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Other documents referenced here and where to find them

- Complaints form
-Publicly available on peopleandplanet.org
- Staff Handbook
-one.peopleandplanet.org
- List of options for survivors
-Stored in 'Events' folder on Nextcloud
- Basic disclosure guidance for staff
-Stored in 'Events' folder on Nextcloud
- What to do in the event of a disclosure of sexual violence (flowchart)
-Stored in 'Events' folder on Nextcloud

1.0 People & Planet Sexual Violence Policy

1.1 What is this policy for?

The aim of this policy is to ensure that People & Planet does not enable discrimination, harassment, or sexual violence. The policy also contains guidance on what steps should be taken if the People & Planet staff team is made aware that discrimination, harassment, or sexual violence has taken place.

1.2 How can People & Planet create an empowering environment for survivors?

- a) All new staff members should receive in-house basic disclosure training from the Operations Co-Director. New staff members should also read through each of the following documents:
 - Basic disclosure guidance for staff

- What to do in the event of a disclosure of sexual violence (flowchart)
- List of options for survivors

b) Before every People & Planet event, staff should re-familiarise themselves with our basic disclosure training guidance.

c) Before every People & Planet event, staff should identify a space where they can take someone if they wish to chat privately. A copy of the following documents must be on hand, either digitally or in print:

- Basic disclosure guidance for staff
- What to do in the event of a disclosure of sexual violence (flowchart)
- List of options for survivors

d) People & Planet should be prepared to fund travel where needed for anyone who has been affected by a breach of our Code of Conduct. This is particularly relevant for survivors of sexual assault.

For example, People & Planet should be prepared to fund a survivor's travel home from a People & Planet event in the aftermath of a rape or sexual assault. We may also need to fund a survivor's travel to a hospital, rape crisis center etc.

Similarly, if we receive a request to ask someone to leave a People & Planet event because they have breached the Code of Conduct, we should also be prepared to fund that person's travel home.

1.3 What is our Code of Conduct for?

People & Planet's Code of Conduct outlines our expectations of everyone in our network. The Code of Conduct applies equally to everyone in our network, including staff. If someone believes that the Code of Conduct has been breached, they can submit a formal complaint using our complaints form.

A complaint can be launched against or submitted by a student, staff member, or anyone else.

Once a complaints form has been filled out, the person who made the complaint should remain anonymous. Only one staff member should know the name of the person who made the complaint. This should be the staff member who receives the complaint initially, or (if relevant) the staff member who guides the person through the complaints process. For example, a staff member may be approached by a member of the network who is concerned that the Code of Conduct has been breached. In this instance, the staff member should give that person the option of filling out a complaints form and guide them through the process.

From this point onwards, a copy of the complaint should be made with the name of the person who made the complaint redacted.

A signed and dated paper copy of the complaint should be kept locked securely in the People & Planet office.

The redacted copy of the complaint should be passed on to the Co-Director: Operations who will then ensure that the disciplinary process is followed correctly. If the complaint that has been made is a complaint against the Co-Director: Operations, then the complaint should instead be passed to their manager, and the complaint will be dealt with through the usual disciplinary process for staff.

The name of the person who has made the complaint should be redacted in all documents throughout the disciplinary process.

1.4 How does the disciplinary process work?

Note: If the complaint has been made against a staff member, it should be dealt with through the usual disciplinary process for staff.

If a complaint has been submitted, the next step is that a panel will decide what action, if any, should be taken.

Members of the disciplinary panel should be limited to:

- One student trustee
- One non-student trustee
- Two Co-Directors

The panel should be selected by the Co-Director: Operations.

The panel should read through the complaints form before the meeting, and aim to reach a decision using consensus by the end of the meeting.

The *Guidelines for Disciplinary Panel* [Section 3] describes the process for taking action (or not) in more detail.

Section 2: People & Planet Code of Conduct

People & Planet aims to create a student movement that is welcoming, inclusive and supportive for all. When we come together to organise in a respectful and considerate way, we are creating the change we want to see in the world.

Staff and students are required to respect each other's physical and emotional boundaries. Always get explicit verbal consent before touching someone. If people prefer not to answer a question, do not demand a response. If a member of a liberation strand, for example, a black student, requests that you change your use of language regarding topics about their liberation

strand, please be respectful and change your use of language. Where participants feel marginalised, oppressed or discriminated against by people, groups or processes, we will listen.

People & Planet will not not tolerate any kind of discrimination, including (but not limited to) racism, ageism, homophobia, biphobia, transphobia, sexism, body-shaming, slut-shaming or ableism. Similarly, prejudice based on ethnicity, nationality, class, gender identity, gender presentation, language, ability, immigration status, political or religious affiliation will not be tolerated.

People & Planet has a zero tolerance policy towards rape and sexual assault.

Breaches of this code of conduct will be dealt with through our complaints procedure. If an accusation had been made against you, you may be asked to leave an event while the issue is investigated.

Section 3: Guidelines for Disciplinary Panel

This document outlines People & Planet's disciplinary procedure relating to violations of People & Planet's Code of Conduct. **If the complaint has been made against a staff member, the usual disciplinary procedure for staff should be followed.** This can be found in the Staff Handbook.

Note: It is not the role of the disciplinary panel to decide whether or not they believe an incident has taken place. It is their role to take action to protect the welfare of the People & Planet network. If a complaint has been made, it is because someone has been made to feel unsafe. The panel's role is to make that person and the rest of the network feel safe, this is the motivation deciding which actions, if any, to take. The panel should use consensus decision-making.

At the start of the meeting, members of the panel must declare any relationship they may have to the person who the complaint has been made against. This should be included in the minutes.

3.1 Action that may be taken

Below is a range of steps that may be taken by the panel to protect the welfare of the People & Planet network. The panel may decide to take none, some, or all of these steps.

Once a complaint has been made against someone, the panel has the power to:

a) Remove their positions of power in People & Planet, including but not limited to:

- Regional organiser status
- Regional coordinator status
- Trusteeship

b) Prevent them from taking up positions of power in People & Planet in the future, including but not limited to:

- Sitting on a steering group or working group
- Regional organiser status
- Regional coordinator status
- Trusteeship

c) Fund them to attend trainings related to the area of the code of conduct which has been breached. E.g collective liberation training, consent training, or any other trainings the panel deems suitable.

d) Ban them from attending future People & Planet events, for an amount of time determined by the panel. These events include but are not limited to:

- Workshops run by People & Planet staff
- Regional Gatherings
- Regional Organisers' Training
- Power Shift

3.2 Once a decision has been reached

Any decisions made by the disciplinary panel should be entered into the database as an 'activity' attached to that person's profile.

The Operations Co-director is responsible for ensuring action has been taken in line with the panel's decision.

The minutes taken during the disciplinary panel's meeting should be locked away securely along with the original, non-redacted completed complaints form, as well as the redacted complaints form.

Any decision taken by the disciplinary panel should be communicated via email to the person who made the complaint. This communication should be from the staff member who initially received the disclosure or complaint. This is to ensure that only one staff member should know the details of the person who made the complaint.

Note: If a complaint has been made against someone, the panel should **not** remove them from the database, regardless of any action taken.