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Conduct Policy

As a partnership of Human Rights Defenders, WE is committed to promoting a culture of inclusion and civil discourse in an environment of mutual trust and respect, where ideas may be exchanged openly and freely. Hence, WE has adopted a Code of Conduct Policy intended to guide all Organisers and attendees at all project activities. This policy applies to all participants including, but not limited to, conference and meetings attendees, guests, staff, contractors, vendors, exhibitors, and participants in workshops, roundtables, trainings and social events.

Participants to WE activities should expect and experience a welcoming professional atmosphere that is free of discrimination, harassment and retaliation of any kind, for any reason. All partners, organisations members and event registrants must agree to comply fully and freely with the Code of Conduct Policy.

Inappropriate, unwanted, unprofessional, or threatening behaviour will not be tolerated. This includes threatening physical or verbal interactions, verbal abuse, deliberate intimidation, stalking, sexual images in public spaces, unauthorised or inappropriate photography or recording, inappropriate or unwanted physical contact, unwelcome sexual attention, or verbal harassment. Verbal harassment includes, but is not limited to, comments relating to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, disability, social or economic status, or other protected statuses, and will not be tolerated in our community.

Affirmation of Member Conduct Policy

Partnership members, activities participants and attendees will be required to acknowledge the above conduct policy upon registering to participate in WE events. This process will require confirmation of knowledge of this Conduct Policy and of recognition that each participant will be held to it.

What to Do If You Have a Complaint

WE prioritise ensuring a safe, inclusive and welcoming environment. To ensure that this is true for all participants during all, partner organisations provide the following ways to raise conduct concerns or complaints:

1. **Filing a complaint** may be done by email [...], phone [...] or in person to the organisers, Coordinator or any member of the management team, with the Project Coordinator opening a file on the matter. WE encourages making a complaint promptly upon experiencing behaviour covered by this policy. A complaint should include the following information:
 - a. name(s) of the accused and contact information and role in the event, if known;
 - b. if the conduct concern is of a type that involves a target, the name of the identified target and contact information, if known;
 - c. name and contact information of the person raising the concern and how the person became aware of the concern;
 - d. names of any witnesses or others with pertinent information, and contact information, if known;
 - e. description of the conduct of concern, with the date, approximate time, location/setting/activity, and all known relevant facts and circumstances.



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The Project Coordinator and the WE Steering Committee will review the complaint to confirm that the contents of the complaint are sufficient to permit a full and fair investigation.

2. **Raising a concern** for potential misconduct may be done via this link: [...]. This concern may be presented anonymously or signed. Depending on the nature of the behaviour, ENAR reserves the right to make the individual exhibiting the behaviour aware of the issue. If multiple concerns are raised concerning the same individual or if a given concern outlines severe misbehaviour, the Coordinator reserves the right to itself file a formal complaint against the individual and follow the investigative and due process outlined below associated with the complaint.

Complaint Investigation and Due Process

All complaints made will be brought to the attention of the Steering Committee by the Project Coordinator. The Steering Committee and the Project Coordinator will confer to ensure that the complaint sets forth claims that fall within the scope of the Conduct Policy. If a determination is made that the conduct allegedly falls within the policy, the complaint will be referred to a three (3) person Conduct Complaint Panel appointed by the Project Coordinator in consultation with the Steering Committee. The complaint and any supporting documentation submitted with the complaint will be forwarded to the Panel. The members of the Panel may engage in separate conversations with the participant(s) targeted by the behaviour, the accused, the person raising the concern, or other attendees who were present during the incident in question to learn their perspectives and gather any relevant facts about the situation. Both the accused and the person alleging the violation may submit their respective positions in writing to the Panel, which may be shared with the Steering Committee as part of the Panel's findings. The Steering Committee reserves the right to retain an independent entity to investigate the matter further and/or legal counsel, should it deem appropriate. With all of this information in hand, the Panel will confer and make a determination as to whether a violation of the Conduct Policy has occurred and report such finding in writing to the Steering Committee. If no violation has been found, the Steering Committee will notify the parties in writing through the Project Coordinator and the matter will be deemed closed. If the Steering Committee confirms a finding of the Panel that a violation of the Policy has occurred, it will, within its reasonable discretion, determine the nature and extent of any consequences for the violation. Such consequences will include but not be limited to, 1) temporary suspension of the privilege of attending future project events or activities, 2) termination of the privilege of attending future project events and activities, 3) suspension or termination of partnership in the project.

In the event the Steering Committee confirms the Panel's findings and issues sanctions directed to the party against whom the complaint was directed, such individuals shall have an opportunity to appeal the finding to a three (3) person Appeal Board made up of Partnership members, appointed by the Coordinator. Such request for appeal must be submitted in writing to the Project Coordinator along with any supporting documentation relevant to the appeal within 30 days of the date of the Steering Committee's written finding. The Appeal Board shall consider the appeal at a special meeting called for the purpose of hearing the appeal. Only the written submission will be considered in the appeal. The Board will deliberate and render its finding, which decision shall be final and binding on the parties.

Findings of the whole process will not be disclosed to parties outside of those involved directly in the complaint/concern heard.