



**Guidance note  
on arrangements by the UNFCCC secretariat and the COP organizers  
to address all forms of harassment**

**General:**

- The UNFCCC secretariat and the COP organizers have zero tolerance towards any form of discrimination, harassment, including sexual harassment, and abuse of authority.
- The UNFCCC secretariat strictly adheres to the UN policy on prohibition of discrimination, harassment, including sexual harassment, and abuse of authority, and has put in place procedures for the implementation of the policy.
- Incidents that take place at the UNFCCC secretariat premises are addressed immediately when they are raised. Further measures are being put in place to strengthen the secretariat's capacity in this regard.
- Specific measures are in place to address sexual harassment during UNFCCC sessions (see below).

**At UNFCCC sessions:**

- Complaints of discrimination, harassment, including sexual harassment, and abuse of authority, shall be reported to the United Nations Department of Safety and Security (UNDSS).
- Once a complaint is received, UNDSS will make a determination as to whether any further action is required. UNDSS officials, where necessary, will direct the matter to the appropriate authorities. In cases of alleged physical harm or other alleged violations of local laws, the matter will be brought to the attention of the local police.
- If the complaint relates to a member of a delegation of a State Party to the Convention, all efforts will be made to contact the head of delegation concerned.
- UNDSS reserves the right, in consultation with the Executive Secretary, to deny entry or escort off the Conference Site or the UNFCCC premises any individual who acts in contravention of the UN policy on prohibition of discrimination, harassment, including sexual harassment, and abuse of authority. This includes canceling conference badge of the concerned individual. UNDSS also reserves the right to deny access of such individuals to future conferences, including by the non-issuance of conference badges.