

RENNES SCHOOL OF BUSINESS PREVENTION AND RESPONSE POLICY ON HARASSMENT, DISCRIMINATION, AND VIOLENCE

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Table of Contents

- I. Rennes School of Business Prevention and Response Policy on Harassment, Discrimination, and Violence..... 1
- II. Purpose and Scope 3
- III. Definitions 3
- IV. Institutional Commitment and Guiding Principles..... 4
- V. Reporting and Handling Procedures 5
 - 1. Who Can Report? 5
 - 2. Reporting Methods 6
 - 3. Who to Contact: Roles and Identified Interlocutors..... 6
- VI. Report Handling Process..... 6
 - 1. Role of the Listening Unit..... 7
 - 2. Compilation of the Report File..... 7
 - 3. Role of the Handling Unit 7
 - 4. Conducting the Investigation 8
 - 5. Decisions and Measures to be Applied..... 8
 - 6. Communication to Students 8
 - 7. File Closure 9
- VII. Support and Protection Measures..... 9
 - 1. General Principles 9
 - 2. Support Mechanisms..... 9
 - 3. Protection and Accommodation Measures..... 10
 - 4. Protection Against Retaliation..... 10
 - 5. Support Throughout the Process..... 10
- VIII. Rights and Responsibilities of the Parties 11



1.	Rights of the Complainant or Reporter	11
2.	Rights of the Accused	11
3.	Rights and Responsibilities of Witnesses	11
4.	Common Responsibilities of All Parties	12
IX.	Data Recording	12
1.	Centralized Recording of Reports	12
2.	Confidentiality and Data Security	12
3.	Data retention period for reports.....	13
4.	Your Rights	13
X.	Communication and Awareness.....	13
1.	Policy Dissemination	14
2.	Awareness and Training.....	14
3.	Community Responsibility.....	14
4.	Continuous Updates and Communication.....	15
XI.	Review and Governance	15
1.	Governance Responsibility.....	15
2.	Periodic Policy Review	15
3.	Communication of Updates	15
XII.	Annex 1: Flowchart of the report processing procedure.....	16
XIII.	Annex 2: Support resources	17

I. PURPOSE AND SCOPE

This policy aims to prevent, report, and address any situation of harassment, violence, assault, or discrimination—particularly of a sexual or racist nature—within Rennes School of Business. It seeks to ensure a safe, respectful, and inclusive study and work environment for all students, faculty, staff, and anyone participating in the institution’s activities.

This policy applies to all members of the academic and administrative community, as well as external contributors, in the context of all activities related to the institution. This includes activities on the Rennes and Paris campuses, events organized or sponsored by the institution, digital environments linked to educational or institutional activities, and internship, work-study, or mobility situations conducted as part of the training programs.

It defines the principles of protection for individuals, the procedures for reporting and handling situations, and the support mechanisms in place, while respecting the rights of all parties involved and complying with applicable legal and regulatory obligations.

II. DEFINITIONS

To ensure a common understanding of the situations covered by this policy, the following terms are defined as follows:

Harassment

Harassment refers to repeated actions—or, in some cases, a single serious act—that aim to or result in the degradation of study, work, or living conditions. It may undermine an individual’s rights, dignity, physical or mental health, or compromise their academic or professional future.

Sexual Harassment

Sexual harassment includes unwelcome sexual or sexist remarks or behavior, whether repeated or not, that undermine a person’s dignity due to their degrading, humiliating, or offensive nature, or that create an intimidating, hostile, or offensive environment. It also includes any form of pressure, even if unsuccessful, exerted with the real or apparent intent of obtaining a sexual act.

Sexual Assault

Sexual assault refers to any sexual violation committed through violence, coercion, threat, or surprise, as defined by applicable legislation.

Discrimination

Discrimination refers to any distinction, exclusion, restriction, or unfavorable treatment based on origin, sex, gender identity or expression, sexual orientation, disability, age, nationality, religious beliefs, opinions, health status, or any other characteristic protected by law. It undermines equal treatment or an individual’s rights.

Violence

Violence can be physical, verbal, psychological, sexual, or economic. It includes any behavior or act that harms a person's physical or moral integrity.

Retaliation

Retaliation refers to any adverse measure, pressure, intimidation, or sanction taken against a person who has made a report, testified, or participated in good faith in a procedure under this policy.

Reporting

Reporting is the transmission of information regarding facts that may fall under the situations covered by this policy, whether by the person concerned, a witness, or a third party.

Confidentiality

Confidentiality means that information related to a report is accessible only to authorized individuals involved in handling the situation, in compliance with legal and regulatory obligations.

III. INSTITUTIONAL COMMITMENT AND GUIDING PRINCIPLES

Rennes School of Business is committed to providing a respectful, inclusive, and safe study and work environment for its entire community, where every individual is treated with dignity and equity.

In this context, the institution recognizes its duty to prevent, protect, and intervene. It undertakes to implement mechanisms to prevent inappropriate behavior, facilitate the reporting of concerning situations, and handle reports in a diligent, fair, and impartial manner.

The handling of situations under this policy is based on the following principles:

- **Respect and dignity** for individuals at all stages of the process.
- **Confidentiality**, in compliance with legal obligations and the need to address situations appropriately. The institution may be required to lift confidentiality if the reported facts reveal a crime, offense, or dangerous situation, in accordance with Article 40 of the French Code of Criminal Procedure.
- **Impartiality and fairness**, ensuring the rights of all parties are respected.
- **No retaliation** against any person who has made a report or participated in good faith in a procedure.
- **Proportionality and rigor** in analyzing situations and implementing measures.

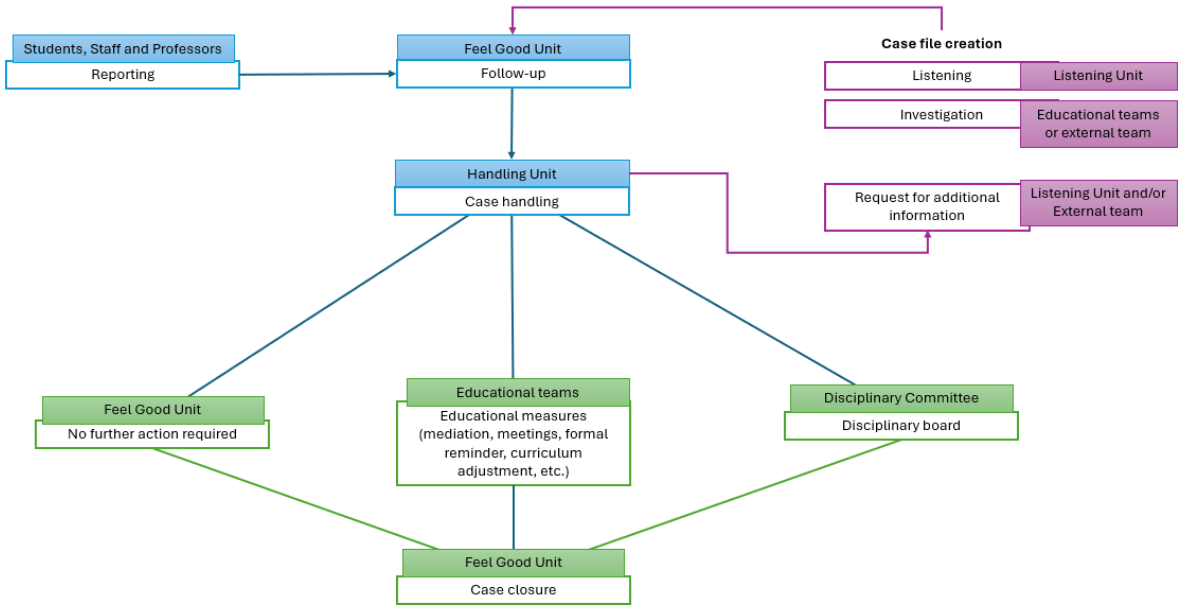
The institution ensures that individuals involved receive appropriate support and necessary resources. It also guarantees that no person who has reported a situation or participated in

good faith in a procedure will face retaliation. When necessary, interim or support measures may be implemented to preserve the safety and study or work conditions of those involved.

This policy aligns with the values, regulations, and legal obligations applicable to Rennes School of Business and contributes to promoting an institutional culture based on respect, responsibility, and integrity.

IV. REPORTING AND HANDLING PROCEDURES

Rennes School of Business has established mechanisms to allow anyone to report, safely and accessibly, facts that may fall under this policy.



1. WHO CAN REPORT?

A report can be made by:

- Any individual who considers themselves a victim.
- Any witness to concerning facts.
- Any person aware of a situation that may fall under this policy.

Reports may concern facts involving students, staff, external contributors, or anyone participating in the institution’s activities.



2. REPORTING METHODS

Reports can be made through various channels:

- **Secure Online Platform - Signalement.net:** A dedicated and secure platform allows for anonymous or named reporting at any time. This channel ensures full traceability and confidentiality of the transmitted information. It is available to all students, administrative staff, and faculty.
- **Online Appointment Booking:** Students can book a slot with the listening unit via the school's website: Aloha Square. Interviews are conducted in a confidential setting, allowing for discussion, support, and, if necessary, formal reporting. A designated office in Building 1 on the Rennes campus welcomes students.

The institution ensures that these methods are clearly communicated and easily accessible to the entire community.

Anonymous reports may be considered if the provided elements allow for an assessment of their nature and credibility.

3. WHO TO CONTACT: ROLES AND IDENTIFIED INTERLOCUTORS

To ensure appropriate handling of reported situations, Rennes School of Business has designated clearly identified and trained interlocutors to receive and direct reports.

Reports are addressed to:

- **The Feel Good Department**, which serves as the main point of contact for receiving reports, listening to individuals, informing them of their rights, and directing them to appropriate mechanisms.

The institution ensures that contact details and methods are easily accessible to the entire community (Aloha Square website, Pum'Infos intranet, Pum'App, or other information media).

Anyone receiving a report must act with discretion, kindness, and impartiality and share information only with authorized individuals involved in handling the situation.

V. REPORT HANDLING PROCESS

Every report received under this policy is examined in proportion to the nature and severity of the reported facts. The process is conducted with respect for the principles of confidentiality, impartiality, fairness, and the rights of all parties involved.

1. ROLE OF THE LISTENING UNIT

The listening unit is the first level of reception and support for individuals wishing to make a report or obtain information.

An interview is systematically conducted by the listening unit, always composed of two individuals: one from the Feel Good Department and one or two from the Program Management teams (on a voluntary basis and trained in active listening).

Its missions include:

- Welcoming and listening to the reporting individual in a confidential and supportive setting.
- Gathering elements related to the reported situation.
- Informing the individual of their rights, existing procedures, and available support mechanisms.
- Assessing, in conjunction with competent interlocutors, any immediate measures necessary to preserve the safety or study/work conditions of those involved.
- A report is prepared at the end of this interview, and the situation is referred to the report handling unit.

The listening unit does not rule on the facts or make disciplinary decisions but ensures reception, information, and referral in compliance with confidentiality.

2. COMPILATION OF THE REPORT FILE

If the student wishes to proceed:

- All evidence and testimonies collected by the listening unit are integrated into the report generated on the reporting platform. This report serves as the reference file for the handling unit.
- The authors of the report (victims or witnesses) must validate their statement before transmission.

3. ROLE OF THE HANDLING UNIT

The handling unit meets systematically with at least two individuals and is composed of:

- The Dean of Programs or their representative.
- The Secretary General or their representative.
- The Director of Student Services or their representative.

The handling unit reports to the Dean and Executive Director and meets weekly to review all reports.

Upon receiving the report sent by the listening unit, an analysis is conducted by the handling unit members to:

- Verify that the situation falls under this policy.
- Assess the level of risk and, if necessary, implement interim measures to protect those involved.
- Determine the most appropriate handling methods, including opening an internal investigation, convening a disciplinary council (based on the rules provided in the Internal Regulations), referring to another internal procedure, or, if applicable, to competent external authorities or mechanisms.
- Request additional elements.
- Or close the file if the report does not fall under the scope of the listening/handling unit.

4. CONDUCTING THE INVESTIGATION

When an investigation is launched, it is conducted by internal or external individuals with no conflict of interest in the situation.

The investigation may include, as appropriate:

- Interviews with the individuals involved.
- Hearing witnesses.
- Examining documents, messages, or other relevant elements, in compliance with applicable data protection and privacy rules.

The individuals involved are informed of the procedure and may present their observations or provide useful elements for examining the situation.

5. DECISIONS AND MEASURES TO BE APPLIED

At the end of the investigation, a report of the collected elements is prepared and submitted to the handling unit, in conjunction with the management, for decision-making, in accordance with the rules and procedures applicable within the institution.

Depending on the case, the follow-up may include:

- Support or mediation measures, where appropriate.
- Interim or organizational measures.
- Initiation of disciplinary procedures, if applicable, in compliance with current regulations.
- Any other measure deemed necessary and proportionate to the situation.

6. COMMUNICATION TO STUDENTS

The listening unit:

- Informs the reporting student of the measures decided by the handling unit.

- Informs the reporting student if the handling unit does not follow up on the submitted report based on the provided elements.

The handling unit:

- Communicates the applied sanctions to the accused.

7. FILE CLOSURE

After communication:

- The handling unit closes the file.
- No further action is taken unless new elements emerge.

The students involved are informed of the closure.

VI. SUPPORT AND PROTECTION MEASURES

Rennes School of Business ensures that any individual involved in a situation under this policy can benefit from support measures and, when necessary, appropriate protection measures. These mechanisms aim to preserve the health, safety, dignity, and study or work conditions of those involved throughout the handling process.

1. GENERAL PRINCIPLES

Support and protection measures may be offered to:

- The individual who made the report or considers themselves a victim.
- The accused individual.
- Witnesses or any other person affected by the situation, if applicable.

These measures are implemented in compliance with the principles of confidentiality, fairness, and proportionality and do not prejudge the potential conclusions of the procedure.

2. SUPPORT MECHANISMS

Depending on the nature of the situations and expressed needs, individuals involved may be referred by the listening unit to:

- An internal or external listening or psychological support mechanism, particularly the Wellness Corner, where a school psychologist receives students one and a half days per week on the Rennes campus, as well as remotely for the Paris campus.

- A competent public service for filing a complaint, if the situation constitutes an offense requiring judicial intervention.
- Specialized services or organizations, if the situation warrants it.

The institution ensures that individuals involved are informed of the available resources and the modalities for accessing these mechanisms.

3. PROTECTION AND ACCOMMODATION MEASURES

When the situation requires it, interim or accommodation measures may be considered to preserve study or work conditions and avoid any risk of pressure, intimidation, or retaliation.

These measures may include, for example:

- Temporary adjustments to schedules or pedagogical organization.
- Adjustments in work or activity organization.
- Measures to limit contact between individuals involved (e.g., class changes), when possible and appropriate.

In certain situations, and when circumstances require it, an accused student may be subject to a temporary suspension from attending classes. This strictly interim measure aims to preserve a serene study environment during the full examination of the facts.

During this period, the student retains full access to all online educational content to ensure the continuity of their learning and not compromise their academic progress.

These measures are implemented proportionally, for a duration adapted to the situation, and may be reassessed based on the evolution of the file.

4. PROTECTION AGAINST RETALIATION

No individual who has made a report, testified, or participated in good faith in a procedure shall face retaliation, pressure, or unfavorable treatment as a result of this action.

Any reported retaliation will be examined and, if applicable, addressed with appropriate measures.

5. SUPPORT THROUGHOUT THE PROCESS

Individuals involved may, if they wish, be accompanied in their steps by the ethics referent.

The listening unit strives to maintain regular dialogue with the individuals involved to inform them of the process steps and ensure that their support needs are taken into account as much as possible.

VII. RIGHTS AND RESPONSIBILITIES OF THE PARTIES

Under this policy, all parties involved in a report—whether the complainant, the accused, or witnesses—have clearly defined rights and responsibilities. The objective is to ensure fair, respectful, and transparent handling of reported situations.

1. RIGHTS OF THE COMPLAINANT OR REPORTER

The individual who has made a report or considers themselves a victim has the right to:

- Be received and heard in a confidential, respectful, and supportive setting.
- Be informed of the procedures and steps in handling their situation.
- Benefit from support and protection measures, including interim measures if necessary.
- Participate in the process by presenting observations, evidence, or testimonies.
- Not suffer retaliation or discrimination for reporting the situation in good faith.
- Receive, as far as possible and in compliance with confidentiality, information on the conclusions and measures taken.

2. RIGHTS OF THE ACCUSED

The individual who is the subject of a report has the right to:

- Be informed of the allegations against them in a timely manner and under conditions compatible with the proper conduct of the procedure.
- Be treated with respect and impartiality throughout the process.
- Present their version of the facts and provide evidence or witnesses for their defense.
- Benefit from support, particularly to understand the procedure or access support resources.
- Be protected against any form of stigmatization or retaliation or reporting.
- Access interim or temporary accommodation measures, if the situation warrants it, without prejudice to the examination process.

3. RIGHTS AND RESPONSIBILITIES OF WITNESSES

Witnesses or any individual aware of a situation are encouraged to report the facts or cooperate in compliance with confidentiality. They have the right to:

- Be protected against retaliation.
- Be informed of the modalities for participating in the process, as far as possible.
- Receive support if necessary.

4. COMMON RESPONSIBILITIES OF ALL PARTIES

All parties involved have the responsibility to:

- Cooperate in good faith with the examination and investigation process.
- Respect the confidentiality of information and individuals involved.
- Not exert pressure or retaliation on other parties.
- Respect the rules and provisional decisions implemented to ensure safety and the proper conduct of the procedure.

VIII. DATA RECORDING

Rennes School of Business is committed to maintaining rigorous and structured monitoring of all situations reported under this policy to ensure transparency, continuous improvement of prevention mechanisms, and the protection of individuals involved.

1. CENTRALIZED RECORDING OF REPORTS

All reports received are recorded in the reporting platform (signalement.net), accessible only to authorized individuals. The recording includes:

- The date and method of receiving the report.
- The nature of the reported facts.
- The parties involved.
- Evidence and testimonies.
- Interim or protective measures implemented.
- Follow-up and conclusions of the procedures, in compliance with confidentiality and legal obligations.

Personal and sensitive information is processed in accordance with applicable data protection and privacy legislation.

2. CONFIDENTIALITY AND DATA SECURITY

All data related to reports and investigations are stored securely on the reporting platform and are accessible only to authorized individuals. Their use is limited to the purposes defined by this policy and applicable regulations.

The institution ensures that sensitive information is not disclosed without authorization and that the confidentiality of individuals involved is protected throughout the process.

3. DATA RETENTION PERIOD FOR REPORTS

Data relating to a report deemed inadmissible, on the grounds that it does not fall within the scope of this mechanism, shall be destroyed without delay or archived after anonymization. Data relating to a report that does not lead to disciplinary or judicial proceedings shall be destroyed or archived, after anonymization, within two months following the closure of the verification process.

Where disciplinary action or judicial proceedings are initiated against the person concerned by a report, or against the author of an abusive report, the data relating to the report shall be retained until the conclusion of the proceedings or until the expiry of any applicable appeal periods.

4. YOUR RIGHTS

In accordance with the General Data Protection Regulation (GDPR), you have the following rights:

- **Right of access:** to obtain confirmation that your personal data is being processed and to access such data.
- **Right to rectification:** to request the correction of inaccurate or incomplete data.
- **Right to erasure:** to request the deletion of your data under the conditions provided for by applicable regulations.
- **Right to restriction of processing:** to request the temporary suspension of the processing of your data in certain circumstances.
- **Right to object:** to object, on grounds relating to your particular situation, to the processing of your data, unless the organisation demonstrates compelling and legitimate grounds for such processing.

To exercise these rights, you may contact our Data Protection Officer (DPO) by email at dpo@rennes-sb.com or by postal mail at the following address: DPO - Secrétariat Général, 2 Rue Robert d'Arbrissel, 35065 Rennes.

When submitting a request to exercise your rights, please provide as much detail as possible regarding the scope of your request. In addition, where there is reasonable doubt about your identity, you may be asked to provide proof of identity.

IX. COMMUNICATION AND AWARENESS

To ensure the effectiveness of this policy, Rennes School of Business is committed to widely disseminating its principles, procedures, and support mechanisms to its entire academic and administrative community.

1. POLICY DISSEMINATION

The policy is made easily accessible to all students, faculty, staff, and external contributors through:

- The Aloha Square website and the institution's intranet: Pum'Infos.
- Posters in the premises, particularly in common areas.
- Documents available in the student's personal space via the school's Pum'App application.
- Any other relevant official communication.

2. AWARENESS AND TRAINING

The institution implements awareness and training actions to strengthen understanding of the issues related to harassment, discrimination, violence, and reporting. These actions also ensure appropriate handling of situations and a safe, respectful study environment. They include:

- **Awareness of key concepts** (harassment, discrimination, violence, reporting, interim measures), provided through:
 - An online module dedicated to the prevention of sexual and gender-based violence (VSS).
 - External interventions led by specialized professionals.
 - Training for student associations, integrated into their activities.
 - Active listening training for staff in direct contact with students.
- Information on reporting procedures and identified interlocutors, provided through:
 - Welcome amphitheatres at the start of the academic year, where the Feel Good initiative and reporting services and modalities are presented.
 - Online communications, disseminated via Pum'App, reminding students of the existence of the mechanism and the steps in handling reports.

These training and awareness sessions are tailored to different audiences: students, faculty, administrative staff, and supervisors. They may include in-person modules, online sessions, or interactive workshops.

3. COMMUNITY RESPONSIBILITY

Each community member is encouraged to familiarize themselves with the policy and actively contribute to creating a respectful and safe environment. The institution emphasizes that the responsibility to prevent and report inappropriate behavior lies with everyone, within the framework of respect for confidentiality and fairness.

4. CONTINUOUS UPDATES AND COMMUNICATION

The institution ensures that any updates to the policy or procedures are promptly communicated to the entire community. Awareness actions are also regularly reassessed to ensure their relevance and effectiveness.

X. REVIEW AND GOVERNANCE

1. GOVERNANCE RESPONSIBILITY

The governance of Rennes School of Business is responsible for the implementation, monitoring, and effectiveness of this policy. The governance bodies ensure that the policy:

- Is applied consistently and transparently.
- Complies with current legal and regulatory obligations.
- Guarantees the protection and support of students, staff, and all members of the academic community.

2. PERIODIC POLICY REVIEW

The policy is subject to regular review to:

- Account for changes in legislation, best practices, and recommendations from accreditation bodies.
- Integrate feedback from the handling of reports and investigations.
- Improve prevention, awareness, support, and protection mechanisms.

The review frequency is determined by the governance, with a minimum reassessment every three years, or sooner if necessary, based on evolving needs or regulations.

3. COMMUNICATION OF UPDATES

Any updates to the policy are immediately communicated to the entire academic and administrative community through the usual channels: Aloha Square website, Pum'Infos intranet, Pum'App, and posters in the premises.

The goal is to ensure that all community members always have an up-to-date and complete version of the policy.

XI. ANNEX 1: FLOWCHART OF THE REPORT PROCESSING PROCEDURE



ETHICS REPORTING & MANAGEMENT SYSTEM

FILING A COMPLAINT

In addition to reporting the incident, the student can file a complaint with the gendarmerie or police station. The two reports and the decision will not be handled together, but the complaint can be added to the file as evidence.



TRANSMISSION AND RECEPTION OF THE ALERT

The Feel Good support team receives the student's report either through the secure platform (anonymously or otherwise) or during an interview. All information shared is kept confidential and remains within the system, except in cases of immediate danger to the person or if a crime has been committed.

MEETING AND LISTENING

The listening unit offers students an opportunity to discuss their situation and expectations in order to better understand them.

DOCUMENTATION

All the evidence and testimonies collected are included in the platform's report to build the case file. The report must be validated by the authors of the notification.

CASE SHARING

The listening unit forwards the file to the processing unit for analysis.

IF THE MATERIAL SUBMITTED IS DEEMED TO FALL WITHIN THE SCOPE OF THE SYSTEM

IF THE MATERIAL SUBMITTED IS DETERMINED TO FALL OUTSIDE THE SCOPE OF THE SYSTEM

OPENING OF AN INVESTIGATION

If the processing unit considers it necessary, an investigation may be opened to gather further information before a decision is made (e.g., testimonies, evidence, or meetings with the accused).

DECISION

Once the file is complete and has been reviewed, the processing unit and management decide on the appropriate measures to be taken (such as intervention, mediation, sanction, or warning). The administration then informs the students involved about the measures taken by the school in cases of inappropriate behavior.

CLOSURE OF THE REPORT

The processing unit closes the case and takes no further action. The students concerned are notified. The archiving is secure.

IF THE STUDENT DOES NOT WISH TO PURSUE THE MATTER



TO MAKE A REPORT



XII. ANNEX 2: SUPPORT RESOURCES



PSYCHOLOGICAL AND LEGAL SUPPORT RESOURCES

Confidential professional services are available to listen, support, and assist you. Below is a list of accessible contacts and resources.

If you are facing an emergency or immediate distress, please contact emergency services at **15** (SAMU) or **112**.





PSYCHOLOGICAL AND LEGAL SUPPORT RESOURCES

LISTENING SERVICES FOR STUDENTS

SOS HELP ENGLISH	Free, anonymous and confidential listening	7/7 3 pm - 11 pm	01 46 21 46 46
FIL SANTÉ JEUNES 12-25 YO FRENCH	Free, anonymous and confidential listening	7/7 9 am - 11 pm	0 800 235 236
SOS AMITIÉ FRENCH	Free, anonymous and confidential listening	24/7	09 72 39 40 50
COMMENT ON S'AIME FRENCH	Exchange with professionals, advice on topics related to emotional and sexual relationships	Monday - Thursday 10 am - 12 am Friday - Saturday 10 am - 9 pm	commentonsaime.fr

PSYCHOLOGICAL SUPPORT

WELLNESS CORNER RSB FRENCH & ENGLISH	Space dedicated to your well-being and mental health at school (online or on campus)	Availability visible on the Aloha website	Aloha website, "Make an appointment"
NATIONAL SUICIDE PREVENTION HOTLINE FRENCH	Free, confidential call, for listening, advice, guidance, information if you are in distress and/or have suicidal thoughts, or if you want to help someone who is suffering	24/7	3114
FRANCE DÉPRESSION FRENCH	Listening to and supporting people suffering from depression or bipolar disorder	Monday - Saturday 10 am - 8 pm Sunday 2 pm - 8 pm	07 84 96 88 28
MON SOUTIEN PSY FRENCH/DEPENDS ON THE PROFESSIONALS	National program providing access to consultations with a psychologist (up to 12 per year), covered under certain conditions	Depending on the professionals	monsoutienpsy.ameli.fr/recherche-psychologue

LEGAL SUPPORT

MAISON DES FEMMES RENNES FRENCH & FRENCH SIGN LANGUAGE (LSF)	Offering support, listening, and care for all women who are victims of violence and their children	Monday - Friday 9 am - 5 pm	02 23 06 73 60 or departmental helpline (24/7): 02 99 54 44 88
NATIONAL HELPLINE FOR WOMEN VICTIMS OF VIOLENCES 185 LANGUAGES AVAILABLE	First point of contact for all women who are victims of gender-based violence: domestic violence, sexual violence, forced marriage, violence in the workplace	24/7	3919

