



HERALDIC INSTITUTE e.V.

## Sexual Harassment & Inappropriate Behaviour Policy

### 1. Purpose and Scope

The **Heraldic Institute e.V.** is committed to providing an environment free from sexual harassment, discrimination, and any form of inappropriate or abusive behaviour. This policy applies to:

- All members of the association (Vereinsmitglieder)
- Fellows
- Volunteers
- Employees
- Contractors and service providers
- Participants in public or private events hosted or co-organised by the Institute

This policy is rooted in respect for human dignity and is consistent with the **Allgemeines Gleichbehandlungsgesetz (AGG)** and relevant provisions of **German civil and labour law**.

### 2. Definition of Sexual Harassment

Sexual harassment is **any unwanted or inappropriate verbal, non-verbal, or physical behaviour of a sexual nature**, including but not limited to:

- Unwanted touching or physical contact
- Lewd remarks, jokes, or comments about someone's appearance or body
- Display or circulation of sexually suggestive images or materials
- Inappropriate messages, emails, or social media communications
- Making participation in activities or advancement within the Verein conditional on sexual favours (quid pro quo harassment)

Sexual harassment may be a **one-time incident** or a **pattern of behaviour**, and it does not require intent to harass.

### 3. Other Inappropriate Behaviour

In addition to sexual harassment, we prohibit:

- Verbal abuse, threats, or insults
- Bullying or intimidation
- Discriminatory remarks based on gender, ethnicity, religion, sexual orientation, disability, or age
- Any conduct that creates a hostile, offensive, or degrading environment

### 4. Reporting Procedures

We encourage all individuals who experience or witness harassment to report it **promptly and confidentially**.

#### Reporting channels:

- Contact the Deputy Director Wilhelm Horwood FHI CStL
- Email to: [director@heraldicinstitute.com](mailto:director@heraldicinstitute.com)
- Submit a written, sealed complaint to: 33 Kathie Road, Bedford MK42 0QJ, England

All complaints will be taken seriously and investigated **objectively and confidentially**, in line with German data protection law (DSGVO).

### 5. Investigation and Resolution

Upon receiving a complaint:

- An initial assessment will be conducted within **14 working days**
- A formal investigation may be initiated if warranted
- All involved parties will be treated with fairness and respect
- If misconduct is confirmed, disciplinary measures may include:
  - Verbal or written warnings
  - Suspension or termination of membership
  - Ban from events or premises
  - Reporting to authorities where legally required

## 6. Protection Against Retaliation

The Heraldic Institute strictly prohibits any form of **retaliation or victimisation** against individuals who file a complaint or cooperate in an investigation. Retaliation itself will be treated as a serious violation of this policy.

## 7. Training and Awareness

We commit to:

- Raising awareness of this policy among members and staff
- Providing training where appropriate
- Reviewing and updating this policy regularly

## 8. Legal Framework

This policy is in accordance with:

- **AGG (Allgemeines Gleichbehandlungsgesetz)**
- **BGB (Bürgerliches Gesetzbuch – German Civil Code)**
- **DSGVO (Datenschutz-Grundverordnung – EU GDPR)**
- The **Satzung (Statutes) of Heraldic Institute e.V.**

## 9. Contact

If you have any questions about this policy, please contact:

**Deputy Director Wilhelm Horwood FHI CStL**  
**director@heraldicinstitute.com**  
**33 Kathie Road, Bedford MK42 0QJ, England**