

# Anti- bullying and harassment Policy for the Global Geoparks Network

August 2021 Draft 2

## **PURPOSE**

### *1. To ensure that:*

- Global Geoparks Network's (GGN) meetings, events and other activities provide a professional, respectful and harassment-free experience for all participants.
- Any complaints made can be resolved satisfactorily.

### *2. To inform every participant in any GGN-related activity that they are expected to conduct themselves in a professional, respectful and responsible manner at all times*

## **SCOPE**

### **Places and Events**

### *3. This document covers behaviour at all GGN events including the meetings of any sub-groups or project groups, the activities of National Fora and the fulfilment of advisory, assessment or revalidation visits.*

### *4. It applies to the duration of an event including but not limited to the main venue, official events hotels, or venues used for social functions as well as to any interaction among participants in preparation, during or follow-up of the event.*

### **People**

### *5. This policy applies to:*

- a) anyone engaged in organising an event, meeting or activity within the scope of this policy, including those not physically attending the event but involved in its development and management, including volunteers;
- b) all participants of such events and includes those attending virtually;
- c) the general public, speakers and panellists, observers, exhibitors, donors, sponsors, and/or media.
- d) any non-registered person who is visiting any freely accessible area of the event/meeting or activity.

## DEFINITIONS

6. Harassment refers to repeated, unreciprocated and/or unwelcome comments, gestures, actions, suggestions, symbols, and/or physical contact, based on, among other things, an individual's gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, ethnicity, race, national origin, age, religion, working language proficiency, marriage, civil partnership, pregnancy, maternity or other personal characteristics that are evidently and widely understood as intended to be demeaning, humiliating and/or intimidating.
7. Examples of such conduct include, but are not limited to:
  - Verbal comments or non verbal actions, jokes or pranks that reinforce social structures of domination related to gender, gender identity and expression, sexual orientation, disability, physical appearance, ethnicity, race, national origin, age, or religion.
  - Distribution or display of offensive or inappropriate messages, images, videos or other material whether private or public.
  - Threatening, intimidating, or hostile acts (including stalking or following) including lewd or suggestive comments directed at a particular group or an individual because of, for example, their sexual orientation, gender, ethnicity, race or religion.
  - Repeated inappropriate behaviour (bullying), direct or indirect, whether verbal, physical or otherwise which involves an abuse or misuse of power by one person over another and which makes the recipient feel threatened or humiliated, gradually eroding his/her self-confidence and which could reasonably be regarded as undermining the individual's right to dignity at work.
  - Sustained disruption of speakers or of a session in general with the intent to make the session a hostile event.
  - Inappropriate physical contact or uninvited and unwelcome touching of an individual's body or unwelcome sexual attention.
  - Undermining somebody's reputation and/or authority through malicious actions that include disparaging comments and/or gestures, or propagation of lies either in the presence of that person or in speaking to third parties about that person.
  - Psychological manipulation using persistent denial, misdirection, contradiction and/or lying with the attempt to destabilize and delegitimize a person's belief, memory and/or mental sanity.
  - Advocating for, or encouraging, any of the above behaviour.
8. Any form of harassment, including bullying, racism or sexual harassment is behavioural and therefore, does not require intent for it to be considered harassment.

## **WHAT WOULD NOT BE CONSIDERED AS HARASSMENT?**

9. The dividing line between harassment and other work-related conflicts may, at times, be difficult to establish. Situations of conflict and tensions are not automatically nor necessarily harassment.
10. Bullying does not include appropriate criticism of a GGN member's behaviour or proper performance management. Any criticism must be delivered in a constructive manner with respect and appropriate sensitivity.
11. All situations will be assessed and considered with the utmost care.

## **OBLIGATIONS FOR ORGANISERS OF MEETINGS, EVENTS AND ACTIVITIES**

12. Promote the principles of this policy to all Participants prior to and during the activity including but not limited to making the policy easily accessible via the event website (if applicable), including a formal acceptance during the registration process (if applicable), promoting it in pre-and onsite communication (emails, newsletters, signage, badges, presentation slides, etc.).
13. Ensure that all individuals / participants involved in the organisation of the activity are adequately briefed about this policy.

## **ENFORCEMENT**

14. If a Participant engages in harassing behaviour, the GGN Executive Board or its representative(s), together with the event organizers, reserve the right to take any actions to keep a welcoming environment for all Participants and Staff in preparation, during or follow-up of the event. This includes but is not limited to:
  - a) challenging the alleged offender and where necessary asking him/her to immediately stop any inappropriate behaviour,
  - b) revoking of the registration with no refund, expulsion from activities, denial of registration to future events.
15. If an external speaker or panellist engages in harassing behaviour, the GGN Executive Board or its representative(s) together with the organizers, reserve the right to interrupt that speech/presentation immediately and to take any other actions necessary to keep a welcoming environment.
16. If an allegation has demonstrably been made frivolously, in bad faith, maliciously, for personal gain or for revenge, the person having made such allegations may have their registration revoked and be removed from the activities; they may be refused registration or participation as speaker or panellist at future events or activities.

17. The GGN Executive Board or its representative(s) may take action to redress anything designed to, or with the clear impact of, disrupting the event or making the environment hostile for any Participants.
18. Participants, at events organised by the GGN or its representative(s) must comply with the local applicable laws.
19. Participants must adhere to this policy at all event/activity venues and related social activities. In addition, they must comply with the local applicable law.
20. With the adoption of this policy and related implementation measures, the GGN aims to ensure a harassment-free experience for all.

## **REPORTING**

### **When to report**

21. The GGN encourages every Participant to report, as soon as possible, incidents that make them or someone else feel unsafe, unwelcome or harassed. Delayed reporting limits the options for action that can be taken. Concerned individuals should follow the general procedures outlined in the 'How to report' section of this document as well as any specific procedures applicable to the respective activity.
22. If an incident of bullying or harassment occurs within the meeting premises or in an event-related activity before, during or after the event including social events outside the meeting premises, then the aggrieved person or witness to the harassment should promptly report it.

### **How to report**

23. Participants may make a report personally. Individuals making an anonymous report need to be aware that the GGN will not be able to inform them about the status of any investigation.
24. Any reportable incident should be reported to the GGN Executive Board President. The GGN Executive Board President has the responsibility to bring it to the attention of the GGN Executive Board. The GGN Executive Board members have signed off on a declaration of confidentiality.

25. When reporting an incident, the following information should be recorded:
- Name and, if applicable, badge number of the Participant(s) and or other person(s) involved.
  - The date, time and location where it has happened or happens.
  - The source of bullying or harassment behaviour if known.
  - The bullying or harassing behaviour.
  - The approximate time of the behaviour.
  - The circumstances surrounding the incident.
  - The identity of the person making the report (unless the report is submitted anonymously).
  - Other people involved in or witnessing the incident, including photos and or videos etc.
  - Any action taken to resolve the matter informally.
  - Any reaction on an informally taken action.
26. When taking a report, the GGN Executive Board President will ensure the individuals are safe and cannot be overheard. The GGN Executive Board President may suggest involving other colleagues to ensure the report is managed appropriately.
27. All reports will be kept confidential.
- Allegations, whether made anonymously or not, should be supported by a written report as outlined in point 26. Without such factual evidence further action cannot be taken.
28. One can make a personal report:
- a) before, during or after the event
  - b) by sending an email to the GGN Executive Board President (E-mail: [ggnassociasion@hotmail.com](mailto:ggnassociasion@hotmail.com))
  - c) Any emailed report should be marked as Urgent with the email title of HARASSMENT REPORT

## **RETALIATION**

29. The GGN will not tolerate any retaliation, threats or intimidation against anyone who has made a complaint or provided information in support of a complaint.

## **ACTION ARISING FROM A REPORT OF BULLYING OR HARASSMENT**

30. Following the report of an incident the GGN Executive Board President will do all it can to ensure the person making the report is reassured, safe and remains so during the remainder of the meeting and for further meetings up to 4 years time at least.

31. The GGN Executive Board President will gather information on the report. It will be submitted to the employing organisation / representative body of the person against whom the allegations are made (where known) and to the relevant National Commission for UNESCO where the person involved represents a UNESCO Global Geopark, requesting that the matter be investigated and supplying any material gathered as part of receiving a report.
32. The employing organisation / representative / participants will be requested to respond.
33. Should the complaint be upheld and deemed serious, the GGN Association reserve the right to ban the perpetrator from attending future meetings and information regarding them.
34. Regardless of whether or not the complaint is withheld records of the incident report will be confidentially held on record (for a period of 4 years).
35. The GGN Executive Board President will, in the case of an allegation involving potential criminality, strongly recommended that the alleged victim reports the incident to the authorities.

#### **ACTION ARISING FROM BEING BLAMED FOR BULLYING AND HARASSMENT**

36. The person blamed for bullying and harassment shall give a personal and or written report on her/his/its perception.