

# **INSEAD Gender Respect Toolkit**

*Resources and Guidelines for the  
INSEAD Community*

# INSEAD's Gender Respect mission

Our mission is to instil a **consistent definition and behaviour of gender respect**, empowering individuals to set a positive example amongst the INSEAD community.

We seek to engage in difficult gender conversations in a **respectful and enlightening** way.

We aim to provide a **structured process** towards disrespected students and guide our allies to be **constructive bystanders and advocates**.

This toolkit focuses on **addressing sexual harassment and/or sexual assault**. Sexual harassment encompasses derogatory comments regarding sex, gender or sexual preferences, unwelcome sexual advances, requests for sexual favours, and other verbal or physical harassment of a sexual nature. Sexual assault is unwanted sexual contact.

# The INSEAD community is held to Gender Respect standards in the Code of Conduct

INSEAD's Global Anti-Harassment Policy covers **everyone on all campuses** and addresses discrimination, sexual harassment, and abusive and offensive behaviour.

For more details, please reference the relevant program **Code of Conduct**.

The full text of the Global Anti-Harassment Policy is available on MyINSEAD.



# INSEAD stands against harmful behaviours

*As an INSEAD community, we stand against behaviours and comments that exclude, offend, and hurt others. These include:*

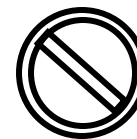


**Discriminatory comments** related to gender, gender identity, sexual orientation, etc.



**Unwelcome** sexual remarks or sexual advances

*Including but not limited to: unwanted touching or physical touching, display of offensive materials, unwelcome jokes of a sexual nature, extreme/persistent sexual messages, or asking for sexual favours.*

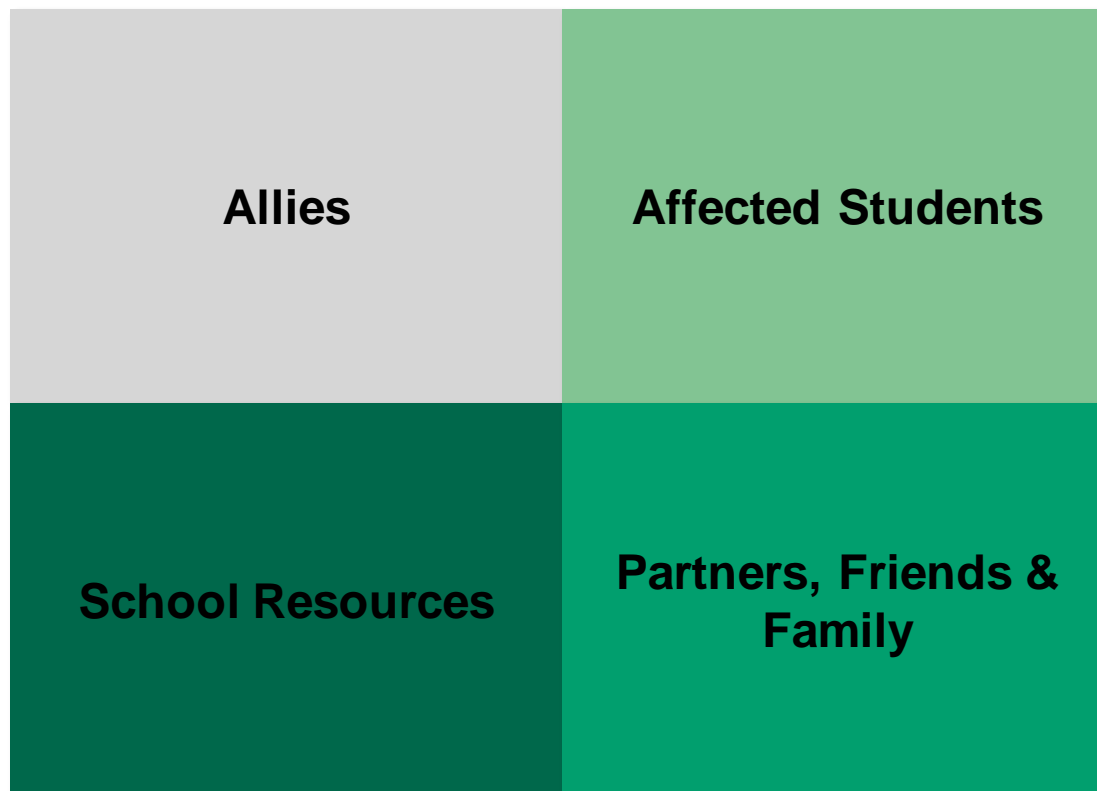



**Abuse, bullying, or assault** of any kind

*Includes sexual assault (unwanted sexual contact) and other types of physical assault.*

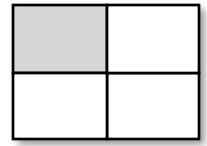
If something does not appear right, we commit to standing up and saying something.  
**All of us should embrace our voices to demonstrate that these behaviours will not be tolerated.**

# We all have a part to play in upholding our respectful community at INSEAD



*The following guide separates advice and resources into these sections – please use the guide in the top right corner to follow along* 

# What you can do as an ally



Allies who take **personal responsibility and intervene** are shown to be effective against sexual harassment across dozens of studies.

Having active allies is **critical** in addressing school and workplace harassment and mistreatment.

This is a **collective** problem – allies are needed to intervene.

Your role as an active ally **enforces community norms** and can **ensure another's safety**.

## Steps to Effective Intervention

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Notice the Event

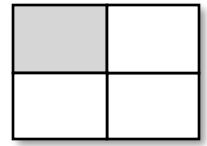
Interpret it as a Problem

Assume Personal Responsibility

Know How to Help

Implement the Help – Act!

# Some ally intervention options

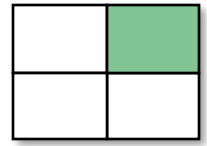


## The 4 Ds to Allyship

*(Depending on how safe you feel in the situation)*

- ① **Direct:** Confront the situation yourself.
- ② **Distract:** Create a distraction to diffuse the situation (e.g., ask to borrow a cell phone).
- ③ **Delegate:** Go to someone with authority (manager, HR, legal authorities).
- ④ **Delayed:** Talk to the person you were concerned about, or the perpetrator, after the fact.

# If you find yourself in a difficult situation: first steps to empower yourself

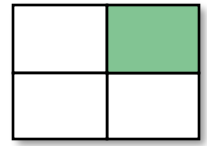


- Tell the offender their behaviour is unacceptable and ask them to stop
- Be explicit and say no.
  - **Remember** an absence of a 'no' is NOT an automatic 'yes'
  - Avoid risky situations alone; if you feel threatened do NOT meet with the person in private, even for study group meetings. If you must go to private setting, make sure to bring a friend who always remains with you. Favour meet-ups in public places (e.g., on campus).
- If in doubt; don't - especially when it comes to exposing yourself to risk in connection with parties, alcohol intake, or other substances. Alcohol or other substances removes inhibitors and may put you in a fragile situation.

If the situation is difficult and you do not feel you can take any action by yourself, go straight to the **available resources**.



# In extreme cases: second steps



- ! Note: this is addressed to extreme cases, particularly sexual assault, but these references
- may still be useful to deal with less severe instances or microaggressions

## Steps for **Extreme Cases** (Crime, abuse, or assault)

(1) Contact local law enforcement – See Police & Security Page

(2) Seek medical attention – See Sexual Assault Resources Page

- In cases of sexual assault, the medical exam has two goals: first, to treat any injury or physical trauma and to consider the possibilities of sexually transmitted disease or pregnancy and, second, to preserve evidence in case of prosecution.
- **IMPORTANT:** Do not bathe, douche, brush your teeth, drink or change your clothing, as you may be destroying evidence needed for future legal action.
- Emergency contraception reduces the risk of pregnancy after unprotected sex or a sexual assault. The most common form is a pill that is available without a prescription from a pharmacist (known as "Plan B" or "*pilule du lendemain*").
- Test for sexually transmitted diseases and infections and conduct pregnancy testing.

## Recommended Steps for **All Cases**

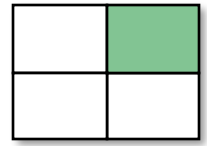
(3) Contact Psychological Services

(4) Contact parents, relatives or close friends for support

(5) Contact Degree Programmes member

(6) Practice self-care

# Understanding reactions to trauma



! Note: addressed to extreme cases

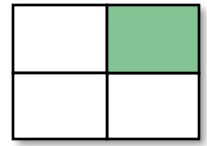
Reaction	Description	Next Steps
Shock	You may feel disbelief, disorientation or embarrassment	Reach out to someone you trust
Denial	You may feel like it will go away if you don't think about it	Reach out to someone you trust to talk who will be supportive and calm
Depression	You may experience shame, self-blame, hopelessness, or self-doubt	Pay extra attention to basic body needs like sleep and eating. Consult with Psych Services
Anxiety	You may have a generalized sense of worry and nervousness or have trouble concentrating	Do the things that can calm you (exercise, seeing friends). Take time for self care
Anger	You may feel anger at others or the system because they don't understand	Talk through the feelings with someone close or a professional
Self Blame	You may feel that it's your fault, that there is something wrong with you.	Work to understand the factors that had nothing to do with you personally. Practice self care.

You can experience one or all the common reactions.

The main thing to remember that this is *normal* and that the recovery can be a slow process. You deserve to take care of yourself by following the actions outlined and reaching out for continued support.

Remember that School Resources and Psychological Services can always point you in the right direction.

# Understanding continued support



! Note: addressed to extreme cases

## Possible Next Steps



Safety Planning



Telling Loved Ones



Reach out and talk



Self-Care After Trauma



Approach on Consuming Media

## Continued Support

**Avoid fault**

What happened is **not** your fault – reach out to a professional if you're struggling to believe this

**Safety is important**

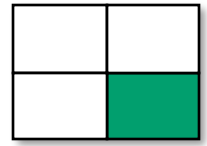
Not only physical – but also psychological – safety is critical

**Know your resources**

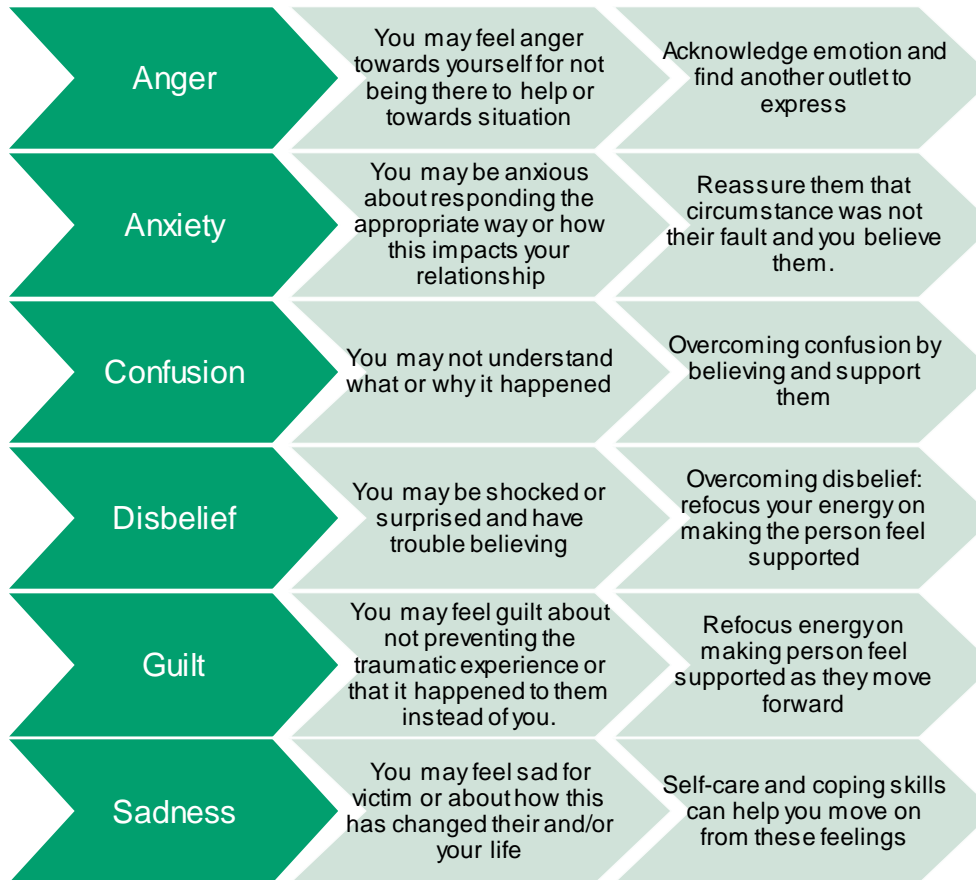
Reach out to the administration or Psychological Services for help

# For partners, family & friends

## Understanding reactions and support



### Understanding your own reactions



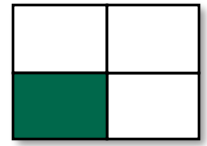
### How to best provide support

<b>Avoid judgement</b>	Try to entertain alternative points of view on the situation. Listen, don't conclude too quickly
<b>Check in periodically</b>	A simple message will do
<b>Know your resources</b>	Educate yourself or reach out to community resources

Refer to resources such as **Rainn.org** for more information on how to be a supportive family, friend or ally to individual.

# Overview of support options

Resources available to students & partners



## INSEAD Operating Team

INSEAD officers

For an initial first contact, reach out to Katja Boytler in Fontainebleau campus, Jason Sillence in Singapore campus or Samia Ali in Abu Dhabi campus.

## INSEAD Psychological Services

Counselling & Therapy

INSEAD Psychological Services has expanded in the last year and offers robust and immediate support for any range of topics.

## Local Authorities

Police and Ambulance

Local authorities are available to assist you in getting medical attention and/or filing a police report. Call INSEAD Security if on campus.

## Partners, Family & Friends

Your loved ones

Support from others can help overcome difficult situations. Resources are available for partners, family, and friends on responses, actions and support.

## Self-Care

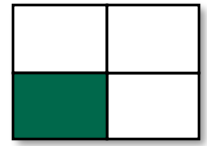
Yourself

Care for yourself and take the time that is needed to be well.

## Your rights & confidentiality

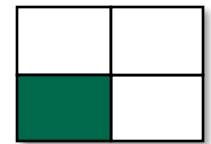
INSEAD community takes each case with utmost respect and confidentiality. Anyone that you reach out to in processes will remain in confidence and will not share your information without your expressed consent unless there is an imminent danger to you or to others, or as otherwise required by law.

# Potential available support from INSEAD Degree Programmes



- (1) Class Schedules
- (2) Accommodation: Housing
- (3) Translation in Campus Locations - France, Singapore and Abu Dhabi. For other locations approach your local embassy for support
- (4) Support in filing police reports
- (5) Information on how and where to obtain legal support
- (6) Support in Securing Psychological Services Appointment
- (7) Act as intermediary between offender and victim

# Resources: Staff & Psychological Svcs



Resources available to students & partners

## Fontainebleau

Degree Programme Staff  
**(Katja Boytler)**  
Ext. 4380  
Katja.Boytler@insead.edu

Psychological Services  
**(Virginia Picchi)**  
+33 1 60 72 90 25  
Virginia.Picchi@insead.edu

## Singapore

Degree Programme Staff  
**(Jason Sillence)**  
Ext. 7174  
Jason.Sillence@insead.edu

Psychological Services  
**(Gisela Guttman)**  
+65 9459 2311  
Gisela.Guttman@insead.edu

## Abu Dhabi

Degree Programme Staff  
**(Samia Ali)**  
Ext. 8305  
Samia.Ali@insead.edu

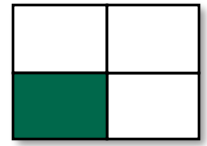
Psychological Services  
**(Mari Babous)**  
+971 2697999

Psychological Services: If you are not in one of these locations or have difficulty obtaining the help you need, please reach out to Virginia Picchi.

## Support Available

Psychological Services can be incredibly helpful to process what has happened and to help you cope with the individual situation. We strongly encourage you to contact your local Psychological Services as soon as you are able.

# Resources: Police & Campus Security



Resources available to students & partners

## Fontainebleau

**INSEAD Security** +33 1 6072 4505

**Police** 17

**Medical Emergencies** 15

## Singapore

**INSEAD Security** +65 799 5388

**Police** 999

**Medical Emergencies** 995

## Abu Dhabi

**INSEAD Security** +971 2 443 8296

**Police** 999

**Medical Emergencies** 999

### Support Available

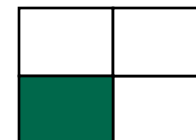
Local authorities can assist you with getting immediate medical attention. If you'd like to file a formal report, indicate so to police. Katja Boytler or Jason Sillence can help you navigate the local system if you have any questions.

*Note that local embassies can also help in navigating foreign judicial systems if you are the victim of a crime*

**AON Alarm Center (24/7): +31 (0) 10 448 82 60**



# Resources: Local and National Support



Resources available to students & partners

## Fontainebleau

## Singapore

<b>Hospital</b>	55 Boulevard Maréchal Joffre, Fontainebleau +33 (0)1 60 74 10 10
<b>General Practitioners</b>	Refer to page 9 of FBL <a href="#">Handbook</a>
<b>Translators</b>	Refer to page 17 of FBL <a href="#">Handbook</a>
<b>Rape Crisis Network Europe</b>	<a href="#">Institut National d'Aide aux Victimes et de Médiation</a> +33 (0)1 45 88 19 00
<b>Information for sexual assault victims in France</b>	Refer to this guide from <a href="#">Female Collective Against Violence</a>
<b>Collectif Feministe Contre Le Viol</b>	0 800 05 95 95

<b>Hospitals &amp; Clinics</b>	<a href="#">Raffles Medical Centres</a> <a href="#">Women's Medical Centre</a> <a href="#">Men's Health Clinic</a> <a href="#">LGBTQ+ Health</a>
<b>Associations</b>	<a href="#">Association of Women for Action and Research (AWARE)</a> Women's Helpline 1800 777 5555 (Mon-Fri, 10-6)
<b>Singapore Resources</b>	<a href="#">Sexual Health Resources Singapore</a> <a href="#">Medical Attention Site</a>
<b>Testing Sites</b>	<a href="#">Anonymous Testing Site</a> 31 Kelantan Lane
<b>Sexual Assault</b>	<a href="#">Drop-in Centre</a> 5 Dover Cres. #01-22 (M-F 10am-7pm) Helpline: 6779 0282 WhatsApp: 97814101

Additional online resources are available on the last page.



Additional Resources  
for More Information

# Additional online resources

## Support for Victims of Harassment

- [Lean In Resources on Sexual Harassment](#)
- [Sexual Harassment at Work: Resources for Survivors/Allies](#)
- [Trevor Support Centre for LGBTQ youth and allies](#)
- [LGBTQ Student Support Resources](#)

## Support for Sexual Assault Victims & Loved Ones

- [RAINN Resources for Survivors and Loved Ones](#)
- [The Help Guide: Recovering from Rape and Sexual Trauma](#)
- [National Sexual Violence Resource Center \(NSVRC\) Toolkit](#)
- [NPC Sexual Assault Awareness & Prevention Toolkit](#)
- [MaleSurvivor | Confidential Support for Men](#)
- [1IN6 | Support for Male Victims](#)

## Activism and to Learn More

- [RAINN Resources: For Friends and Family](#)
- [Washington Post: "Rebranding rape makes accountability harder to come by"](#)
- [CenterLink for the community of LGBT Centres](#)