

## Grievance Procedure for Sexual Harassment in the Workplace.

**E**mployers should include an effective and accessible grievance procedure as part of their sexual harassment policy.

A grievance procedure is an orderly system for reporting and processing complaints. The procedure should contain an investigation and appeal mechanism that allows parties who are not satisfied to appeal against the results of investigations to the authorities.

tently and in a specified timeframe. Most importantly, it can help prevent sexual harassment and maintain positive workplace relationships.”

Ms. Peters was presenting at a virtual workshop hosted by the Employers Consultative Association of Trinidad and Tobago (ECA) in partnership with the European Union (EU) and United Nations’ (UN) Spotlight Initiative.

This virtual workshop entitled, **‘Addressing and Managing Gender-Based Violence in the Workplace: An Employer’s Workshop’** was hosted by the ECA in partnership with the EU and UN’s Spotlight Initiative on Tuesday 28th September 2021 via ZOOM. Its overall goal is to reduce family violence in Trinidad and Tobago. The workplace has been identified as a strategic and important environment to tackle such issue while promoting awareness about gender-based violence.

### What is the Spotlight Initiative?

The Initiative is a global, multi-year partnership between the EU and the UN that was launched in 2017 to eliminate all forms of violence against women and girls by 2030. Its aim is to demonstrate that a significant, concerted and comprehensive investment in gender equality and ending violence can make a transformative difference in the lives of women and girls.



Cheryl-Ann Peters  
Legal Officer I

According to Legal Officer I at the EOC, Cheryl-Ann Peters, implementing these procedures indicates that “an employer takes all cases of sexual harassment, which is a type of sex discrimination, seriously. It ensures that complaints are dealt with consis-

## EOC Launches Know Your Rights Facebook Live Series

The Equal Opportunity Commission launched its Know Your Rights Facebook Live Series on Wednesday 13 October. The EOC uses this time to connect and engage with members of the public by answering their questions live. During these sessions, EOC representatives also share important and relevant information related to the Act or discuss topical issues.

It is expected that these sessions will take place every other Wednesday. The first live session discussed the complaints procedure and the second session, which was held on Wednesday 27 October addressed conciliation as a viable alternative to court.

These recordings are available on the EOC’s Facebook page, LinkedIn profile and YouTube channel. Our next session will be on Wednesday 10 November. We hope that you can join us and share with your networks.



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# CYBER-SECURITY AWARENESS FOR EOC STAFF

**E**OC staff are now more aware of potential cyber security threats and how to identify and avoid these tricks, both at work and with personal use of devices.

On Wednesday 22nd September members of staff attended a virtual cyber security awareness training facilitated by Mr. Anish Bachu of the Ministry of National Security's Cyber Security Incidence Report Team.

**Eager staff participated in the exercises, surprised that learning about cyber-security could be engaging and interesting.**

With many organisations moving their operations online or many of their processes online, cybersecurity is a growing concern. Bachu warned staff to be aware of hacking, phishing and ransomware, which are the most prevalent cyberattacks used against organisations.

Phishing remains one of the cheapest and easiest ways for cyber criminals to gain access to sensitive information. According to Cisco Systems Inc., phishing attacks are counterfeit communications that appear to come from a trustworthy source, but which can compromise all types of data



sources. Simply by clicking a link, victims can endanger their company's security and put themselves at risk of identity theft.

Ransomware encrypts data and extorts a ransom to release an unlock code. Most ransomware is delivered via malicious emails and can trick users to open attachments allowing the ransomware to penetrate the network.

This session was a culmination of the EOC Information Technology Unit's 'Cyber Security Series'. The initiative was geared towards educating members of staff of cyber security risks as they navigate the challenges of working from home and the importance of being cyber safe.

## ***Column Series' A Go!***

*Every Monday, the EOC publishes an informational or topical column in the online Newsday. Look out for our columns and share with your networks. You can access the columns on the EOC's Facebook page @EOCTT, LinkedIn@ Equal Opportunity Commission of Trinidad and Tobago or website [www.equalopportunity.gov.tt](http://www.equalopportunity.gov.tt)*

*Happy reading!*



**Tribute to  
Mrs. Theresa Liverpool-Lezama.**  
By Ria Sewdass

*As we open the door to start the day,  
Your pleasant face lights up our way.  
Good morning my dear, how are you today?  
You whisper to us with a smile on your face.*

*As we come and go each day,  
you watch over us. Your warmth and your wisdom were always enough  
To get us through the end of the day. You create for us, a beautiful day.*

*Now that you're leaving, there's no way to say  
How much you'll be missed, by everyone here. The good times we shared,  
shall not be forgotten. Please keep in touch and never forget us.*

# Happy Retirement Ms. Theresa!

It is with sadness but warm wishes that we announce that Mrs. Theresa Liverpool-Lezama proceeded on pre-retirement leave from the Public Service on Monday 11th October, 2021. Ms. Theresa, as her colleagues fondly call her, was a Receptionist/ Telephone Operator at the Equal Opportunity Commission from 2008.

EOC staff surprised Ms. Theresa with a virtual retirement function and

stunned she was, when she walked into an event in her honour instead of collecting documents; a well-disguised cover for the event.

The Social Events Committee organised the virtual event and staff gifted Ms. Theresa with personalised tokens of appreciation.

It was a bittersweet afternoon as staff took a trip down memory lane, sharing some of their favourite memories

with the woman of the hour. EOC employees who worked alongside Ms. Theresa were also specially invited to share well wishes as she starts a new chapter in her life. The Commission, Management and staff at the Equal Opportunity Commission wish her all the best during her retirement and great success in her future endeavours.

## New Staff Alert!

Join us as we welcome Mrs. Nabila Ali-Boodoo to the EOC team. Mrs Ali-Boodoo joins as Receptionist /Telephone Operator.

**Nabila Ali-Boodoo**  
Receptionist  
Telephone Operator



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