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## **Rules for the prevention of harassment and violence in the sport organization**

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## **I. GENERAL PROVISIONS**

1. The Sport Organization (hereinafter -SO) is guided by the principle that every SO employee, athlete, coach, member or other interested person respects the dignity of another person, politely and respectfully communicates with others, ensures a work environment in which the other person does not experience hostile, unethical, degrading, aggressive, offensive actions.
2. All SO employees, athletes, coaches, members and other interested persons must be acquainted with and comply with these Rules for the Prevention of Harassment, Sexual Harassment and Violence (hereinafter referred to as the Rules), which are published on the SO website and/or other information channels. SO employees, athletes, coaches, members and other stakeholders must actively participate in the creation of a friendly working environment that respects human dignity, ensures equal opportunities and non-discrimination.
3. Harassment, sexual harassment or violence against SO employees, athletes, coaches, members and other interested persons is prohibited.
4. SO harassment, sexual harassment and violence prevention policy is based on the requirements of legal acts and these Rules.

## **II. DEFINITIONS USED IN THE RULES**

5. Responsible person - a person appointed by the SO (Appointed primary contact point, Management board, Executive Committee, Director) who is the first to receive a notification or complaint about an event and organizes the examination of the complaint or event in accordance with the established procedure. The name and contact details of the responsible person shall not be made public.
6. SO employee - an employee of the SO Directorate who has an employment relationship with the organization.
7. SO member – member which has legal approval from the SO i.e. athletes, coaches etc.
8. Other stakeholders - other service staff and voluntaries.
9. Physical abuse - an intentional and undesirable act, such as fisting, beating, kicking, biting and burning, which results in injury or injury.
10. Commission - a commission formed by the order of the President/Director of SO to investigate cases of violence, harassment and sexual harassment.
11. Victim - an SO employee, athlete, coach, member or other interested person who has been harassed, sexually harassed and has been subjected to violence.
12. Report - means the provision of oral or written information about sexual harassment, violence and harassment.

13. Harassment - means unwanted conduct which, on the grounds of sex, race, nationality, nationality, language, origin, social status, religion, belief or opinion, age, sexual orientation, disability, ethnicity, religion, seeks to insult or insult the dignity of a person and creates or creates an intimidating, hostile, degrading, or offensive environment.
14. Psychological abuse - any unwanted act, including imprisonment, isolation, verbal abuse, humiliation, intimidation, psychological aggression, threats of physical force, or any other conduct that may impair one's sense of identity, dignity, and self-esteem, as well as physical harm, the mental, spiritual, moral or social health, safety and well - being of an SO employee, athlete, coach, member or other interested person.
15. Sexual harassment - means any conduct of a sexual nature, expressed orally, in writing, in writing or in physical form, intended to create or intimidate a person who is being harassed, intimidated, hostile, humiliating, humiliating or abusive. offensive environment.
16. Complaint - a written application of the victim regarding harassment, sexual harassment, violence.
17. Complainant - a person whose conduct has been reported, a complaint of sexual harassment, harassment or violence.
18. Violence - intentional physical, mental, sexual or other impact on a person by actions or omissions, as a result of which the person suffers non-pecuniary, physical or material damage.

### **III. FORMS OF HARASSMENT, SEXUAL HARASSMENT AND VIOLENCE**

19. Sexual harassment, harassment and violence can take the following forms:
  - 19.1. unwanted physical contact (e.g., slapping, stroking, caressing, flicking, trying to kiss, kissing, etc.) or requiring such contact;
  - 19.2. verbal or written humiliation (offensive laughter and jokes, constant remarks, hate speech, gossip, spreading rumors, slander, etc.);
  - 19.3. display of offensive pictures, notes or other material, offensive gestures;
  - 19.4. Demonstration or transmission of pornographic or sexist photographs, images, texts by electronic means;
  - 19.5. deliberate isolation or non-communication in sports activities, separation from social activities;
  - 19.6. intrusive communication, tracking of a person or collection of information about a person, when it is not related to the work functions performed or sports;
  - 19.7. threats or other intimidating behavior aimed at restricting a person's freedom of choice;
  - 19.8. impact on an SO employee, athlete, coach, member or other interested person in pursuit of certain conduct, services or sexual services not related to the performance of work functions or sports;

- 19.9. unjustified deterioration of working conditions compared to other persons.
20. The list of forms of harassment, sexual harassment and violence is not exhaustive.
21. Harassment, sexual harassment and violence may take other forms which are not obvious but which create an unpleasant, intimidating, humiliating or offensive environment.

#### **IV. RECOMMENDED BEHAVIOR OF SO EMPLOYEES, ATHLETE, COACH, MEMBERS AND OTHER STAKEHOLDERS TO AVOID HARASSMENT, SEXUAL HARASSMENT AND VIOLENCE AND PROSECUTION**

22. SO is recommended to follow the following principles:
  - 22.1. Analyze your behavior and evaluate whether it complies with the provisions of the Rules.
  - 22.2. Be aware, know, or guess what potential behaviors can be considered sexual harassment and violence.
  - 22.3. To be attentive and sensitive to other SO employees, athletes, coaches, members and other interested persons, to respect their private life, views, beliefs, their physical and mental integrity, to try to understand whether his or her oral, written or physical behavior may cause unpleasant, unwanted, dignified may interfere with another person in the work environment, which may prevent them from performing their functions properly, such as:
    - 22.3.1. a familiar way of greeting;
    - 22.3.2. compliments not related to the sporting characteristics of the person;
    - 22.3.3. comments on physical appearance or clothing, signs of human identity;
    - 22.3.4. unethical comments about views, weaknesses or strengths, his private life;
    - 22.3.5. unethical references (e.g., acronyms, nicknames, diminutive references);
    - 22.3.6. jokes or jokes of a sexual nature, offensive or disrespectful;
    - 22.3.7. physical contact with an SO employee, athlete, coach, member or other interested person, causing physical or psychological discomfort without observing a respectable physical distance;
    - 22.3.8. annoying showing attention, inspecting physical appearance;
    - 22.3.9. speaking tone, sounds and movements that can hurt, humiliate a person or evoke sexual associations;
    - 22.3.10. use of visual means degrading honor and dignity (posters, photographs, drawings, objects, etc.);
    - 22.3.11. sending offensive messages that degrade honor and dignity.
  - 22.4. In order to avoid unpleasant, unacceptable behavior and negative consequences of such behavior, in case of doubt that certain behavior may be undesirable or may make another person feel uncomfortable, degrade her/his dignity, it is recommended to contact in advance, discuss with SO employees, athletes,

coaches, members and other interested persons, if certain behaviors, a form of communication is acceptable.

22.5. If an SO employee, athlete, coach, member or other interested person orally, by actions or lack of response shows that certain behavior, unrelated and / or unnecessary for the performance of work functions, is not acceptable to him - it is necessary immediately to stop such behavior and limit communication to mandatory work functions.

22.6. Not to be a passive observer of behavior that violates the provisions of the Rules, but to take active steps to stop such behavior. If such behavior takes place, do not tolerate it, do not consider it a joke or a mockery, do not encourage such behavior with a supportive smile, laughter or other actions that support such behavior.

22.7. If you experience such behavior, which shows signs of harassment, sexual harassment, violence, it is advisable to say or inform the person behaving in such a calm, polite tone that the behavior is unacceptable and must be stopped. This can also be done by email or message. It is advisable to explain what gestures, words, comments, physical behavior or other actions are unpleasant, creating a degrading, offensive work or sport environment.

22.8. It is advisable to record all acts of harassment, sexual harassment, violence (behavior), time, witnesses and other significant circumstances.

22.9. If harassment, sexual harassment or violence has taken place against another SO employee, athlete, coach, member or other interested person, it is advisable to encourage her or him to speak up, encourage the respondent to report it and inform her or him immediately that such behavior is undesirable.

## **V. PRINCIPLES OF NOTIFICATION OR COMPLAINT INVESTIGATION**

23. The investigation of a notification or complaint shall be based on the following principles:

23.1. innocence - the accused is presumed innocent until a decision on violation of the Rules is made;

23.2. promptness - the investigation is carried out in the shortest possible time;

23.3. Immediateness - the victim, the complainant, the witness (es) has every opportunity to provide explanations, a version of the assessment and interpretation of their actions;

23.4. assistance to the victim - upon receipt of a complaint about violation of the rules, safe working conditions are created;

23.5. application of active preventive measures - in case of violation, appropriate individual preventive measures are applied, ensuring safe and dignified working conditions for SO employees, athletes, coaches, members and other interested persons;

23.6. objectivity and impartiality - the investigation is carried out objectively, without any preconceived notions regarding the assessment of the circumstances.

## VI. NOTIFICATION OR COMPLAINT PROCEDURE. TERMS

24. An SO employee, athlete, coach, member or other interested person who reasonably believes that she or he or another person is being harassed, sexually harassed or subjected to mental and / or physical violence has the right to submit a report or complaint to the responsible person, who would receive the information immediately but no later than the next working day to the President/Director of the SO or directly to the Office of the Equal Opportunities Ombudsman. The responsible person, among other things, also informs the victim about the possibility to access free legal aid by applying to the Legal Organization (hereinafter - LO), which provides free legal services to SO employees, athletes, coaches, members and other interested persons, in cases of harassment, sexual harassment and / or violence.
25. In the notification (complaint), an SO employee, athlete, coach, member or other interested person shall provide the following information:
  - 23.1. detailed explanations of the incident regarding the situation, manifestations and circumstances of the experienced violence, harassment or sexual harassment;
  - 23.2. identify potential witnesses
  - 23.3. provide all other available information (audio recordings, correspondence, etc.).
26. Upon receipt of a report or complaint about an event from the responsible person by the President/Director of SO, an appropriate commission consisting of 5 (five) members shall be convened. Only a member of the SO Management board, Executive Committee or President/Director may be appointed as the Chairman of the Commission, who is one of the 5 (five) members of the Commission.
27. Members of the Commission must ensure confidentiality. Members of the Commission shall be prohibited from disclosing any information relating to an investigation to persons not participating in the investigation procedure. A member of the Commission who discloses information relating to an investigation to other persons shall be liable to disciplinary action.
28. When interviewing a victim or respondent, her or his representative may also participate in the interview.
29. It is recommended that the notice or complaint be submitted as soon as possible after the date of the act or clarification of the act complained of.
30. After conducting the investigation, the commission evaluates the data received during it and within 5 working days prepares and submits a conclusion to the President/Director of SO, who makes a decision on the application of disciplinary liability or other measures.
31. The notification or complaint shall be investigated or the prevention procedure shall be performed within the shortest possible time, but not longer than within 1 month from the date of receipt of the notification or complaint.

32. The term for the investigation of a report or complaint may be extended by the SO only if due to justified circumstances (illness, etc.) it is not possible to interview the victim, the respondent or a witness. The decision on the extension of the term shall be made by the chairman of the commission.

## **VII. ATHLETES NOTIFICATION OR COMPLAINT PROCEDURE AND INFORMATION ON FREE LEGAL AID**

33. An Athlete who has reasonable grounds to believe that she or he or another Athlete is being harassed, sexually harassed or subjected to mental and / or physical violence shall have the right to submit a report or complaint to the responsible person, who shall respond to the information received.
34. Upon receipt of a complaint or report of harassment, sexual harassment, mental and / or physical violence against an Athlete, the Responsible Person shall promptly inform the Athlete Victim by providing her / him with an information about the possibility of contacting LO, a free legal aid service. All information provided by the Athlete and obtained in the course of the Athlete's assignment by the LO will be protected as a lawyer's professional secret and will not be disclosed to the public.
35. The provisions of Article 23 of the Rules shall apply to the content of the notice or complaint.

## **VIII. PREVENTION PROCEDURE**

36. The purpose of the prevention procedure is to ensure a safe and respectful working and sport environment in the SO, even in the absence of obvious signs of harassment, sexual harassment or violence or other violations of professional ethics.
37. The precautionary procedure also applies if the victim only wants to discipline the complainant and prevent such actions in the future, but does not want an investigation to be opened or there are insufficient grounds to open an investigation.
38. Following the Commission's decision to initiate the preventive procedure, the responsible person shall reacquaint the complainant with the rules, drawing attention to the points in respect of which the preventive procedure has been initiated.
39. The prevention procedure takes the form of an interview, during which the responsible person communicates separately with the respondent, with or without the participation of the victim, in order to resolve the disagreements amicably.

## **IX. FREE LEGAL AID**

40. SO employees, athletes, coaches, members and other interested persons who have experienced harassment, violence and sexual harassment or other degrading incident shall be provided with free legal aid with the help of the partnership of legal service organizations.

41. The scope of legal services ranges from consultation to assistance in gathering evidence to the preparation of complaints for further investigation (e.g. the Office of the Equal Opportunities Ombudsman).
42. Information on the provision of free legal aid to victims of harassment, sexual harassment and / or mental / physical violence to SO employees, athletes, coaches, members and other interested persons, including information on the conditions, procedure and confidentiality of free legal aid, is published on the SO website.

## **X. FINAL PROVISIONS**

43. These Rules and all their amendments are published on the SO website.