



Human Resources Policies

Harassment, Discrimination, Retaliation and Misconduct Policy

Prepared by HR WG
hr@euroavia.eu

26/09/2025

EXECUTIVE SUMMARY

EUROAVIA International is committed to providing a safe, respectful, inclusive, and harassment-free environment for all persons participating in or interacting with EUROAVIA-related activities.

This Policy provides the framework for preventing, identifying, reporting, and addressing harassment, discrimination, bullying, sexual misconduct, cyber-harassment, retaliation, hazing, abuse of power, and related misconduct connected to EUROAVIA. It applies to EUROAVIA activities, events, roles, platforms, communications, and representative functions, whether online or in person

EUROAVIA takes all concerns seriously and may take appropriate preventive, protective, remedial, corrective, restrictive, or disciplinary measures within its authority. Reports made in good faith are protected, even where they are not substantiated. Knowingly false, malicious, or intentionally misleading reports may be treated as misconduct.

Detailed rules on reporting, case handling, investigation, confidentiality, decision-making, and record-keeping are set out in the **Speak-Up Policy** and the *Case Handling and Investigation Procedure* [3].

1 Document Details

1.1 Document Change Recording

Table with change recordings

Version	Change(s)
1.0	- Effective on 21 September 2026 - First version approved by the General Meeting

1.2 Document Ownership

Document item	Draft value
Approval model	Harassment Policy to be approved through the required General Meeting/Congress route; <u>the documents included in the policy, unless stated otherwise shall be maintained under delegated authority by HR S&B and IB, subject to higher review for major changes, by the Board of Coordinators.</u>
Review cycle	Whenever needed and <u>at least annually</u> by HR and S&B representatives, with IB involvement where implementation, access, authority, sanctions, or governance are affected.
Controlling language	Official EUROAVIA International version controls. Local Groups may adapt/translate for local use but not alter the international meaning.

1.3 Power of this document

Level	Document / Authority	Function
1	Applicable law, including Dutch law for EUROAVIA International governance	Sets mandatory legal baseline.

2	EUROAVIA Statutes	Highest internal legal/constitutional rules of the Association.
3	EUROAVIA Bylaws	Detailed governance and procedural rules for running EUROAVIA internationally.
4	Harassment / Discrimination / Retaliation Policy	High-level approved policy establishing principles, prohibited conduct, reporting basics, and delegation to procedures.
5	Speak-Up Policy	Detailed reporting policy for channels, protections, privacy basics, and reporting rights.
6	Case Handling and Investigation Procedure	Operational procedure for intake, triage, investigation, decision, measures, closure, and records.
7	Guides, annexes, templates, forms, and checklists	Operational tools that must remain consistent with the approved policies/procedures.

1.4 S&B compatibility findings

- The Policy likely requires General Meeting/Congress approval because Bylaws treat policies as formal rule/process documents and require policy implementation by General Meeting vote. This Procedure should therefore be authorized by the approved policy rather than treated as a freestanding Congress policy every time it changes.
- The Policy should avoid using “members” when it means individual people. In the Statutes, members are Affiliated Societies and Adjunct Members unless otherwise stated. The Procedure should use EUROAVIAns, Participants, Local Groups, Affiliated Societies, and Adjunct Members precisely.
- Individual misconduct measures should not be described as “termination of membership” by EUROAVIA International. For individuals, the Procedure should use removal from roles, suspension from international activities, restrictions from events/platforms, ineligibility for international roles, or referral to the Local Group.
- The Board/IB has management and implementation authority, and can be involved in access removal, event restrictions, official communications, and international participation decisions. However, conflicted IB members must not participate in case-related deliberations or decisions.
- DPO/data protection involvement is necessary for retention, data access/deletion requests, confidentiality leaks, sensitive data, external sharing, minors/vulnerable persons, and data breach situations.

Should we address that it has to mandatorily be public, and always visible, plus new members should receive a package or be informed when they enter the organisation,

plus that HR as well as every member has the “job” to inform the persons who dont know plus stay informed. !

n the local groups its expected for the bylaws as well as the harassment policy to be public and available to the members.

For the approval, should it be stated in a paragraph instead, or do both?

Do we need the power of this document?

Should we keep the SB compatibility? Or make a seperate notes for the built of the policy for future changes.

Table of Contents

1	Document Details.....	3
1.1	Document Change Recording	3
1.2	Document Ownership	3
1.3	Power of this document	3
1.4	S&B compatibility findings	4
2	Introduction	6
2.1	Purpose	7
2.2	Scope	7
2.3	Legal framework and applicable standards	8
2.4	Local implementation and legal adaptations	9
3	Roles and Responsibilities.....	9
4	Policy	14
4.1	Discrimination and Harassment	15
1.1.1	Discrimination	15
1.1.2	Harassment.....	16
1.1.3	Sexual Harassment and Sexual Misconduct	17
1.1.4	Cyber-Harassment and Digital Misconduct	18
4.2	Bullying and Incivility	19
1.1.5	Bullying	19
1.1.6	Incivility.....	20
1.1.7	Hazing and Harmful Group Practices	21
4.3	Protection from Retaliation	22
4.4	Reporting Misconduct including Harassment, Discrimination and Retaliation..	23
4.5	Sanctions and remedial actions	23
5	Breach of this Policy	24
6	Definitions.....	24
7	Abbreviations	25



8 Reference and Appendices 25

2 Introduction

2.1 Purpose

EUROAVIA is committed to providing a safe, respectful, inclusive, and harassment-free environment for all persons participating in EUROAVIA-related activities, whether online, in person, locally, internationally, socially, academically, or professionally.

The purpose of this Policy is to define expected and prohibited conduct, prevent misconduct, protect persons in EUROAVIA spaces, and provide a clear framework for reporting and addressing harassment, discrimination, bullying, sexual misconduct, cyber-harassment, retaliation, abuse of power, hazing, and related behaviour.

EUROAVIA International is composed of Local Groups, Working Groups, Committees, the International Board, and the EUROAVIA Congress. Under the Statutes and Bylaws, the legal members of EUROAVIA International are its Affiliated Societies and Adjunct Members. Individual persons participate primarily as EUROAVIAns through their Local Groups and may also take part in EUROAVIA International activities, bodies, events, platforms, projects, and roles.

Due to this structure, this Policy distinguishes between:

- a. the authority of EUROAVIA International over EUROAVIA International activities, events, Working Groups, Committees, platforms, roles, projects, representation and other international-level spaces; and
- b. the authority of Local Groups over their own local membership, internal governance, local activities, and local disciplinary measures under their own statutes, internal rules, and applicable national law.

Where a concern affects both EUROAVIA International and one or more Local Groups, they are expected to cooperate in good faith to protect safety, respect applicable rules, and uphold this Policy.

2.2 Scope

This Policy applies to conduct connected to EUROAVIA, including but not limited to:

- a. EUROAVIA International Events, Regional Events, Congresses, workshops, trainings, meetings, visits, social activities, business trips, project activities, and any other activity organised under or connected to the EUROAVIA name;

- b. activities involving one or more Local Groups **where the activity** is connected to EUROAVIA International, another Local Group, an international project, a visit, an exchange, an event, a Working Group, or the broader EUROAVIA network;
- c. the work and activities of EUROAVIA bodies, including Working Groups, Committees, International Board activities, Board of Presidents, Board of Coordinators, project teams, and other international-level structures;
- d. business-related and external interactions, including interactions with sponsors, partners, companies, universities, speakers, alumni, collaborators, guests, and other third parties connected to EUROAVIA activities;
- e. EUROAVIA-related online and digital spaces, including email, websites, social media, messaging groups, online meetings, shared drives, cloud platforms, forms, databases, newsletters, event platforms, apps and any other communication channel used for EUROAVIA-related purposes;
- f. conduct outside official EUROAVIA activities where such **conduct** has direct negative impact on safety, dignity, participation, trust, or functioning of persons within EUROAVIA spaces;
- g. conduct by or towards EUROAVIAns, Local Group representatives, Working Group members, Committee members, International Board members, event organisers, trainers, tutors, volunteers, applicants, alumni, guests, speakers, sponsors, partners, collaborators, and any other person participating in, contributing to, representing, or interacting with EUROAVIA-related activities.

This Policy applies regardless of a person's Local Group, role, seniority, position, nationality, country of residence, gender, gender identity or expression, age, disability, sexual orientation, religion or belief, ethnicity, race, language, political or other opinion, social origin or any other personal characteristic or protected ground.

2.3 Legal framework and applicable standards

EUROAVIA International is governed by its *Statutes and Bylaws*[1,2] and follows Dutch law as the law applicable to the association's international governance. At the same time, EUROAVIA respects any mandatory local law that may apply to a specific situation, including the law of the country where an event takes place, where a Local Group is registered, where a person is located, or where an incident occurs.

EUROAVIA is also guided by European and international human rights principles as its minimum ethical baseline, including human dignity, equality, non-discrimination, privacy, freedom of expression exercised with respect for the rights of others, and the right to participate in safe and inclusive environments.

Where different legal, organisational, or human-rights standards apply, EUROAVIA will seek to apply the standard that provides the strongest protection against harassment, discrimination, retaliation, abuse, and unsafe conduct, to the extent legally possible.

Nothing in this Policy limits a person's right to seek help from emergency services, law enforcement, university authorities, national equality bodies, courts, or other competent external authorities.

2.4 Local implementation and legal adaptations

This Policy sets the minimum standard for EUROAVIA-related activities. Local Groups may adopt or adapt this Policy to comply with their own statutes, internal rules, and mandatory local law, provided that such adaptations do not reduce protection against harassment, discrimination, retaliation, abuse of power, cyber-harassment, or unsafe conduct.

Where mandatory local law requires a different procedure, that law must be followed while preserving the purpose and principles of this Policy as far as legally possible.

Local Groups are expected to maintain or develop appropriate local reporting and misconduct-handling processes in line with this Policy and applicable national law. Local adaptations may include stronger protections or more detailed procedures, but must not weaken reporting rights, confidentiality protections, anti-retaliation protections, or the possibility of urgent safety measures.

3 Roles and Responsibilities

This Policy relies on **shared responsibility**. Every person participating in EUROAVIA spaces is responsible for maintaining a respectful, safe, inclusive, and harassment-free environment. Persons holding organisational roles have additional responsibilities because their actions, inaction, or misuse of authority may affect the safety, trust, and participation of others.

All persons covered by this Policy are expected to:

- a. comply with this Policy and related EUROAVIA procedures;
- b. treat others with dignity, respect, fairness, and care, both online and in person;
- c. respect personal boundaries, privacy, consent, and confidentiality;
- d. refrain from harassment, discrimination, bullying, sexual misconduct, retaliation, hazing, abuse of power, cyber-harassment, and related misconduct;
- e. raise or report concerns in good faith where appropriate;
- f. cooperate honestly and respectfully with any process under this Policy, where their participation is requested and reasonably possible;
- g. avoid retaliation, intimidation, pressure, exclusion, gossip, or any conduct that may

harm a person involved in a concern or complaint process;
h. declare any conflict of interest and step aside where their impartiality may reasonably be questioned.

Confidentiality duties apply to any person who receives case-related information, regardless of their role. Such information may only be shared where necessary, appropriate, and permitted under this Policy, the applicable procedure, or applicable law.

Roles	Responsibilities
Participants and EUROAVIAns	a. comply with this Policy and related EUROAVIA rules; b. treat others respectfully both online and in person; c. respect boundaries and confidentiality; d. report concerns in good faith where they experience, witness, or become aware of conduct that may violate this Policy; e. cooperate with any process under this Policy; f. avoid retaliation and avoid retaliation or social pressure against persons involved in a concern.
International Board	a. ensure the implementation and supervision of this Policy at the international level; b. support the Human Resources Working Group and the Compliance Responsible Person(s) in applying this Policy; c. take or approve measures within the authority of EUROAVIA International, where required by this Policy or the applicable Case Handling Procedure [3]; d. ensure urgent safety measures can be taken where necessary to protect Participants; e. promote cooperation with Local Groups; f. <u>ensure that persons with a conflict of interest do not participate in the handling or decision-making of a case;</u> g. escalates matters reserved to the EUROAVIA Congress under the <i>Statutes and Bylaws [1,2]</i> , and applicable procedures.
Human Resources Working Group	a. promote awareness of this Policy; b. support training, communication and policy improvement related to respectful conduct, harassment prevention, non-retaliation, and reporting channels; c. support the Compliance Responsible Person(s) where appropriate and where no conflict of interest exists, and ensures the positions continuity and guidance; d. must not access confidential case information unless such access is necessary and authorised under the applicable procedure.
Compliance	a. receive complaints, reports, or concerns under this Policy;

Responsible Person(s)	b. explain the available procedures, support options, confidentiality limits, and possible next steps; c. record relevant information accurately and confidentially; d. identify immediate safety concerns and propose urgent protective measures where needed; e. coordinate informal or formal handling of the concern in accordance with the applicable <i>Case Handling Procedure</i> [3]; f. identify conflicts of interest and communicate with the International Board, HR Coordinator, relevant Local Group, event organisers, DPO, or other competent persons only where necessary and appropriate; g. must not decide serious cases alone unless urgent temporary safety measures are expressly allowed by the applicable procedure.
HR Coordinator and Backup	a. support the appointment, onboarding, training, and handover of the Compliance Responsible Person(s). b. help ensure consistency and continuity in the application of this Policy. c. coordinate temporary replacement where a Compliance Responsible Person(s) is(are) unavailable, conflicted, or unable to act; d. access confidential case details only where necessary and permitted under the <i>Case Handling Procedure</i> [3];
Case Decision Committee	a. review formal cases requiring serious measures; b. assess the case summary, available information, and proposed measures; c. ensure that the process has been fair, impartial, and consistent with this Policy; d. decide or recommend appropriate measures within the authority of EUROAVIA International; e. limit access to case information to persons who need to know. f. exclude any person with a conflict of interest from the committee; g. refer matters to the competent EUROAVIA body where the Case Decision Committee does not have authority to decide the measure itself.
Working Group Coordinators and Committee Representatives	a. maintain respectful and safe environments within their teams. b. ensure members are aware of this Policy; c. refer concerns to the appropriate reporting channel; d. cooperate with competent case handlers; e. implement approved measures within their area of responsibility; f. prevent retaliation, exclusion, or informal punishment against persons involved in a concern or complaint;

	g. identifying and declaring any conflict of interest that may affect their ability to act fairly. h. avoid investigating or deciding complaints themselves unless expressly authorised.
Event Organisers, Event Tutors, and Event Safety Contacts	a. promote a respectful, inclusive, and safe event environments; b. inform Participants of reporting channels and emergency contacts; c. respond promptly to safety concerns during the event; d. take immediate temporary measures where necessary to protect safety; e. document incidents and actions; f. avoid pressuring any person to confront a respondent, withdraw a complaint, stay silent, or accept an informal resolution; g. do not consider urgent event measures as a final finding of misconduct.
Local Groups	a. Inform their EUROAVIAns about applicable EUROAVIA policies and expected standards of conduct; b. cooperate in good faith with EUROAVIA International where a concern involves affects international activities or EUROAVIA-related spaces; c. take appropriate local measures under their own rules and applicable law where the matter falls within their responsibility d. respect confidentiality and anti-retaliation obligations of all persons involved; e. inform EUROAVIA International where appropriate if local measures may affect a person's international participation, role, or representation; f. develop appropriate local reporting and misconduct-handling processes. Failure by a Local Group to cooperate in serious or repeated matters may be treated as a concern under the Statutes, Bylaws, or other applicable EUROAVIA rules.
Data Protection Officer	a. advices on the lawful and secure handling of personal data, including complaint records, access rights, retention, deletion, confidentiality, sensitive data, and data breaches; b. refrain from deciding the outcome of harassment or misconduct cases unless separately appointed to a competent role under the applicable procedure.
EUROAVIA Congress	a. approve and amend this Policy where required; b. hold the International Board accountable for the implementation of EUROAVIA policies;

	c. decide on matters that fall within its authority under the <i>Statutes and Bylaws</i> [1,2], or applicable procedures; The EUROAVIA Congress should not receive unnecessary personal details about individual complaints unless such information is strictly required for a decision within its authority.
Sponsors, Partners, Guests, Speakers, Alumni, and Other Third Parties	a. Respect this Policy when participating in or interacting with EUROAVIA-related activities; b. respect event rules, online platform rules, confidentiality, privacy, safety instructions and refrain from misconduct; c. cooperate with reasonable safety measures taken by EUROAVIA International, event organisers, or competent authorities; Where a third party violates this Policy, EUROAVIA International may take appropriate measures within its authority, including removal from an event or platform, refusal of future participation, termination or review of cooperation, or referral to the relevant organisation or authority.

4 Policy

EUROAVIA International prohibits harassment, discrimination, bullying, sexual misconduct, cyber-harassment, retaliation, hazing, abuse of power, and related misconduct in EUROAVIA spaces.

Conduct may breach this Policy even if it is not unlawful under national law, where it conflicts with EUROAVIA's standards of safety, dignity, equality, inclusion, and respectful participation. EUROAVIA may apply internal measures where conduct is incompatible with the standards of respect, safety, dignity, and inclusion expected in EUROAVIA spaces.

The examples below are not exhaustive and must be assessed in context, including impact, severity, repetition, power dynamics, and connection to EUROAVIA.

4.1 Discrimination and Harassment

1.1.1 Discrimination

Discrimination means treating a person or group unfairly, unequally, less favourably, or exclusionarily because of an actual or perceived personal characteristic or protected ground.

Protected grounds include, but are not limited to: nationality, citizenship, country of residence, local origin, race, ethnicity, colour, ancestry, language, social or cultural background, gender, sex, gender identity or expression, pregnancy, family status, marital status, sexual orientation, religion, belief, political or other opinion, age, disability, neurodiversity, health status, economic or social status, membership, participation, or role in EUROAVIA, or any other characteristic protected under applicable law or this Policy.;

Discrimination may include, but is not limited to:

- a. excluding, limiting, or treating a person less favourably in EUROAVIA activities, roles, opportunities, platforms, selection, task allocation, training, travel support, speaking opportunities, or recognition because of a protected ground;
- b. making assumptions about a person's ability, behaviour, interests, or suitability based on stereotypes;
- c. mocking, insulting, humiliating, or dismissing a person because of their identity, background, accent, appearance, disability, religion, gender, sexual orientation, nationality, or other protected ground;

- d. applying rules, or informal practices in a way that disproportionately disadvantages a person or group without a legitimate and proportionate reason;
- f. refusing reasonable adjustments or support where needed and reasonably possible for safe and equal participation;
- g. tolerating discriminatory conduct by others where a person has authority or responsibility to act.

Discrimination may occur intentionally or unintentionally. A lack of intent does not prevent conduct from being discriminatory where its effect is to exclude, disadvantage, humiliate, or harm a person because of a protected ground.

1.1.2 Harassment

Harassment means unwanted, offensive, intimidating, hostile, degrading, humiliating, or abusive conduct that has the purpose or effect of violating a person's dignity or creating an unsafe, hostile, degrading, humiliating, or offensive environment.

Harassment may be physical, verbal, non-verbal, written, visual, psychological, sexual, or digital. It may occur as a single serious incident or as repeated behaviour.

Harassment may include, but is not limited to:

- a. insults, slurs, offensive jokes, degrading comments, ridicule, or hostile remarks;
- b. yelling, threats, intimidation, humiliating criticism, or repeated personal attacks;
- c. spreading malicious rumours, gossip, private information, or false information about a person;
- d. mocking a person's accent, language ability, disability, appearance, gender expression, religion, nationality, culture, or personal characteristics;
- e. deliberate exclusion, isolation, or social targeting intended to humiliate, punish, or undermine participation;
- f. unwanted physical contact, blocking someone's movement, invading personal space, following, stalking, or threatening gestures;
- g. damaging, hiding, accessing, or interfering with another person's belongings, devices, accounts, or personal materials;
- h. displaying, sending, posting, or circulating offensive, degrading, sexual, violent, discriminatory, or humiliating material;
- i. pressuring a person to participate in jokes, activities, conversations, rituals, drinking, social behaviour, or physical contact that makes them uncomfortable;

Harassment does not require intent of harm. The impact of the behaviour, the surrounding circumstances, and whether a reasonable person could consider the behaviour hostile, intimidating, humiliating, degrading, or offensive may be considered.

1.1.3 Sexual Harassment and Sexual Misconduct

Sexual harassment means unwanted conduct of a sexual nature that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment.

Sexual misconduct means sexual behaviour that violates consent, safety, dignity, or personal boundaries, whether it also meets the definition of sexual harassment.

Conduct of a sexual nature is not acceptable in EUROAVIA spaces where it is unwanted, unsolicited, pressured, coercive, repeated after rejection or lack of response, directed at a person who has not consented to it, or shared in a context where the person could reasonably feel uncomfortable, unsafe, humiliated, pressured, or unable to refuse.

Sexual harassment and sexual misconduct may occur regardless of the gender, gender identity, gender expression, or sexual orientation of the persons involved. They may occur between persons of the same or different genders and may involve unequal power relationships, including between coordinators and members, organisers and participants, trainers and trainees, board members and EUROAVIAns, or older and newer participants.

Sexual harassment and sexual misconduct may include, but are not limited to:

- a. unwanted sexual comments, jokes, stories, questions, gestures, sounds, remarks, messages, or advances;
- b. intrusive or humiliating comments about a person's body, appearance, clothing, sexuality, relationship status, private life, or sexual history
- c. repeated unwanted invitations, flirting, messages, advances, or requests for dates or intimacy or sexual interaction;
- d. unwanted touching, hugging, kissing, stroking, massaging, grabbing, groping, blocking, or other physical contact;
- e. sexual assault or attempted sexual assault;
- f. displaying, sending, requesting, creating, altering, storing, posting, or sharing sexual, intimate, suggestive, private, edited, AI-generated, or manipulated images, videos, messages, or content without consent;

i. making someone's EUROAVIA participation, role, selection, evaluation, opportunity, housing, travel, recommendation, or treatment dependent on sexual attention, sexual cooperation, romantic interest, sexual cooperation or personal intimacy;

j. threatening, pressuring, excluding, or disadvantaging a person because they reject sexual or romantic attention;

Consent must be freely given, informed, specific, reversible, and voluntary. Silence, lack of resistance, lack of response, intoxication, fear, pressure, hierarchy, dependency, previous interaction or previous consent does not amount to consent. Consent to one form of interaction does not mean consent to another.

Alcohol, drugs, joking, cultural misunderstanding, stress, social tradition, or "that is how we always do it" are not excuses for sexual harassment or sexual misconduct.

1.1.4 Cyber-Harassment and Digital Misconduct

Cyber-harassment means harassment or misconduct carried out through digital or online means. EUROAVIA-related digital spaces must be treated with the same respect and responsibility as physical EUROAVIA spaces.

Cyber-harassment and digital misconduct may include, but are not limited to:

a. sending hostile, threatening, sexual, discriminatory, humiliating, or abusive messages;

b. repeated unwanted contact through email, messaging platforms, social media, calls, video calls, event platforms, or other digital channels;

c. excluding, targeting, mocking, or humiliating a person in online groups, chats, meetings, comments, or posts;

d. sharing screenshots, messages, images, recordings, private conversations, personal data, or internal information without permission where doing so harms privacy, dignity, safety, or trust;

e. doxxing or sharing private information such as addresses, phone numbers, personal accounts, travel details, accommodation details, family information, financial information, or other personal data without consent;

f. creating, sharing, or threatening to share edited, sexualised, humiliating, misleading, or AI-generated content involving another person;

g. impersonating another person or misusing another person's name, image, account, role, or identity;

h. misusing EUROAVIA platforms, databases, admin rights, forms, websites, cloud storage, mailing lists, or social media access to harass, intimidate, exclude, monitor, shame, or target a person;

i. accessing, downloading, copying, altering, deleting, leaking, or misusing personal information, complaint information, private communications, or internal records without authorisation;

j. encouraging others online to harass, exclude, mock, threaten, or retaliate against a person.

Digital conduct may violate this Policy even if it happens outside official EUROAVIA platforms, where the conduct is connected to EUROAVIA or affects the safety, dignity, participation, trust, or functioning of persons within EUROAVIA spaces.

4.2 Bullying and Incivility

Bullying and incivility may violate this Policy even when they are not based on a protected ground. Such conduct can harm dignity, participation, trust, wellbeing, cooperation, and safety within EUROAVIA spaces.

1.1.5 Bullying

Bullying means targeted mistreatment, intimidation, humiliation, abuse, exclusion, or undermining of a person or group. It may occur through a single serious incident or through repeated behaviour and may be carried out by one person or by a group.

Bullying may include, but is not limited to:

- a. aggressive, intimidating, humiliating, or threatening behaviour;
- b. repeated insults, belittling comments, ridicule, hostile criticism or personal attacks without constructive purpose;
- c. deliberate exclusion from meetings, chats, activities, opportunities, decisions, or team interactions in order to isolate, punish or undermine someone;
- e. spreading rumours, lies, misinformation, or hostile narratives about a person;
- f. sabotaging a person's work, role, application, participation, event experience, or reputation;
- g. withholding necessary information, access, resources, or support in order to undermine participation or performance;
- h. assigning unreasonable, humiliating, impossible, meaningless, or degrading tasks without legitimate organisational reason;

- i. pressuring a person to resign, withdraw, leave, avoid an event, or stop participating;
- j. group targeting, mobbing, coordinated exclusion, or collective humiliation;
- k. using seniority, experience, role, popularity, access, or social influence to intimidate, silence, manipulate, or control another person.

Bullying may be especially serious where there is a power imbalance, including formal authority, informal influence, seniority, popularity, access to opportunities, or control over participation

1.1.6 Incivility

Incivility means rude, disrespectful, discourteous, hostile, humiliating, or disruptive conduct that undermines a respectful and safe EUROAVIA environment. Incivility may be lower in intensity than bullying or harassment, but may still harm participation, collaboration, trust, and wellbeing, especially when repeated or left unaddressed.

Incivility may include, but is not limited to:

- a. repeated interruptions, dismissive responses, condescending tone, eyerolling, mocking, or hostile sarcasm;
- b. public insults, shouting, humiliation, or aggressive criticism;
- c. repeatedly ignoring, talking over, excluding, or belittling a person;
- d. using jokes, memes, comments, traditions, or “banter” to demean or embarrass others;
- e. intentionally undermining a person’s contributions, participation, or ability to speak, ask questions, disagree, or report concerns.

EUROAVIA encourages open discussion, disagreement, debate, humour, feedback, constructive criticism and reasonable enforcement of rules, deadlines, safety requirements, and role expectations. These do not violate this Policy when expressed respectfully, proportionately, and in good faith.

However, such conduct may violate this Policy if it is delivered in a humiliating, hostile, discriminatory, threatening, abusive, retaliatory, or disproportionate manner.

1.1.7 Hazing and Harmful Group Practices

Hazing means any activity, ritual, challenge, initiation, tradition, or expectation connected to joining, participating in, or being accepted by a group that humiliates, degrades, abuses, pressures, excludes, or endangers a person, regardless of whether the person appears willing to participate.

Hazing and harmful group practices may include forced or pressured alcohol or substance use, humiliating games or dares, public embarrassment, unsafe physical activity, sexualised challenges, pressure to reveal private information, or exclusion or punishment for refusing to participate.

EUROAVIA traditions, jokes, social activities, and informal practices must respect dignity, consent, safety, and inclusion. A practice is not acceptable only because it is traditional, popular, repeated, or described as harmless.

4.3 Protection from Retaliation

EUROAVIA International prohibits retaliation against any person for raising a concern, making a good-faith report, expressing an intention to report, supporting another person, providing information, refusing inappropriate conduct, or participating in a process under this Policy.

Retaliation is a separate violation of this Policy, regardless of whether the original concern is ultimately substantiated.

Retaliation means any adverse action, attempted adverse action, pressure, threat, intimidation, exclusion, disadvantage, or other harmful treatment connected to a person's involvement in a concern, complaint, or investigation.

Retaliation may include, but is not limited to:

- a. excluding, isolating, or restricting a person from EUROAVIA activities, roles, opportunities, meetings, platforms, chats, or social spaces without legitimate reason;
- b. removing or reducing roles, tasks, opportunities, applications, delegations, travel support, recommendations, or representation because of a concern or complaint;
- c. intimidating, threatening, pressuring, harassing, bullying, humiliating, or treating a person with hostility because of their involvement in a case;
- d. spreading rumours, gossip, private information, misleading information, screenshots, or online content about a person because of a concern or complaint;
- e. encouraging others to exclude, shame, pressure, isolate, monitor, or target a person;
- f. pressuring a person to withdraw a complaint, stay silent, avoid external reporting channels, confront another person, or accept an informal resolution.

EUROAVIA may take temporary protective measures to prevent retaliation, including separation of persons, changes to roles or reporting lines, restrictions from activities or platforms, event safety measures, or other proportionate measures within the authority of EUROAVIA International.

A report made in good faith shall not be treated as misconduct only because it is not substantiated, cannot be fully proven, or does not result in a finding of misconduct. Knowingly false, malicious, or intentionally misleading reports may be addressed under this Policy.

Ordinary disagreement, discomfort, or reduced personal closeness after a complaint does not automatically amount to retaliation. However, it may become retaliation if it involves adverse treatment, pressure, exclusion, intimidation, or disadvantage because of a person's involvement in a concern or complaint process.

Nothing in this section prevents EUROAVIA from taking fair and proportionate action for legitimate reasons unrelated to a report or complaint.

4.4 Reporting Misconduct including Harassment, Discrimination and Retaliation

Any person who experiences, witnesses, receives information about, or is affected by conduct that may violate this Policy may raise a concern through the reporting channels designated by EUROAVIA International.

Reports may be made to the Compliance Responsible Person(s), through the Speak-Up channel [4], or, during events, to the designated Event Safety Contact where immediate action may be needed. Where there is an immediate risk to safety, emergency services, venue security, event organisers, the International Board, or other competent persons may be contacted as appropriate.

Reports may be formal or informal. Anonymous reports may be accepted where possible, but anonymity may limit EUROAVIA's ability to investigate, verify information, communicate outcomes, or take certain measures.

A person raising a concern must not be pressured to confront the respondent, accept an informal resolution, remain silent, withdraw a complaint, or avoid external reporting, support, or authority channels.

Reports must be handled with fairness, confidentiality, respect, and protection against retaliation. Confidentiality is not absolute and may be limited where sharing information is necessary to protect safety, comply with law, obtain data protection or legal guidance, conduct a fair process, or implement protective measures.

Reports made in good faith are protected, even where they are not substantiated, cannot be fully proven, or do not result in a finding of misconduct. Knowingly false, malicious, or intentionally misleading reports may be treated as misconduct under this Policy.

Where there is immediate safety risk, serious misconduct, retaliation, repeated patterns, minors or vulnerable persons, legal obligations, or risk to others, EUROAVIA may take appropriate temporary protective measures or continue necessary action even without the active participation of the reporting person.

Where a concern falls partly or fully within the authority of a Local Group, EUROAVIA International and the relevant Local Group are expected to cooperate in good faith, while respecting the distinction between international measures and local measures under the *Statutes and Bylaws* [1,2], local rules, and applicable law.

The detailed steps for receiving, assessing, informally or formally handling, investigating, deciding, documenting, closing, and retaining cases are set out in the Case Handling and Investigation Procedure [3], Speak-Up Policy [4] and Speak-Up related documents.

4.5 Sanctions and remedial actions

Where a concern under this Policy is substantiated, EUROAVIA International may take fair and proportionate sanctions or remedial actions within its authority.

Measures may include guidance, warnings, training, restrictions on contact or participation, removal from an activity, event, platform, role, Working Group, Committee, project, or representative function, referral to a Local Group or competent EUROAVIA body, or referral to external authorities or professional advisors where necessary.

Temporary protective measures may be taken before a final outcome, where necessary to protect safety, prevent retaliation, or prevent escalation. Such measures are not a final finding of misconduct.

Sanctions, remedial actions and temporary measures shall be documented and handled in accordance with this Policy, the applicable *Case Handling Procedure* [3], *EUROAVIA's Data Protection Policy* [5], and applicable law.

5 Breach of this Policy

A breach of this Policy occurs when a person or body covered by this Policy violates its requirements or fails to comply with a measure, decision, or responsibility established under it.

Breaches may include:

- a. harassment, discrimination, bullying, sexual misconduct, retaliation, hazing, abuse of power, cyber-harassment, or related misconduct;
- b. knowingly false, malicious, or intentionally misleading reports;
- c. breach of confidentiality or misuse of case-related information;
- d. obstruction of a reporting, case handling, or investigation process;

- e. misuse of EUROAVIA roles, platforms, access rights, records, personal data, or communication channels;
- f. failure to comply with protective measures, restrictions, sanctions, or remedial actions;
- g. retaliation, intimidation, pressure, exclusion, or informal punishment against a person involved in a concern or complaint process.

Actual or suspected breaches should be reported through the reporting channels defined in this Policy or the applicable *Case Handling Procedure* [3].

A substantiated breach may result in measures under the section “*Sanctions and Remedial Actions*”, within the authority of EUROAVIA International and in accordance with the *EUROAVIA Statutes and Bylaws* [1,2], applicable procedures, and applicable law.

6 Definitions

Term	Meaning in the Policy
Affected person	A person who experienced, may have experienced, or was directly affected by conduct covered by this Policy. The affected person may or may not be the same person as the reporting person.
Bad-faith report	A report made knowingly falsely, maliciously, or with the intention of misleading the process or harming another person. A report is not bad faith only because it is not substantiated or cannot be fully proven.
Case Decision Committee	A small, impartial body responsible for reviewing formal cases and deciding or recommending measures within the authority of EUROAVIA International.
Complaint	A concern formally submitted or treated as requiring review under the applicable <i>Case Handling Procedure</i> [3].
Concern	Any issue, report, question, or situation suggesting that conduct may have occurred which could fall under this Policy.
Confidentiality	The duty to protect case-related information and share it only where necessary, appropriate, and permitted under this Policy, the applicable procedure, or applicable law.
Conflict of Interest	A situation where a person's personal relationship, role, interest, involvement, bias, or perceived bias may affect, or appear to affect, their ability to act fairly, independently, or objectively.
Consent	A freely given, informed, specific, voluntary, and reversible agreement to a particular interaction. Silence, lack of resistance, intoxication, fear, pressure, hierarchy, previous interaction, or previous consent does not amount to consent.

Compliance Responsible Person(s)	The designated person or persons responsible for receiving concerns and coordinating their handling under this Policy and the applicable procedure.
Data Protection Officer	The person designated to provide guidance on the lawful and secure handling of personal data, including complaint records and related confidential information.
EUROAVIA or EUROAVIA International or “the Organisation”	The international association governed by the <i>EUROAVIA Statutes and Bylaws</i> [1,2].
EUROAVIA spaces	Any physical, online, social, academic, professional, or organisational environment connected to EUROAVIA, including events, meetings, visits, Working Groups, Committees, platforms, messaging groups, social media, and related activities
EUROAVIAN(s)	An individual person participating in EUROAVIA through a Local Group or through EUROAVIA International activities, bodies, events, projects, platforms, or roles.
Good-faith report	A report made where the reporting person honestly believes that the information may be true or relevant, even if the concern is not ultimately substantiated.
Local Group	A EUROAVIA Affiliated Society, Prospective Affiliated Society, Adjunct Member, or Prospective Adjunct Member, as applicable under the EUROAVIA Statutes and Bylaws.
Members of EUROAVIA International	The legal members of EUROAVIA International, namely Affiliated Societies and Adjunct Members, unless expressly stated otherwise.
Misconduct	Behaviour connected to EUROAVIA that violates this Policy, another applicable EUROAVIA rule, or the expected standards of respectful and safe participation.
Participants	Any person covered by this Policy, including EUROAVIANs, applicants, guests, speakers, trainers, tutors, alumni, sponsors, partners,

	collaborators, volunteers, and other persons participating in or interacting with EUROAVIA-related activities.
Policy	The EUROAVIA Harassment, Discrimination, Retaliation and Misconduct Policy, including any related procedures, guidelines, appendices, or measures adopted to implement it.
Reporting person	A person who reports a concern, complaint, or possible violation of this Policy.
Respondent	A person whose conduct is the subject of a concern, complaint, or investigation under this Policy.
Retaliation	Any adverse action, pressure, threat, exclusion, intimidation, punishment, or disadvantage directed at a person because they reported a concern, supported another person, participated in a process, provided information, refused inappropriate conduct, or cooperated with an investigation.
Third party	Any person or organisation interacting with EUROAVIA who is not acting as a EUROAVIAN or EUROAVIA International body, including sponsors, partners, speakers, guests, alumni, companies, universities, venues, and collaborators.

7 Abbreviations

Abbreviations	Description
HR	Human Resources
DPO	Data Protection Officer
HDRM or HDRM Policy	Harassment, Discrimination, Retaliation and Misconduct Policy

8 Reference and Appendices

Reference Number	Document Name
------------------	---------------

1	EUROAVIA International , <i>EUROAVIA Statutes as of 03/02/2023</i> (EUROAVIA International, 2023)
2	EUROAVIA International , <i>EUROAVIA Bylaws: Official Version as of 27/09/2025</i> (EUROAVIA International, 2025)
3	EUROAVIA International , <i>Case Handling & Investigation Procedure: Official Version as of xx/09/2026</i> (EUROAVIA International, 2026)
4	EUROAVIA International , <i>Speak-Up Policy: Official Version as of xx/09/2026</i> (EUROAVIA International, 2026)
5	EUROAVIA International , <i>Data Protection Policy: Official Version as of XX/05/2026</i> (EUROAVIA International, 2026)
6	EUROAVIA International , <i>Code of Conduct & Ethics: Official Version as of 27/09/2025</i> (EUROAVIA International, 2026)
7	EUROAVIA International , <i>International Event Community Guidelines: Official Version as of 27/09/2025</i> (EUROAVIA International, 2026)