

## Policy on Safety and Welfare in the EYP

### Article 1 - Aims of the policy

1. To ensure volunteering for and participating in EYP offers a safe space for personal growth and development, where the well-being, dignity, and respect of its Members, Staff, Participants and Officials<sup>1</sup> are at the forefront.
2. The present policy provides a framework for the safeguard of individuals' wellbeing and safety, covering expected conduct, roles and responsibilities for preventing inappropriate behaviour, as well as the rightful reaction in such cases.
3. To create an environment where bullying, harassment, and sexual harassment are not tolerated in any form.
4. To lay down standard behaviour and clarify roles and responsibilities.
5. To establish procedures for reporting bullying and harassment, as well as the potential consequences to be incurred.
6. To create a framework of non-sensitive information flow between the Safe Core Team and the Network.

### Article 2 - Policy applicability

1. The present policy is applicable to all events in EYP, both on a national and international level, as well as to the involvement of volunteers and staff 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.

### Article 3 - Key principles underlying the policy

1. The wellbeing of every individual should be at the forefront.
2. EYP should be a safe and welcoming environment for everyone.
3. The EYP and every National Committee have a corporate duty and responsibility to care for and safeguard all those who take part in their activities.
4. Any complaint will be dealt with seriously; there are to be no repercussions for complainants.
5. The privacy of individuals involved in incidents are to be respected; information will only be disclosed on a 'need-to-know' basis.
6. Failure to act by those responsible to do so will draw consequences, as will the submission of vexatious complaints.
7. Sanctions are to be applied with an educational rather than retributive purpose.
8. This policy has been developed with the best interests of participants in mind and should be interpreted in the spirit of transparency and common sense.

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<sup>1</sup> '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 National Committee 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.

## Article 4 – Definitions

1. 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. Some different types of bullying are:
  - a. physical: using physical force or aggression against another person (e.g. shoving, hitting, harsh finger pointing, invasion of personal space);
  - b. verbal: using words to verbally attack someone (e.g. name calling, teasing, insulting or offensive remarks, shouting, yelling, angry outbursts);
  - c. social/relational: trying to hurt someone through excluding them, spreading rumours or ignoring them (e.g. gossiping, playing harsh jokes);
  - d. 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);
  - e. 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).
2. Harassment<sup>2</sup> is a form of discrimination that includes unwanted conduct which has as purpose or effect of violating a person's dignity, victimising, humiliating, undermining, threatening or creating a hostile, degrading, or offensive environment for a person, based on their:
  - a. age;
  - b. race (e.g. skin colour, facial features);
  - c. ethnicity (e.g. culture, where or how they live, how they dress);
  - d. religion (religious beliefs);
  - e. gender;
  - f. sexual orientation;
  - g. family status (e.g. from a single-parent family, adopted, non-biological gay or lesbian parents);
  - h. marital status;
  - i. physical or mental disability (e.g. mental illness, learning disability, using a wheelchair).
3. Harassment 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. 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;

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<sup>2</sup> 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.

- 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.
4. Sexual harassment may include, but is not limited to:
- a. unwelcome sexual advances;
  - b. requests for sexual favours;
  - c. unwelcome efforts or pressure to develop a romantic or sexual relationship, whether with oneself or third parties;
  - d. unwelcome commentary about an individual’s body or sexual activities;
  - e. threatening to engage in the commission of an unwelcome sexual act with another person;
  - f. any form of invasion of personal privacy;
  - g. unwelcome physical closeness or touching;
  - h. unwelcome jokes or teasing of a sexual nature or based upon gender, perceived gender, or sex stereotypes;
  - i. other verbal or physical harassment of a sexual nature.
5. Abuse is defined as any action that intentionally harms or injures another person. It includes physical aggression, inappropriate use of substances (e.g., those that alter consciousness), and sexual violence.
6. 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:
- a. rape;
  - b. sexual assault;
  - c. sexual activity without consent.
7. For the purpose of this policy:
- a. ‘members of EYP’ refers to any individual volunteering with the EYP;
  - b. ‘Officials’ includes anyone attending an event in an official capacity. This means all members of the Chairs team, the Organising team, the Media team, Jury members, Trainers, as well as representatives from the Governing Body, International Office, and National Committee Board Members. The definition also includes anyone representing a structure of the National Committee or international governance (council members, regional boards, etc);
  - c. ‘participants’ includes everyone attending an EYP event, besides guests and Officials. For sessions, that means Delegates and teachers; for training events, trainees;
  - d. ‘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/Safe Core Team on behalf of the victim to have the harmful behavior discontinued (as per Annex VII(2) and Annex VII(11) of the Policy). It can also serve to, e.g. ask about a possible course of action or possible applicable disciplinary measures, or to inform Safe Persons/Safe Core Team 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;
  - e. ‘filing a complaint’ initiates the formal complaint procedure as foreseen by Annex VII(14-18) and Article 15(1-2) of the Policy, which can result in disciplinary measures (Annex VII Article 19 of the Policy) for the perpetrator within the EYP context. A complaint can be filed by:
    - i. the person that has experienced the harmful behaviour (victim) or;
    - ii. 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.

### **Article 5 - Standard behaviour**

1. There is no place for bullying or harassment, in any form, in EYP.
2. EYP activities should enable personal development and growth, allowing every participant to feel welcomed and safe, supported and accepted. All activities should be carried out in a respectful and dignified manner.
3. In all EYP events and activities, all participants and Officials are obliged to behave in a way that is consistent with EYP's aims<sup>3</sup>, mission<sup>4</sup>, and values<sup>5</sup>, and in general, in a manner that does not negatively interfere with someone else's ability to benefit from and enjoy EYP, or that negatively reflects on the organisation.
4. Every member of, or participant in an EYP event, has a duty to ensure everyone is treated equally and respectfully. No participant or member should be excluded or discriminated against in the provision of resources or opportunities, on the basis of age, sex, gender identity, sexual orientation, physical or mental disabilities, religion, national or ethnic origin, family status, marital status, or any other status.
5. Every individual should intervene to stop 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.
6. EYP has a zero tolerance for recreational drug use and alcohol overindulgence. Alcohol consumption should be done in a responsible manner, abiding by the national laws applicable, and mindful of one's responsibility to act as a role model, as well as in a way that does not reflect negatively on the organisation. Peer pressure to engage in alcohol drinking or recreational drug consumption should not be tolerated and draws consequences.
7. Throughout any EYP event, no alcoholic beverages containing more than 15% alcohol by volume or are made of beverages containing more than 15% alcohol by volume should be made directly or indirectly available during any official event, nor can be consumed.

### **Article 6 - General Duties and Responsibilities**

1. Every member of EYP or participant in an EYP event has a duty to ensure everyone is treated equally and respectfully. Everyone is integral in creating and ensuring a welcoming and safe environment for everybody.
2. On the international level, the Governing Body appoints, every year from among its members, an international focal point (International Safe Person).

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<sup>3</sup> According to the EYP Charter, the EYP aims to:

- a. raise awareness of European issues and encourage active European citizenship, and to motivate students to get engaged in European politics;
- b. promote international understanding, intercultural dialogue and diversity of ideas and practices;
- c. contribute to the personal skills development of European youth;
- d. provide a forum in which young people of Europe can express and debate their own opinions, without reverting to role play.

<sup>4</sup> The mission of EYP, as per the Charter of the EYP, is to inspire and empower young Europeans to become open-minded, tolerant and active citizens.

<sup>5</sup> The values of EYP, as per the Charter of the EYP, are independence, non-partisanship, democracy, inclusion, empowerment, contribution, cooperation, pluralism, and intercultural understanding.

3. The International Office is responsible for ensuring the contacts of the International Safe person and Safe Core team are easily accessible.
4. 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. the National Organising Committee 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 National Organising Committee/event leadership/International Office with the above responsibilities.

### **Article 7 - Sexual and/or romantic relations among participants and/or Officials**

1. National Committee board members/National Organising Committee, Officials and team leaders must promote and ensure a safe environment free from sexual harassment or abuse.
2. All members, participants, and Officials must respect national laws setting the age of sexual consent.
3. The EYP operates under a clear consent culture. Everything that is not a yes is a no.
4. 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).
5. 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 Jurors;
  - j. Governing Body members, International Office team, Event/National/Safe Person, and National Committee Board with any session participant or Official.
6. Breach of this trust placed on a team leader must be indicated in the Official's evaluation after the

event.

7. The above restriction does not apply to prior existing relations (i.e. relations that had begun before an event). In such a case, the team leader and Event Safe person should be informed of the relation as soon as possible before the event.
8. 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.

### **Article 8 - Child<sup>6</sup> protection**

1. All representatives of EYP, including teachers/chaperones and event Officials, should recognise their role in ensuring the welfare of children and their responsibilities if they suspect a case of child abuse<sup>7</sup>.
2. Adults, regardless of their role at an event or in the organisation, must avoid placing themselves in compromising or vulnerable positions when engaging with children (e.g. being alone with a child in any circumstance, which might be questioned by others). Furthermore, adults must report the circumstances of any situation which may be subject to misinterpretation to the Safe Person as soon as possible.
3. All participants should be aware of EYP as a youth-run organisation with the peer-to-peer education model and welfare of children being of utmost importance. As one of the focuses of this Policy is child protection, participants of events should be aware of their age and the weight it may carry when engaging with children.

### **Article 9 - Responsibilities of National Committees (NCs)/National Organising Committees (NOCs)**

1. NCs/NOCs should ensure members, participants and Officials in their events are informed of the applicable policies, their responsibilities and relevant procedures.
2. For events, NOCs must have participants and Officials sign a Code of Conduct commitment according to the templates approved by the Governing Body and Board of National Committees<sup>8</sup>.
  - a. codes of conduct for different roles and events are annexed to this policy and considered an integral part of it;
  - b. the “Network-wide” Codes of Conduct establish minimum standards to be complied with in any and all events organised in EYP. NCs are free to add obligations to it, but cannot diminish them. The ‘International Session’ Codes of Conduct lay out the minimum standards for International Sessions and other events organised with the support of the International Office.
3. NOCs are responsible for ensuring minimal organisational standards at every event, including:
  - a. event programs allow the possibility for at least 8 hours of sleep for participants and Officials;
  - b. offering sufficient and nutritious enough food (for all dietary requirements) to everyone;
  - c. avoiding situations (program element, venue, transfer, etc) that could put the safety of individuals in danger;

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<sup>6</sup> A child is an individual under the age of 18 and an adult is an individual over the age of 18, regardless of their role in the event or organisation.

<sup>7</sup> Abuse includes any action that intentionally harms or injures another person. Child abuse specifically can take the form of physical, sexual or emotional abuse, or neglect.

<sup>8</sup> See Annex I: Network Wide Code of Conduct (participants), Annex II: Network Wide Code of Conduct (Officials), Annex III: IS Code of Conduct for participants, Annex IV: IS Code of conduct for officials.

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- d. meeting minimal hygiene and sanitary standards, including access to clean and functional toilets and handwashing facilities, as well as showers in events that assume an overnight stay.
4. NOCs are obliged to ensure every event has an Event Safe Person<sup>9</sup> who is the focal point for any questions, concerns or reports of behaviour that is against the present policy or any other behaviour that is harmful or dangerous to participants or Officials. The Event Safe Person (ESP) should be an individual with:
    - a. high level of empathy and sensitivity;
    - b. experience in dealing with intense, stressful or challenging situations;
    - c. a confirmed NC membership on Members Platform;
    - d. familiarity with EYP;
    - e. a good track record of professionalism and respectful behaviour;
    - f. a demonstrated understanding of the safety policies in place and the complaints mechanism.
  5. Ideally, Event Safe Persons are not members of any national governance structure to avoid potential conflicts of interest. The NOC is responsible to ensure that the 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.
  6. 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 is required to:
    - a. 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 respectful behaviour;
    - b. not hold 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;
    - c. never replace or take the role of the NC Board Members at events. Ideally, they should also avoid participating in NOC events under official capacity besides the role of Trainer or Event Safe Person to avoid conflict of interest;
    - d. attend at least one meeting with the Safe Core Team or International Safe Person during their term.
  7. When an NC is unable to find a National Safe Person who meets the requirements outlined in Article 9(5), 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.
  8. 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 Article 9(6).
  9. 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 can decide to grant another extension. In total, an NC cannot be exempted from the requirement outlined in 9(5) for a period of

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<sup>9</sup> For International Sessions or events organised with the support of the International Office, the NOC, the Governing Body, and International Office agree jointly on the person to appoint as Event Safe Person.

longer than two years consecutively.

10. Once a National Safe Person has been appointed, the NC/NOC is responsible for ensuring that the contact information of both the National Safe Person, Event Safe Person(s), as well as the procedure to follow for reporting and submitting complaints, as described in the following section, is easily accessible to all members, participants, and Officials.

### **Article 10 - Responsibilities of National Safe Persons**

11. The National Safe Person is responsible for:
  - a. the timely and fair selection of ESPs for events;
  - b. the training and onboarding of ESPs;
  - c. for collecting feedback on the ESPs performance during an event;
  - d. sharing suggestions for improvement regarding safety and welfare at all NC events on a structural basis.

### **Article 11 - Responsibilities of Team Leaders**

1. Team leaders<sup>10</sup> are responsible for ensuring the respect of all applicable policies within their teams. They are obliged to inform their team members of it, intervene when inappropriate behaviour occurs and report it to the competent person, when necessary (depending on the behaviour, this could be a member of the session leadership, member of the NOC, or Event Safe Person).
2. In designing activities and programs, team leaders should always have the wellbeing (physical and emotional) of their team members' in mind. Formal program elements should not be scheduled during the night or in such a manner that individuals would not be able to get sufficient amounts of sleep.
3. All team leaders are responsible for creating and ensuring a safe and dignified environment for the members of their team. This includes, but is not limited to:
  - a. must avoid any techniques, methods, activities or conducts that may be, or are likely to be perceived, as manipulative, abusive, or dangerous.
  - b. ensuring individuals feel at ease; respecting their boundaries and not pushing them out of their comfort zone without their consent;
  - c. maintaining and promoting a respectful attitude towards personal differences (cultural or otherwise);
  - d. rejecting any form of discrimination and exclusion, as well as shaming, humiliation, or degradation;
  - e. refraining from, discouraging or intervening when observing peer pressure to engage in any type of physical or sexual activities with another individual;
  - f. avoiding sexualised activities or activities with an increased potential for harassment or bullying (mocking, stereotyping, etc);
  - g. creating an environment in which bullying or harassment of any kind are neither encouraged, nor tolerated.

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<sup>10</sup> Such as Chairpersons, the President, the Head-Organiser(s), and the Editors of an event, Head Trainer or event leadership, as well as NC President and NC Board Members.



**Article 12 - Responsibilities of Event Safe Persons**

1. ESPs are responsible to fill out the ESP event evaluation form within 8 weeks after the completion of the event. Safe Core Team has the right to suggest edits for the content of the event evaluation form to include more variety of questions about safety. The ISP will oversee the changes made to the form.

**Article 13 - Responsibilities of Officials****NC Board Members and Event Officials must act as role models and behave respectfully towards other members, participants and Officials. This includes:**

- a. maintaining a positive and welcoming environment;
  - b. being aware of the influence they might exert on other members, Officials and especially Delegates, due to their position, experience or other;
  - c. not engaging in any conduct that is unfair or abusive towards others;
  - d. respecting personal differences (e.g. cultural, religious, etc.);
  - e. treating everyone equally, without discriminating in any way based on age, race, ethnicity, gender, sexual orientation, family status, marital status, physical or mental disabilities or any other status;
  - f. providing an enabling environment for individuals' personal, social, emotional, moral and intellectual development, as well as ensuring physical safety as far as reasonably practicable;
  - g. encouraging and respecting individuals' voices and views;
  - h. not engaging in any form of bullying or harassment;
  - i. being mindful and cautious of the risk of peer pressure, pushing their team members beyond their own personal boundaries, both in terms of mental and physical health;
  - j. refraining from any sort of peer pressure or pressure for individuals to do anything outside of their comfort zone, beyond their consent (including pressure to 'overshare' personal information - deep feelings or traumatic experiences, drink alcohol or engage in any type of physical or sexual activities with another individual);
  - k. being aware and mindful of potential issues regarding the mental health of their team members;
  - l. ensuring that, if alcohol consumption is allowed and appropriate, it is consumed consensually and in a responsible manner;
  - m. taking a stance when any of the above behaviour is witnessed to discontinue it, as well as reporting it to the competent person when appropriate (event Leadership, NC President, Event/National Safe Person);
  - n. being aware of one's own age with the aim of maximising the peer-to-peer educational model's efficiency.
2. No Event Official should ever administer medicine(s) to a non-Official participant (i.e. Delegates or Teacher), even with the participant's permission.

**Article 14 - Safe Core Team (Safe Core Team)**

1. A Safe Core Team is established on the international level. Members are selected annually by the Governing Body. The Safe Core Team is responsible for:
  - a. raising awareness in the network on bullying and harassment, prevention tools, and 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 or any other behaviour that harms or endangers EYP members, participants or Officials;
  - d. proposing to the Governing Body the appropriate measures or consequences to be taken.
2. 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.
  3. The member of the Governing Body appointed as Safe Person on an international level is a member of a Safe Core Team. When the Governing Body discusses an incident report, together with the Safe Core Team recommendation for decision, the International Safe Person acts as spokesperson on behalf of the Safe Core Team. In case the International Safe Person took an active part in the complaint process on the side of the Safe Core Team, the International Safe Person abstains from the decision taken by the Governing Body on the respective incident.
  4. The International Office 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.

#### **Article 15 - Crisis management**

1. It is recommended that every National Committee establishes templates for risk assessment and crisis management for all their events. This is mandatory for International Sessions or events organised with the support of the International Office.
2. Every event should have a plan of action in case a participant requires urgent medical attention, in case of natural disasters, security or safety emergencies (including, for example, terrorist attacks, fire, etc).
3. National Committees have an obligation to abide by national authorities' advice in evaluating the feasibility and safety of events, in light of potential natural disasters or safety concerns. No events should be organised in case of an impending crisis.

#### **Article 16 - Reporting**

1. The chain of reporting and procedure applicable in case of behaviour against this policy follows the applicable provisions from the Annex VII of this Policy.
2. Failure to abide by their responsibilities and obligations should be:
  - a. for Team Leaders and Officials - mentioned in their evaluations after the event;
  - b. for NCs - complaints can be made to the Governing Body;
  - c. additional measures or sanctions can be taken according to the gravity of the behaviour in question and according to the potential measures to be applied as foreseen by the Annex VII of this Policy.
3. For International Sessions or events organised with the support of the International Office or Governing Body, mention of the implementation of the present policy, as well as deviations from it, should be included in the report presented to the network afterwards.
4. The Safe Core Team and Governing Body are competent to deal with complaints of individuals' behaviour following the procedure laid out in the Annex VII of this Policy. Allegations concerning the respect by NCs of policies or the Charter of the EYP are the sole competence of the Governing Body. Bullying, harassment, as well as abuse and violence of any type, whether witnessed or experienced, should be reported to the Safe Person.

5. Incidents occurring during an event are reported to the Event Safe Person.
6. 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.
7. In case accusations of inappropriate behaviour are formulated against the Event Safe Person, or for any reasons, there is significant discomfort to report to 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.
8. 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.
9. 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;
  - f. must note the specific circumstances of the situation to be able to report to the Safe Person/police in the most accurate way possible;
  - g. must explain that complaints will be dealt with privately but no guarantee can be given as to absolute confidentiality;
  - h. make 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;
  - i. ensure that the person hearing a complaint should explain that they need to pass the relevant information on to the designated Safe Person;
  - j. 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.
10. The functions and procedures of the Safe Core Team, the Reporting Mechanism, the Complaints Mechanism can be found in Annex VII of this Policy.

### **Article 17 - Consequences**

1. 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 the EYP, in case of complaints submitted to the Safe Core Team.

Measures should be applied with an educational purpose, rather than retributive.

2. Such disciplinary actions include, but are not limited to:
  - c. reprimands;
  - d. expulsion from the event at the participant's own expense (access to any of the program elements or venue is forbidden from then on);
  - e. mention of the behaviour in the participant's evaluation;
  - f. disqualification from selections for International Sessions or events organised with the support or involvement of the International Office for a certain amount of time;
  - g. legal action in case of unlawful behaviour;
  - h. expulsion from the national organisation, either temporary or permanent;
  - i. expulsion from all EYP events, both national and international, either temporary or permanent.