

Non-Discrimination & Anti-Harassment Policy

Policy Statement

Avocats Sans Frontières (ASF) is committed to providing a safe environment for all people participating in ASF's conferences, congresses, meetings, trainings, workshops (herein after referred to as ASF events), free from discrimination on any ground and from harassment, including sexual harassment. ASF will operate a zero tolerance policy toward any form of harassment during ASF events, treat all incidents seriously and promptly investigate all allegations of harassment and take the necessary action.

All complaints of discrimination and harassment will be taken seriously and treated with respect and confidentiality. No one will be victimised for making such a complaint.

Harassment includes, but is not limited to, offensive, derogatory, threatening, or other inappropriate language and imagery directed toward an individual or group. Intimidation, threats, stalking, harassing photography or recording, sustained disruption of talks or events, inappropriate physical contact and unwelcome attention will also be considered harassment.

Participant Behavior

All attendees and participants in ASF events such as ASF staff members, speakers, consultants, volunteers, suppliers, vendors, exhibitors at expo halls, sponsors¹ engaged and/or affiliated to ASF related activities are expected to follow the ASF Non-Discrimination and Anti-Harassment Policy during the event, as well as during event-related social activities.

Enforcement

If an attendee or participant violates this Non-Discrimination and Anti-Harassment Policy, ASF may take any action it deems appropriate, including warning the offender or expelling the offender from the ASF event.

No refunds will be granted to the attendees and participants who are expelled due to violations of this policy.

If a person is harassed or witnesses discrimination or harassment, he/she is invited to contact the General Director of ASF and/or an ASF staff member. ASF staff can be identified by their ASF badges, shirts, or pins and are trained to respond appropriately.

The person or complainant can also contact the ASF assigned focal person for the Non-Discrimination and Anti-Harassment Policy (name, email, phone number, skype id). The name of the focal person is also listed on the ASF website (www.asf.be) and on the flyer and presentation kit of each event organised.

¹ The list of participants and attendees is not exhaustive.

Reporting

In the event of harassment or discrimination during an ASF event, the person concerned can make a report either personally or anonymously.

- *Anonymous report*: an anonymous report can be sent to the ASF Non-Discrimination and Anti-Harassment Policy focal person identified for the event. ASF cannot follow up an anonymous report directly, but will fully investigate it and take whatever action is necessary to prevent a recurrence.
- *Personal report*: A personal report can be made by:
 - Calling or messaging the Non-Discrimination and Anti-Harassment Policy focal person. The focal person will be continuously available for the duration of the event.
 - Contacting a staff member.

When receiving a personal report, the ASF focal person will adhere to the principles of safety, privacy and confidentiality. In accordance with these principles, the ASF focal person will take a detailed description of the incident(s). This will be done in a respectful manner and if requested, support for the complainant will be facilitated. This can be the presence of counsellors, friends and others during the process. In no event, will ASF will encourage confrontation.

If the Complaint has been received by an ASF staff member who is not the focal person for implementing the Non-Discrimination and Anti-Harassment Policy, the staff member will put the complainant in contact with the ASF focal person to ensure that the report of the incident(s) is properly managed and due process is followed.

If so wished, ASF staff and organisers will extend support by contacting the hotel or venue security, local law enforcement, local support services, or others to ensure safety and security for the duration of the ASF event.

ASF values the inherent worth of every person and groups participating and attending its events and is committed to providing an environment that embraces diversity and fosters dignity, mutual respect and understanding.