I do not give my consent