

Policy on safeguarding safety and dignity in EYP

(Anti-bullying, anti-harassment and anti-abuse policy)

Aim of the policy:

- a. To ensure volunteering for and participating in EYP offers a safe space for personal growth and development, where the wellbeing, dignity and respect of individuals is at the forefront;
- b. To create an environment where bullying, harassment, and sexual harassment are not tolerated in any form;
- c. To lay down standard behaviour and clarify roles and responsibilities;
- d. To establish procedures for reporting bullying and harassment, as well as the potential consequences to be incurred;
- e. To create a framework of non-sensitive information flow between the Safe Core Team and the Network.

Policy applicability

The present policy is applicable to all events in EYP, both on a national and international level, as well as the involvement of volunteers throughout EYP activities. This includes, for example, regional, national and international sessions, members or alumni gatherings, trainings and governance meetings, as well as governance bodies' work and approach. In certain cases, a higher standard is applied to international sessions or events organised with the support of the International Office.

Key principles underlying the policy

- a. The EYP and every NC have a corporate duty and responsibility to care for and safeguard all those who take part in their activities;
- b. EYP should be a safe and welcoming environment for everyone;
- c. The wellbeing of every individual is at the forefront;
- d. Any complaint will be dealt with seriously and confidentially; there are to be no repercussions for complainants;
- e. The privacy of individuals involved in incidents are to be respected; information will only be disclosed on a 'need-to-know' basis;
- f. Sanctions are to be applied with an educational rather than retributive purpose;
- g. Failure to act by those responsible to do so will draw consequences, as will the submission of vexatious complaints.
- h. The Policy has been developed with the best interest of participants in mind and should be interpreted in the spirit of transparency and common sense.



Definitions

(a) Bullying

- (i) Bullying is unwanted, recurring aggressiveness or behaviour aimed to, or resulting in, victimising, humiliating, undermining or threatening an individual or group of individuals; that causes psychological and/or physical harm. Bullying often involves a misuse or abuse of power/authority (whether real or perceived), where the target(s) can experience difficulties in defending themselves.
- (ii) Different types of bullying:
 - (1) Physical: using physical force or aggression against another person (e.g. shoving, hitting, harsh finger pointing, invasion of personal space)
 - (2) Verbal: using words to verbally attack someone (e.g. name calling, teasing, insulting or offensive remarks, shouting, yelling, angry outbursts)
 - (3) Social/relational: trying to hurt someone through excluding them, spreading rumours or ignoring them (e.g. gossiping, playing harsh jokes),
 - (4) Cyberbullying: using electronic media to threaten, embarrass, intimidate, or exclude someone, or to damage their reputation (e.g. sending threatening text messages, publishing demeaning posts/photos of/about an individual)
 - (5) Work-related: isolating and undermining one's position/authority or purposefully making one's performance of work difficult or unbearable e.g. going around co-workers to avoid communicating with an individual; ignoring them when they walk by; purposefully giving unmanageable workloads and impossible deadlines; arbitrarily changing tasks; using evaluations to document alleged decreased/lower performance, contrary to facts, using threats, intimidation and pressure to influence the way an individual performs their job.

(b) Harassment¹

- i. Harassment is a form of discrimination that includes unwanted conduct which has as purpose or effect violating a person's dignity, victimising, humiliating, undermining, threatening or creating an hostile, degrading, or offensive environment for a person, based on their
 - age,
 - race (e.g. skin colour, facial features),
 - ethnicity (e.g. culture, where or how they live, how they dress), religion (religious beliefs),
 - gender,
 - sexual orientation,
 - family status (e.g. from a single parent family, adopted, non-biological gay or lesbian parents),
 - marital status,

¹ Harassment is similar to bullying because someone hurts another individual through cruel, offensive behaviours. Harassment is different in that it is a form of discrimination - treating someone differently or poorly based on certain characteristics or differences.

- physical or mental disability (e.g. mental illness, learning disability, use a wheelchair).
- ii. Conduct can be through acts of verbal, nonverbal or physical aggression, intimidation or hostility, and is not restricted to any medium. It may consist of a single or repeated inappropriate behaviour.
- iii. Examples of harassment are (not exhaustive):
- a. Verbal harassment – jokes, comments, ridicule or songs;
 - b. Written harassment – including text messages, emails, notices or comments;
 - c. Activity on social media;
 - d. Physical harassment – jostling, shoving or any form of assault;
 - e. Intimidatory harassment – gestures, posturing or threatening poses;
 - f. Visual displays such as posters, emblems or badges;
 - g. Isolation or exclusion from social activities;
 - h. Sexual harassment.
- iv. Sexual harassment may include, but is not limited to:
- i. Unwelcome sexual advances;
 - ii. Requests for sexual favours;
 - iii. Unwelcome efforts or pressure to develop a romantic or sexual relationship whether with oneself or third parties;
 - iv. Unwelcome commentary about an individual's body or sexual activities;
 - v. Threatening to engage in the commission of an unwelcome sexual act with another person;
 - vi. Any form of invasion of personal privacy;
 - vii. Unwelcome physical closeness or touching;
 - viii. Unwelcome jokes or teasing of a sexual nature or based upon gender, perceived gender, or sex stereotypes;
 - ix. Other verbal or physical harassment of a sexual nature.

(c) **Abuse** is defined as any action that intentionally harms or injures another person. It includes physical aggression, inappropriate use of substances (e.g. that alter consciousness), sexual violence.

(d) **Sexual violence** means any behaviour or act of a sexual nature, or perceived to be of a sexual nature, which is unwanted and takes place without consent or understanding of all persons involved. Sexual violence includes, but is not limited to:

- i. rape;
- ii. sexual assault;
- iii. sexual activity without consent.

(e) For the purpose of this policy,

- 'members of EYP' refers to any individual volunteering with EYP;



- ‘Officials’ includes anyone attending an event in an official capacity. This means all members of the Chairs team, the Organising team and the Media team, jury members, trainers as well as representatives from the Governing Body, the International Office and National Committee board members. The definition also includes anyone representing a structure of the NC or international governance (council members, regional boards etc.)
- ‘**Participants**’ includes everyone attending an EYP event, besides guests and officials. For sessions that means delegates and teachers; for training events, trainees.
- ‘**Reporting**’ means bringing one’s experience (witnessed or experienced directly) to the attention of the Event Safe Person, National Safe Person, International Safe Person (ISP) or Safe Core Team, in an informal manner. Reporting can be done to seek the intervention of the Safe Person/SCT on behalf of the victim to have the harmful behavior discontinued (as per art. 28 and 38 of the Policy). It can also serve to e.g. ask about a possible course of action, possible applicable disciplinary measures, or to inform Safe Persons/SCT of a situation to allow them to be aware of potential needs for systemic action/reform in terms of the national/international level approaches. It does not oblige a victim to file a formal complaint;
- ‘**Filing a complaint**’ initiates the formal complaint procedure as foreseen by art. 41-46 of the Policy, which can result in disciplinary measures (art. 47 of the Policy) for the perpetrator within the EYP context. A complaint can be filed by: (a) the person that has experienced the harmful behaviour (victim) or (b) a third individual on the basis of explicit and proven consent of the person that has experienced the harmful behaviour. The latter maintains the right to be involved in the complaint process, receive continuous information about it and withdraw their consent and terminate the process at any given time.

Standard behaviour. Duties and responsibilities

1. There is no place for bullying or harassment, in any form, in EYP.
2. Every member of EYP/participant in a EYP event has a duty to ensure everyone is treated equally and respectfully. Everyone is integral in creating a welcoming and safe environment for everybody.
3. To create a culture where everyone understands their role in ensuring a safe and respectful environment for everyone, the first step is to ensure everyone is appropriately informed:
 - a. NOC must communicate and discuss this policy to the event’s leadership before the event;
 - b. The Event leadership is to communicate on it to participants and officials before the event;
 - c. For international sessions or events organised with the support of the International Office, the Office is responsible to ensure this occurs;
 - d. The Event Safe Person(s) support(s) the NOC/event leadership/IO with the above responsibilities.
4. All team leaders² are responsible to create and ensure a safe and dignified environment for the members of their team. This includes, but is not limited to:
 - a. Ensuring individuals feel at ease; respecting their boundaries and not pushing them out of their comfort zone without their consent;

² Such as chairpersons, the president, the head organiser(s), and the editors of an event, lead trainer or event leadership, as well as NC president/board members.

- b. Maintaining and promoting a respectful attitude towards personal differences (cultural or otherwise);
 - c. Rejecting any form of discrimination and exclusion, as well as shaming, humiliation or degradation;
 - d. Refraining from, discouraging or intervening when observing peer pressure to engage in any type of physical or sexual activities with another individual;
 - e. Avoiding sexualised activities or activities with an increased potential for harassment or bullying (mocking, stereotyping, ...);
 - f. Creating an environment in which bullying or harassment of any kind are neither encouraged, nor tolerated.
5. Every individual should intervene to stop an inappropriate behaviour when observed (be it bullying or harassment). Serious and grave incidents should be reported to the Safe Person according to the procedure set out below.

Sexual and/or romantic relations among participants and/or officials

6. NC board members/NOC, officials and team leaders must promote and ensure a safe environment free from sexual harassment or abuse.
7. All members, participants and officials must respect national laws setting the age of sexual consent.
8. The EYP operates under a clear consent culture. Everything that is not a yes is a no.
9. No participant should initiate or engage in any romantic, intimate or sexual activity with another participant who:
- a. is under the legal age of consent and/or
 - b. has not explicitly consented to engaging in the activity, and/or
 - c. does not have the capacity to give consent (e.g.: intoxication by drugs or alcohol, any physical or mental condition that might cause confusion, mental health conditions) and/or
 - d. does not have the freedom to consent (e.g. is coerced, pressured, forced, blackmailed or constrained when giving apparent consent).
10. Event officials are forbidden to engage in any romantic or intimate activity with another person, when they are in a position of trust in relation to that person (this would include officials in relation to participants (e.g. delegates, trainees), but also officials in a leadership position in relation to the officials where there is a hierarchical position and/or involvement in one's evaluation process. In concrete terms, this includes relations between:
- a. Officials towards delegates;
 - b. Presidents and Vice-presidents with chairpersons;
 - c. Presidents with Vice-presidents;
 - d. Head-organisers with organisers;
 - e. Editors and Editor assistants with members of the media team;



- f. Editors with Editor assistants;
- g. Trainers with trainees;
- h. Head-trainers with trainers;
- i. Heads of Jury with members of the jury team;
- j. GB members, IO team, Event/National/Safe Person and NC board with any session participant or official.

11. Breach of this trust placed on a team leader must be indicated in the official's evaluation after the event.
12. The above restriction does not apply to prior existing relations (i.e. relations that had begun before an event). In such case, the team leader and Event Safe person should be informed of the relation as soon as possible before the event.
13. Where there is a prior existing relation between a member of a selection panel and an applicant, the relation should be disclosed to the rest of the selection panel. The member of the panel in the relationship should refrain from commenting on the application of their partner.

Safe Persons

14. NOCs are obliged to ensure every event has an Event Safe Person who is the focal point for any questions, concerns or reports of behaviour that is against the present policy, the Welfare Policy or any other behaviour that is harmful or dangerous to participants or officials. The Event Safe Person should be an individual with a high level of empathy and sensitivity, experience in dealing with intense, stressful or challenging situations, good track record of professionalism and respect of policies/rules in place. Ideally, (s)he is not a member of any national governance structure to avoid potential conflicts of interest. The NOC is responsible to ensure contact information of Event Safe Person, as well as the procedure to follow for reporting and submitting complaints, as described in the following section, is easily accessible to event participants and officials.

* For international sessions or events organised with the support of the International Office, the NOC and Office agree jointly on the person to appoint as Event Safe Person.

15. Every NC is obliged to appoint a focal point on a national level for reports submitted outside of events (National Safe Person), for (at least) a one-year mandate. The National Safe Person supports the Event Safe Persons, as well as the NC with insight into the applicable procedures and policies. The National Safe Person
 - a) should be an individual with a high level of empathy and sensitivity, experience in dealing with intense, stressful or challenging situations, good track record of professionalism and respect of policies/rules in place.
 - b) cannot be an individual who already holds a position in the internal structure of the NC. Ideally, this person is an older EYPer (potentially an alumnus or teacher), who does not have close ties to the individuals in the board. This is so as to avoid any conflicts of interest when complaints concern individuals in the EYP structures.

When an NC is unable to find a National Safe Person who meets the requirements outlined in 15.b, the NC should contact the Safe Core Team and the International Safe Person to notify them of this issue. The

Safe Core Team and the International Safe Person are obliged to support the NC in finding a National Safe Person. When the International Safe Person concludes that the NC has in good faith pursued to appoint a National Safe Person, but has regardless ultimately been unable to appoint a National Safe Person that meets all the criteria outlined in this policy, the International Safe Person may exempt the NC from the criterion outlined in 15.b. The International Safe Person can grant an extension for a duration no longer than a year. Once the duration of the extension has passed, the International Safe Person decides to grant another extension. In total, an NC cannot be exempted from the requirement outlined in 15.b for a period of longer than two years consecutively.

Once a National Safe Person has been appointed, the NC is responsible for ensuring that the contact information of the National Safe Person, as well as the procedure to follow for reporting and submitting complaints, as described in the following section, is easily accessible to all members.

16. On the international level, the GB appoints every year from among its members an international focal point (International Safe Person).

Safe Core Team

17. A Safe Core Team is established on the international level. Members are selected annually by the GB. The Safe Core Team is responsible for:
 - (a) Raising awareness in the network on bullying and harassment, prevention tools, applicable rules and procedures, through e.g. creating and disseminating materials on the topic;
 - (b) Ensuring appropriate training for Safe People at the international level and supporting them in the fulfilment of their responsibilities; this will include inviting at least two professionals who work as either counsellor, psychologist, social worker or criminal lawyer, who can help shape the training;
 - (c) Receiving complaints of bullying and harassment, as well as any behaviour against the present policy, the Welfare Policy or any other behaviour that harms or endangers EYP members, participants or officials;
 - (d) Proposing to the GB the appropriate measures or consequences to be taken.
18. Members of a Safe Core Team should ideally be individuals with a solid positive reputation in EYP; not involved in any national or international structure of EYP; with a proven record of dealing with sensitive and confidential matters in an appropriate manner.
19. The member of the GB appointed as Safe Person on an international level is a member of a Safe Core Team. When the GB discusses an incident report, together with the Safe Core Team recommendation for decision, the International Safe Person acts as spokesperson on behalf of the SCT. In case the ISP took an active part in the complaint process on the side of the SCT, the ISP abstains from the decision taken by the GB on the respective incident.



20. The IO is responsible to ensure the contact details for the International Safe Person and the Safe Core team, as well as the procedure to follow for reporting and submitting complaints, as described in the following section, are easily accessible to all members.

Reporting

21. Bullying, harassment, as well as abuse and violence of any type, whether witnessed or experienced, should be reported to the Safe Person.

22. Incidents occurring during an event are reported to the Event Safe Person.

23. Outside of events (regardless of when the behaviour has occurred), individuals are free to report to either the national or international Safe Person, or to the Safe Core Team through the international reporting mechanism.

Reporting does not oblige the victim to pursue a formal complaint.

24. In case accusations of inappropriate behaviour are formulated against the Event Safe Person, or - for any reasons, there is significant discomfort to report to the them, the individual can report to the national Safe Person. In case of similar circumstances concerning the national Safe Person, the International Safe Person can be informed.

25. Individuals can also file a complaint with the Safe Core Team.

26. Throughout the entire process, the privacy of the individuals is to be respected. Information about the incident and the reporting or complaint process should only be disclosed when and to whom is necessary.

Bullying or harassment during an event

27. If possible, individuals experiencing or witnessing bullying or harassment should approach the perpetrator or ask the Safe Person to do so on their behalf, to advise of the offending behaviour and the impact which it has on the individual, and to ask that it discontinue. The Safe Person should inform the perpetrator at this moment of the potential consequences in case the behaviour continues.

28. The Safe Person should attempt to resolve the matter locally and/or offer mediation to both parties with the intention of resolving the issue. The Safe Person should inform the victim of the possibility to submit a complaint to the Safe Core Team and explain the process.

29. The victim of inappropriate behaviour should not be pressured in any way and at any point of the proceedings to confront or discuss with the perpetrator, if they are not comfortable in doing so.

Abuse during an event

30. Whilst no list can be comprehensive and vigilance is always required, the following may be signs of abuse:
a. the participant explicitly says they have been abused;

- b. the participant makes a comment or asks a question which gives rise to that inference;
- c. there is no reasonable or consistent explanation for a participant's injury; the injury is unusual in kind or location; there is/are a pattern and/or number of injuries;
- d. there is a drastic or significant change in the participant's behaviour.

31. Any event participant or official - whether they are themselves an adult or not – must report their concerns to the Safe Person if they suspect abuse has taken place or could take place.
32. In case of abuse, the wellbeing of the victim should be at the centre of the Safe Person's concerns. They should be taken to a safe space (removed from public surroundings, as well as the perpetrator), offered specialised support (to be taken to a hospital, to see a specialised therapist, to submit a complaint to the Police), as well as to contact a parent/close person for support.
33. The Safe Person - or any other individual at the event hearing a complaint of abuse:
- a. Must listen carefully to the participant, reassure them, and keep an open mind;
 - b. Must take all complaints seriously;
 - c. Must not judge whether or not abuse has actually taken place;
 - d. Must not ask leading questions (i.e. a question which suggests its own answer);
 - e. Must keep a sufficient written record of the conversation. The record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names not initials. The record must be kept securely and handed to the Safe Person/Police;
 - e. Must note the specific circumstances of the situation to be able to report to the Safe Person/Police in the most accurate way possible;
 - f. Must explain that complaints will be dealt with privately but no guarantee can be given as to absolute confidentiality;
 - g. All efforts will be made to preserve privacy, this means that only people who need to know about the incident will be given limited information as necessary;
 - h. The person hearing a complaint should explain that they need to pass the relevant information on to the designated Safe Person;
 - i. Depending on national legislation, in certain countries, knowledge of rape or abuse must be reported to the Police. The Safe Person will have informed event participants and officials at the beginning of the event if this is the case in the respective country. Should this be applicable, the Safe Person should explain that they need to pass the relevant information to the Police.
34. Individuals alleging having been subjected to abuse should not in any way be pressured or influenced in their decision to notify the Police or legal guardians/parents.
35. If the individual having experienced abuse wishes to benefit from specialised support (hospital, psychologist, police) or when the Police is notified, the Safe Person will ensure they are accompanied and offered support.



Reporting outside of an event

36. Reports of serious violations of the Policy for behaviour occurring outside of an event can be reported to the national or international Safe Person. They can be asked to contact the respondent on the complainant's behalf, to advise of the offending behaviour and the impact which it has on the individual, and to ask that it discontinue. The perpetrator is also to be informed at this stage of potential consequences should they continue the behaviour in question.
37. The Safe Person can offer mediation to both parties with the intention of resolving the issue in a manner that both parties are comfortable and satisfied with.
38. The person subjected to such behaviour can make a complaint to the Safe Core Team, or authorise a third individual to do so on their behalf.

Procedure in case of complaints submitted to the Safe Core Team

39. The International Safe Person appoints a member of the Safe Core Team to evaluate the information received from the complainant. They will ask the alleged perpetrator for their version of the situation and can seek further clarifications from potential witnesses, Event Safe Person, National Safe Person, event leadership or National Committee Representatives.
40. In the event the Safe Core Team receives a complaint of a grave violation of the Policy, it can propose that the Governing Body adopt a temporary measure while the complaint procedure is pending and until a final decision is made. Once notified, the complainant and alleged perpetrator can contest the temporary measure pursuant to article 45 of this policy.
41. The person trusted to look into the concrete incident draws a report that is submitted to the Safe Core Team, together with proposed sanctions.
42. The Incident Report is shared with the complainant and alleged perpetrator, and they are both offered the possibility to submit comments as to the report.
43. The Incident Report, together with the parties' comments, are submitted to the GB who makes a decision as to the measures to apply. In so doing, the GB can seek further information from the parties, as well as the Safe Core Team.
44. Once notified, the complainant and alleged perpetrator can contest the GB's decision, offering arguments as to how (i) the decision was taken on facts that were irrelevant or inaccurate; (ii) the measure(s) applied do not correspond to the gravity of the incident; (iii) any other reason for which the decision is considered to be unfair. Upon receiving such a contestation, the GB must evaluate the arguments submitted and review its decision. In so doing, it can consult the Safe Core Team.
45. The GB's final decision is binding on national and international governance bodies.

Potential measures to be applied

46. Violation of this Policy will result in appropriate disciplinary action at the discretion of the (a) Event Safe Person, Event leadership and NC president (or the highest position on the NC board present at the event), in case of reports during an event; (b) the Governing Body of EYP, in case of complaints submitted to the Safe Core Team. Measures should be applied with an educational purpose, rather than retributive.

Such disciplinary actions include, but are not limited to:

- a. reprimands;
- b. expulsion from the event at the participant's own expense (access to any of the program elements or venue is forbidden from then on);
- c. mention of the behaviour in the participant's evaluation;
- d. disqualification from selections for International Sessions or events organised with the support or involvement of the International Office for a certain amount of time;
- e. legal action in case of unlawful behaviour;
- f. expulsion from the national organisation, either temporary or permanent;
- g. expulsion from all EYP events, both national and international, either temporary or permanent.

Evaluating the Performance of the Safe Core Team

47. The International Safe Person is required to present a non-sensitive report at each BNC Meeting with the goal of the network being informed about the SCT's work.

48. The submitted report needs to contain no sensitive or case-specific information. Anything that might violate the highest level of privacy and anonymity in the SCT is not allowed to be included within this report. This includes individuals concerned and working on the case.

49. The non-sensitive submitted report can include, but is not limited to:

- a. statistics on the number of complaints/reports submitted within the network, average processing time, measures imposed;
- b. descriptive explanation of matters and practices which have been applied in the SCT;
- c. structural, policy, and personnel issues encountered;
- d. further improvements and suggestions by the SCT in their own procedures.