

# Eyes on the Future

## Anti-Bullying and Harassment Policy

### 1. Purpose

This policy aims to create a safe and respectful environment free from bullying and any form of harassment for all collaborators, volunteers, researchers, and beneficiaries interacting with *Eyes on the Future* (“EotF” or the “Charity”). We are committed to promoting a culture of respect, dignity, and inclusiveness in all our activities.

### 2. Scope

This policy applies to all trustees, management, and volunteers of the charity, involved in activities, researches or events funded and / or organized by *Eyes on the Future*.

### 3. Definition of Bullying & Harassment

“Bullying” encompasses any offensive, intimidating, or insulting communication, whether verbal or non-verbal, as well as physical behaviour. It involves, but is not limited to, the abuse or misuse of power with the intent to undermine, humiliate, denigrate, or harm an individual or group.

“Harassment” is any unwanted behaviour related to protected characteristics (including, but not limited to, age, sex, disability, gender, marital status, pregnancy, race, religion, or sexual orientation) that violates dignity or creates an intimidating, hostile, or offensive environment. It can be persistent or a single incident and includes unwanted sexual conduct.

### 4. Policy Statement

*Eyes on the Future* has no tolerance towards any form of bullying, harassment, discrimination or abuse, whether online or in-person, direct or indirect, towards any individual or group. All individuals involved with the charity have the right to participate in an environment free from any forms of bullying, harassment, discrimination or abuse. We take all complaints of bullying, harassment, discrimination and abuse seriously and address them promptly.

### 5. Responsibilities

#### Board of Trustees:

- Approve the policy draft submitted by management
- Propose and request changes to the policy, where necessary

#### Management:

- Ensure the implementation of the policy;
- Monitor and review the effectiveness of the policy as necessary;
- Provide all the individuals involved with EotF’s activities (trustees, management and volunteers) with a copy of this policy.

#### Volunteers, Beneficiaries and anyone involved in the activities funded or organised by Eyes on the Future:

- Treat everyone with respect and dignity;
- Read and understand the content of the policy;
- Report any incidents of bullying, harassment, discrimination or abuse immediately to the management;
- Cooperate with investigations into bullying, harassment, discrimination or abuse complaints.

## 6. Reporting and Complaints Procedure

1. **Reporting:** Individuals who experience or witness bullying, harassment, discrimination or abuse should report the incident to the management, by sending the specific complaints via email to a member of it.  
  
1.1. In the event of an incident involving the management, individuals should report the matter directly to the Board.
2. **Investigation:** Upon receiving the report, the management (or the Board) will conduct a thorough and confidential investigation. Both the complainant(s) and the accused person(s) will have the opportunity to present their version of facts.
3. **Resolution:** if the investigation confirms that bullying, harassment, discrimination or abuse occurred, *Eyes on the Future* will take appropriate action, which may include training and / or disciplinary action, including temporary or permanent suspension of relations with the Charity.
4. **Confidentiality:** All reports and investigations will be treated with the utmost confidentiality. Information will only be shared on a need-to-know basis.
5. **No Retaliation:** *Eyes on the Future* prohibits retaliation against individuals who report or participate in an investigation. Any form of retaliation will be treated as a serious violation of this policy.

## 7. Training and Awareness

All volunteers, trustees and management of the EotF will receive a copy of this policy.

## 8. Review

This policy will be reviewed as necessary by the Board of Trustees to ensure its effectiveness and compliance with current best practices.

## 9. Contact Information

For any questions or concerns regarding this policy, please contact *Eyes on the Future's* company secretary Mrs Francesca Lazzarini.