



Anti Bullying and Harassment Policy

Europe Cares e.V.

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Anti Bullying and Harassment Policy	22.03.2022	1.10.2023
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Recognised charitable organization

1. Introduction

Europe Cares (EC) evolved from a pan-european campaign to show solidarity with people on the move in Moria camp from across the continent. It is an association with charitable status, registered in Frankfurt am Main, Germany. It started as a grassroots campaign in April 2020 in response to the onset of the Covid-19 Pandemic and was established as an association in May 2021.

EC works towards a European society that stands in solidarity with people on the move. The organization supports people on the move on the European borders and stands up for human rights. As well as delivering services, EC collaborates with like-minded organizations and promotes networking in the different areas of its work to increase the effectiveness of its support.

2. Purpose

Europe Cares (EC) is committed to ensuring a safe working environment for all those who work for us and for all those who come into contact with our staff and representatives, including children and members of the communities with whom we work. A similar commitment to creating an environment that is free of discrimination, disrespect and any other form of inappropriate behavior is something that we expect of each individual who works for EC in any capacity. We are individually responsible for our own behavior at all times; for ensuring that we adhere to the standards of conduct set out in this policy, the Code of Conduct and related policies/procedures; and for reporting any concerns about conduct within the EC workforce which may breach this policy.

EC takes a zero tolerance approach to sexual harassment and any conduct that is discriminatory or disrespectful of others. All concerns that are reported to us will be addressed quickly and effectively, with due regard to the confidentiality of those raising a concern. Policy breaches will be investigated in line with relevant procedures; and disciplinary action - up to and including dismissal – will be implemented.

3. Scope

This policy applies to all those who work for or represent Europe Cares in any capacity, including trustees, employees, consultants, volunteers, interns, and contractors. We expect all our staff and representatives to strive for the highest standards of integrity and accountability and to conduct themselves in line with our Code of Conduct and this AntiHarassment Policy. Leaders and managers have a particularly critical role to play in relation to this policy: role modeling good practice; driving a culture of dignity and respect;

and ensuring that any breaches or potential breaches of this policy are addressed swiftly, effectively and in line with the relevant EC procedures.

4. Definitions

“Sexual Harassment”

Sexual harassment is unwelcome conduct of a sexual nature, which has the purpose, or effect of violating the dignity of a person and of creating an intimidating, hostile, degrading, humiliating or offensive environment. Such conduct may take place on a single occasion or on several occasions.

Sexual harassment may take the form of unwelcome physical, verbal or non-verbal conduct, which may include - but is not limited to - the following:

- Unwanted physical contact, ranging from touching to sexual assault and rape.
- Verbal forms of sexual harassment including unwelcome innuendoes, suggestions and hints, sexual advances, comments with sexual overtones, sex-related jokes or insults or unwelcome graphic comments about a person’s body made in their presence or directed toward them, unwelcome and inappropriate enquiries about a person’s sex life, and sexual orientation, directed at a person or group of persons.
- Non-verbal forms of sexual harassment including unwelcome gestures, whistling, indecent exposure, or the unwelcome display of sexually explicit pictures or objects.
- Unwelcome messages of a sexual nature that are sent via email, SMS, skype, voice messages and other electronic means, whether using EC IT/devices or personal mobiles/equipment.
- Sexual harassment that is linked to recruitment/employment opportunities, promotion, training or development opportunities, and the offer of salary increments or other employee benefits in exchange for sexual favours.

“Discriminatory and disrespectful behavior”

Other forms of harassment may relate to a person’s gender, marital status, race (including color, nationality or ethnic or national origin), religion or belief, age or disability and may involve:

- Intimidation: the unreasonable use of status or authority to require an individual to perform an action or task which the individual knows to be inappropriate, illegal or in direct conflict with EC policy or procedures; or
- Bullying: any offensive, abusive, malicious or insulting behavior which makes the recipient feel upset, threatened, humiliated or vulnerable.

5. Principles and standards

Principles: Europe Cares will not tolerate any form of sexual harassment or other discriminatory or inappropriate behaviour within the workforce. Employees are prohibited from harassing others, whether on EC premises or elsewhere and whether during or outside working hours.

Standards: In addition to the standards of behavior implied in the definitions above, the specific provisions of the EC Code of Conduct apply to all employees and representatives at all times.

Those related to sexual harassment are:

- Not taking part in any form of abuse, including sexual abuse.
- Not engaging in sexual relations with anyone under the age of 18.
- Not exchanging money, employment, goods or services for sexual favors.

Those related to other forms of discriminatory and disrespectful behavior are:

- Failing to respect the basic rights of all human beings regardless of gender, disability, ethnicity, religion, caste, language, HIV status and other aspects of identity.
- Acting fairly, honestly and tactfully and treating people with dignity and respect.
- Not taking part in any form of discrimination, harassment, or abuse (physical or verbal), intimidation or exploitation, or in any other way infringing the rights of others.
- Striving for high standards in our work, taking responsibility for our actions and not abusing a position of power as a Europe Cares representative.
- Not behaving in a way that is likely to bring Europe Cares into disrepute.

6. Reporting

Any employee subjected to sexual harassment has the right to raise a grievance/complaint and to have their complaint treated seriously, swiftly, sensitively and confidentially. In the case of other types of discrimination or disrespectful behavior, the provisions of the local/national grievance procedure will apply. In all cases, employees will be protected as far as is reasonably possible against victimization, retaliation or false accusations that may arise as result of reporting sexual harassment or other forms of discriminatory or disrespectful behaviour.

In cases of sexual harassment, abuse or assault, given the deeply sensitive and personal nature of such abuse, the employee will have access to several options for reporting his or her concern, according to what the employee believes is most appropriate in his her context.

The options are:

Informal route: In the case of sexual harassment which the employee may consider to be a one-off or a relatively mild example of misconduct, the employee concerned may choose to explain to the person engaging in the unwanted conduct that the behaviour in question is not welcome, that it offends them or makes them uncomfortable, or that it interferes with their work; and that if it is repeated, it will have the effect of converting unwanted attention into harassment.

Formal route: In more serious cases, the employee has multiple options:

- Report the concern via the Whistleblowing Policy.
- Report the concern directly to the most senior manager in the location (e.g. the Field Coordinator).
- Report the concern directly to the Head of Mission.

If an employee raises a concern verbally, he/she should follow up by submitting the complaint in writing, in line with the relevant local reporting procedure.

Where an investigation is warranted, EC undertakes to conduct an investigation as soon as possible, and in compliance with the standards set out in the relevant local reporting procedure.

Any attempt at intimidation, victimization or retaliation towards the complainant, witnesses or any other party involved in an investigation may be subject to a separate disciplinary action.

Managers and supervisors must deal expeditiously and fairly with any allegation of sexual harassment that has been brought to their attention, whether or not there has been a written or formal complaint. They must:

- Take all complaints or concerns of alleged or possible harassment or discrimination seriously no matter how minor it may appear or who is involved.
- Ensure that harassment or inappropriate sexually oriented conduct is immediately reported to HR so that a prompt investigation can occur.
- Take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

Managers and supervisors who knowingly allow or tolerate sexual harassment or retaliation, or who fail to immediately report such misconduct to HR, will be deemed to have breached this policy.

Employees who violate this policy will be subject to appropriate disciplinary action, up to and including dismissal; any potentially criminal actions may be reported to the relevant authorities.