



Awareness Policy for Model NATO Germany

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Preamble

Model NATO Germany is committed to providing a safe environment for its team members, participants, and external partners/guests, free from harassment of any form. As a foundation to achieve this, the team members and participants cultivate a culture of appreciative cooperation as well as honest and respectful dealings with each other and with third parties. The team of Model NATO Germany employs a zero-tolerance policy for any form of harassment or discrimination taking place during its events, treats all incidents respectfully, confidentially, and seriously, and promptly reacts to any and all allegations of harassment. The team of the Model NATO Germany fosters a culture of turning a watchful eye and getting involved. All participants, team members, and third parties are asked to offer help to victims of discrimination and harassment as well as get involved to achieve a favorable resolution of the situation.

Male dominated discourse and interrupting or discrediting female fellow delegates or delegates of color is a well-known nuisance not only at model conferences, but at nearly every professional and non-professional work environment. We aim to create an inclusive and equal debate. All team members and participants are encouraged to call out such behavior even if it does not strictly fall within the parameters defined below.

The purpose of this Policy is to raise awareness for harassment and discrimination as well as educate on the measures for prevention. Furthermore, procedural paths for intervention are defined. Model NATO Germany offers a trained team, an Awareness Officer and two Vice-Officers, which will serve as points of contact for all people affected by discriminatory and/or harassing behavior.

Aside from providing assistance in the case of harassment or discrimination, the Awareness Officers also serve as points of contact for any other issues, inconveniences, or grievances the participants experience. Please contact the Officers before, during, and after the Conference if needed.



§ 1 Guiding Principles

1. Within its competence, Model NATO Germany shall take appropriate and reasonable measures to ensure that the rights of its members and participants to equal treatment and non-discrimination are respected and protected.
2. The Model NATO Germany team takes necessary preventative measures to protect the persons concerned and creates a set of rules to ensure the best possible handling.
3. Anyone who, as an affected, potentially affected, or uninvolved person, points out discrimination, harassment or behavior that violates the dignity of persons shall not suffer any disciplinary action, discrimination, or disadvantages as a result of this report, unless they were the perpetrator.
4. Those affected are encouraged to exercise their rights and to report cases of harassment, discrimination, and violence they have experienced to the advice and trust centers, and to seek advice and make complaints. Model NATO Germany also encourages third parties who witnessed such (potential) events to report those to our Awareness Officers.
5. It is our responsibility to engage in dialogue with all pertinent parties to gain a comprehensive understanding of the current situation.

§2 Scope of Application:

1. The Awareness Policy applies to all participants, team members, and third parties which will take part in any of Model NATO Germany e.V. events or any parts of its program.
2. The Policy applies in discrimination, harassment, sexual harassment, or similar cases if at least one person belongs to the in § 2 (1) defined group of people.
3. The Policy applies to all the Model NATO Germany functional areas, both in the organization, the preparation, and actual execution. The Policy does not replace any legal regulations of the Federal Republic of Germany but is to be seen as an addition to these.

§3 Definition of Terms

1. The policy targets all explicit and implicit forms of discrimination and harassment based on characteristics such as but not limited to:
 - a. race or ethnicity,
 - b. gender or gender identity,
 - c. sexual identity,
 - d. religion or beliefs,
 - e. impairments classified as disabilities,
 - f. age or other individual features,
 - g. socio-economic background.
2. Explicit discrimination shall be deemed to occur if a person, on the grounds of one or more of the categories referred to in subsection (1), is treated less favorably than another person in a comparable situation, experiences, has experienced, or would experience.
3. Discriminatory harassment refers to a situation where unwanted conduct related to any personal characteristic including, but not limited to, the purpose or effect of violating the dignity of a person, creating an intimidating, hostile, degrading, humiliating, or offensive environment. This includes condescending or paternalistic remarks.
4. Implicit bias and microaggressions refer to commonplace verbal, behavioral or environmental slights and constitute a statement, action, or incident regarded as an instance of indirect, subtle, or unintentional discrimination.
5. Sexual harassment refers to a range of unwelcome behaviors, advances, comments, requests, or any other conduct of a sexual nature that occurs in various social and professional settings. It encompasses actions or communication that make an individual feel offended, humiliated, threatened, or intimidated on the basis of their gender or sex. It includes situations where a person is asked to engage in sexual activity as a condition of that person's success in any action, as well as situations that create an environment that is hostile, intimidating, and/or humiliating for the recipient.
6. Sexual harassment can involve one or more incidents, and actions constituting harassment may be physical, verbal, and/or non-verbal. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

Physical conduct:

 - a. Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching,
 - b. Physical violence, including sexual assault,
 - c. Physical contact, e.g., touching, pinching,
 - d. The use of job-related threats or rewards to solicit sexual favors.

Verbal conduct:

- a. Comments on a person's appearance, age, private life, etc.
 - b. Sexual comments, stories, and jokes
 - c. Sexual advances
 - d. Repeated and unwanted social invitations for dates or physical intimacy
 - e. Insults based on the sex of the addressed person,
 - f. Sending sexually explicit messages (by phone, mail, or any other medium)
7. The definitions of the German General Equal Treatment Act ([Allgemeines Gleichbehandlungsgesetz](#)), including case law based thereon, shall apply to the application of this Policy accordingly.

§ 4 General Prohibition

1. Discriminations in the sense of § 3 (5) and (4) as well as harassment in the sense of § 3 (3) and (6), are to be refrained from. They disrupt the event and will be examined as a violation of this Policy and the General Equal Treatment Act and sanctioned accordingly.
2. All participants and members of the organizational committee and their cooperation partners undertake efforts, within the scope of their duty of care, to ensure that any form of discrimination and harassment are avoided or eliminated and if necessary, legally prosecuted.
3. Discrimination and harassment, taking advantage of dependency relationships between organizers and participants in the event, especially if these occur under threat of personal or professional disadvantages, such as the threat of exclusion, are considered particularly serious and treated accordingly.

§5 Preventative Measures

1. In particular, the following basic measures will be taken to raise awareness and prevention and to promote effective equality:
 - a. the publication of this Policy in digital form on the Model NATO Germany website
 - b. by taking part in Model NATO Germany, all participants, team members and third parties agree to this policy,
 - c. possible complaints and ways of conflict resolution for all participants, team members and third parties in German and English,
 - d. the establishment of at least one Awareness Officer and Vice Officers, which should be of diverse composition,
 - e. The Awareness Officers are appointed by the board of Model NATO Germany e.V. and serve until the election of a new board,



- f. embedding diversity and anti-discrimination in recruitment of the team members and the application process for the participants and team members.
2. The Awareness Officers shall be responsible for the following actions:
 - a. to educate team members and participants on appropriate behavior and raise general awareness on the topic,
 - b. the development and advancement as well as the proposal of further measures for the promotion of equal treatment and anti-discrimination in all areas of the event,
 - c. to take over the complaint and counseling service for the issues of harassment and discrimination of the event,
 - d. the appropriate preparation of the organizational team, for example through different training,
 - e. the annual evaluation of the awareness and prevention measures,
 - f. the evaluation of the anonymized counseling and complaint cases,
 - g. the annual report to the Model NATO Germany board on the effectiveness of the preventive measures and the entire set of rules and regulations,
 - h. If one Awareness Officer is acquainted with one of the parties involved, they should delegate the case to one of their counterparts.
 - i. to maintain neutrality and remain free of biases.

§ 6 Contacting the Awareness Officers

The Awareness Officers are to be contacted in the following means:

1. E-mail contact awareness@modelnatogermany.de or their respective private e-mail addresses to be published at the beginning of this policy or the website. They may be contacted using a burner-account to ensure anonymity, if desired.
2. [Anonymous Microsoft Teams Form](#)
3. During the conference, they may be contacted in person. The Awareness Officers can be identified visually as their picture should be published on the website, by their position printed on the name tag, or because they introduced themselves as such.

§ 7 Counselling Process

1. Model NATO Germany will set up a counseling service for the conference and its participants. The counseling service is run by the Awareness Officers with the optional, additional assistance of the board.
 - a. The service must be easily accessible for all parties.
 - b. The service shall be deemed as the first point of contact for potential misconduct within the framework of this Policy and will inform about the existing options for complaints and the course of the complaint procedure.
 - c. Any person entitled under §2 may have recourse to counselling.
 - d. The counselling can take place online (possibly anonymously), in a conversation, or in a fixed appointment. Most importantly, the person seeking the counselling must be offered a safe space for conversation.

- e. No formal complaint or action needs to follow the counselling service.
- f. The wishes of the complainant are to be respected regarding further (in)action. If necessary, the Awareness Officers seek conversations with all relevant parties.

§ 8 Complaint Procedure

1. The procedure is designed to safeguard the affected party from their alleged perpetrator. All measures, as outlined in the annex, are dedicated to protecting the victim of such a situation. The Awareness Officers, the board as well as all other team members pledge to create a safe space for those affected.
2. The initiation of the complaint procedure is as follows:
 - a. All persons named in § 2 are entitled to file a complaint and can do so anonymously or open in any of the forms mentioned in § 6.
 - b. The Awareness Officers shall conduct the formal complaint procedure unless specific responsibilities are provided.
 - c. The person filing the complaint may indicate a preference as to which member of the Complaint Office they would like to interact with when initiating the process.
 - d. The complaint must describe the events that are perceived as disadvantageous and discriminatory. Witnesses and other evidence, if available, should be attached or named. The complaint should state which other persons have already been informed about the incidents and whether measures have already been initiated.
 - e. The complaint is to be declared in text form or verbally for recording with the Awareness Officers. The Awareness Officers may assist the person in writing a report and/or testimony. The person making the complaint may seek assistance from a trusted person. The Awareness Officer will inform the complainant of his or her options and of the further procedure. In individual cases, it must be examined to what extent provisional measures must be taken to protect the person concerned and whether a transfer to a German authority must take place.
 - f. If necessary, the Awareness Officers will seek conversations with all relevant parties.
 - g. In case of an anonymous procedure, please note that the Awareness Officers may not be able to investigate the matter to its fullest extent and may not be able to put in effective sanctions.
 - h. If at least two of the Awareness (Vice-)Officers are involved in the case, the board must search for a replacement among the team members of the organization team and vote for them with a two thirds majority in an ad-hoc meeting. The team member is to become, effective immediately, a new Awareness Officer for the time being, and investigate the case following paragraph 4. In case that the old Awareness Officer is found innocent, they have to be reinstated immediately.

4. Investigation of the state of affairs

- a. The Awareness Officers shall investigate the facts of the case at their own discretion with the help of the means at their disposal. To this end, they must inform the accused of the main content of the complaint and give the respondent the opportunity to position himself or herself regarding the allegations, including, but not limited to, giving a comment, submitting witnesses, or compiling a testimony.
- b. Questioning of the parties and witnesses shall take place separately. If desired, the interviewees may be accompanied by a person of trust. The right to consult a legal counsel remains unaffected. All oral interviews, statements and discussions shall be recorded, transcribed, or compiled to a written testimony and signed by the corresponding person.
- c. The Awareness Officers shall prepare a final report based on their investigation of the facts. The report shall include recommendations for measures. The board may decide on the adoption of these measures by the Awareness Officers after internal consultation.
- d. The final report is to be stored within the organization's data structure for two years. Only the board and the Awareness Officers may access the report and they commit not to disclose any contents of the report to third parties. Awareness Officers or board members will not have access to any complaints that have been made against them.

§ 8 Sanctions

1. Discrimination, discriminatory harassment, or any other form of harassment within this Policy are subject to review under regulatory, service, labor, or other applicable laws. In addition, they may constitute criminal offenses. Any rights to hand over these cases to the relevant criminal investigation authority are reserved.
2. The catalogue of measures is listed in the Annex below.

§ 9 Data Privacy

Model NATO Germany processes all information collected and stored under this Awareness Policy in accordance with applicable legal measures. More detailed information can be found on the Model NATO Germany website or in the General Terms and Conditions. Furthermore, due to its sensitivity, information is handled as confidentially as possible and only shared with individuals for whom this information is essential.

§ 10 Entry into effect

The Policy shall enter into effect on October 1st ,2023, updated on July 26, 2024.

Annex – Catalogue of measures

The measures specified below are a non-exhaustive list of potential measures that Model NATO Germany reserves to take. The Board may at any point decide to take other, non-specified measures, that they deem most appropriate, or a combination of measures. Furthermore, they reserve the right to contact the German criminal and investigative authorities at any given time to forward cases.

All measures and decisions can be challenged by addressing the Board (board@modelnatogermany.de), upon which the affected person will be granted an appropriate hearing. The Board may retract any measures at any point, which does not entail any rights to compensation. Affected parties are entitled to leave the event voluntarily and at their own expense at any given time.

Measure	Who Issues	Consequence
Verbal Reprimand	Chairs and Co-Chairs, Awareness Officers, Members of Board, Members of the Organizational Committee	Verbal Reprimands are intended as low-effort and -stake notifications of misconduct and carry no immediate consequence in themselves. If a person was to receive a third Verbal Reprimand, they receive a written reprimand instead. The Awareness Officers will be informed and keep track of issued reprimands.
Written Reprimand	Awareness Officer, sanctioned by the Board	Any additional reprimand of any kind after the first written reprimand will result in exclusion from the conference.
Exclusion from Awards	Board	This may affect individual awards or delegation awards, if entire delegations approved, facilitated, or in some form supported the misconduct. Excluded individuals may not take part in photographs and will not be mentioned on the Award Certificates.
Change of Committee	Board	This may affect either one or both parties involved in a conflict. Individuals will not be given a choice of alternative committee.
Exclusion from Socials	Awareness Officer, Board	Individuals may be removed from socials at the discretion of the Awareness Officer or any Board Member with subsequent sanction by the Board. Removed Individuals may not take part in any further social activity conducted by Model NATO Germany and are not entitled to any compensation or alternative programming.
Exclusion from Conference	Board	Individuals or entire delegations may be asked to leave the conference and venue immediately. They will not receive certificates and will have no claim on any compensation or refund. This is seen as a last resort measure for extreme cases.