

# Social Safety policy

Machiavelli strives to create a safe environment for all members in which everyone treats each other with respect and dignity. With this goal in mind, Machiavelli created a policy to appropriately respond to any form of unacceptable behaviour within the association. All complaints about such conduct will be treated with respect, trust and confidentiality. This document provides an overview of the Social Safety Policy of Machiavelli, defining unacceptable behaviour, explaining the role of the board in combating this issue and stating consequences for unacceptable behaviour.

Machiavelli is a study association that falls under the University of Amsterdam (UvA). Our Social Safety Policy is therefore in line with the broader Code of Conduct of the university, that can be found on the university's website.

## Definition of unacceptable behaviour

To define unacceptable behaviour, we remain in line with the definition that the University provides in the Code of Conduct mentioned above. This being: unacceptable behaviour compromises any behaviour that is stressful to the person on the receiving end, because it either jeopardises or injures the other person's bodily or mental integrity. It may include, but is not limited to, physical and verbal aggression, (sexual) harassment, discrimination and exclusionary behavior, and bullying. Unacceptable behaviour refers to any situation where at least one person involved may reasonably feel that the behaviour is unacceptable (Code of Conduct of the University of Amsterdam). Of course, this is an umbrella term, hence we will assess each case individually and determine the correct course of action to take.

### Physical and verbal aggression

Physical aggression is behaviour that causes or threatens to cause physical harm to others. Verbal aggression is behaviour that is considered offensive, obscene, or profane language or sexual advances.

### (Sexual) harassment

(Sexual) harassment is any unwanted acts (of a sexual nature) that make a person feel in any way uncomfortable, humiliated, and/or intimidated. (Sexual) harassment can involve multiple, or just one incident. Harassment can be physical, verbal, and nonverbal. Intimidation is an act that is carried out by someone to make another person fear harm. It includes situations that create an environment that is hostile, intimidating, or humiliating to the recipient.

### Discrimination:

Discrimination is the unjust and/or biased treatment based on belonging to a certain group, on the basis of race, religion, age, sex, sexual orientation, disability, or other grounds. Exclusionary behaviour is behaviour that has the effect of excluding someone on an unfair basis.

### Bullying

Bullying involves causing harm to others, whether it be physical or verbal. This can manifest in a multitude of ways. Bullying is a continuous and intentional abuse of power in

relationships through repeated verbal, physical, and/or social behaviour with the intent to cause physical, social, and/or psychological harm.

## **Role of the Board of Machiavelli**

### External relations

Machiavelli will always value the safety of our members over any external partners or deals that we may have. Our members' safety is our top priority.

Following this, we will keep a private list of people who have violated our social safety policies. We keep an eye on this with regards to their attendance of events such as borrels.

The board of Machiavelli strives to make all our members feel safe and welcome at events. We aim for this through multiple strategies:

1. We have installed two internal and one external trust persons.
2. We try to host events at locations with professional and trustworthy staff, ensuring that they will also value the safety of our members.
3. There will always be one (or more) board member(s) present at any Machiavelli event to which students can report or discuss problems.
4. The board has created a list of names, partners and locations with whom we will not engage anymore due to cases of unacceptable behaviour. This will be passed on to the next board.

### Complaints procedure

Anyone who is confronted with unacceptable behaviour should, if possible, inform the alleged perpetrator that this behaviour is undesirable for them.

Machiavelli acknowledges that with regards such unacceptable behaviour, it may be impossible for the victim to inform the alleged perpetrator. Machiavelli also encourages people who witnessed unacceptable behaviour to report this. In that case we will try to handle the situation appropriately in collaboration with the bystander and with the victim's consent.

In the case a victim does not feel comfortable addressing an alleged perpetrator directly, they can contact one of the internal or the external trust persons of Machiavelli. This contact can take place either in person or via a text, email or phone call. Additionally, there is an option to do this anonymously via an anonymous Google Form on the website and on Instagram. At every Machiavelli event, trip or borrel there will be a trust person present. The trust persons are the designated board members for this, but the victim can approach other board members in situations that may not allow them to reach out to a trust person. Regardless of the nature of the complaint, all information will be treated with confidentiality and utmost respect. The identity of the victim will not be known to anyone other than the trust person in question, unless the victim explicitly gives permission for this.

When one of the trust persons receives a complaint, these are the steps they will follow:

- They will talk to the victim and will gather important information about the incident.
- They will ask the victim what they would want to do from that point onwards: what Machiavelli can do for them and which next steps they can take.
- They will inform the victim about the resources that are at their disposal, fit for the incident that happened and will tell them about the universities' confidential adviser for undesirable behaviour.

In case of a complaint about a Machiavelli board member, the external trust person will execute the steps above.

To combat unacceptable behaviour within our association, we need to enforce the policy we described above. Therefore, there is a list of measures we will take in case of unacceptable behaviour.

In case of unacceptable behaviour at a Machiavelli event, the board can decide to enforce one of the following sanctions:

- Be suspended as a member of Machiavelli for the rest of the academic year.
- Be disqualified to be a member of Machiavelli.
- If they hold a position within Machiavelli, they could be dismissed from their position, or face a suspension, in consultation with the advisory council of Machiavelli.

Before proceeding to these measures, the trust persons will try to enter conversation with the accused student. If we believe that the complaint is valid, one of the above measures will be taken.

If a situation unfolds between Machiavelli members, but not at a Machiavelli event, our possibilities for action are limited. However we will strive to provide students involved with the correct resources, as well as someone to talk to about the situation.

All accusations, to both students and non-students will be documented anonymously and be carried on to future trust persons, to prevent loss of information.

*On behalf of Storm Brinkhuis and Jessica O'Connor, trust persons of the 58th board of SV Machiavelli.*