

Creating an Internal and External Charter

The importance of a charter

- To ensure everyone, regardless of gender, origin, appearance, disability, or differences, feels welcome and can enjoy the event.
- To clearly state the values and behaviours that are not tolerated, to deter potential aggressors and protect staff and attendees.
- To foster an atmosphere of kindness, respect, and sharing.
- To ensure cohesion and agreement on values within the team.

How to create a charter

Ask questions within your team:

- Have you ever been a victim, witness, or had reports of:
 - Discriminatory or oppressive remarks
 - Harassment, sexual aggression, or rape
 - Aggressive or physically violent individuals (Whether among staff, between staff and attendees, or among attendees)
- If yes, how did you react? (For each situation)
 - Toward the victim? Toward the aggressor?
 - Could you have reacted differently/better? How can this be prevented or better managed in the future?
- Have you implemented measures to prevent disrespectful or discriminatory behaviour? If yes, which ones?
- Have you implemented measures to prevent workplace harassment or sexual violence?
- Have you discussed discrimination, harassment, and sexual violence in the workplace and festive environments with your teams?
 - If yes, with whom (offices, volunteers, security teams, referents...)? And in what format? (training, briefings...)
 - Can these questions be addressed during the recruitment stage?

Reflect internally:

- What are the values that matter to your organization? (Define them in 3 words)
- What are the non-negotiables? What is punishable by law?
- Anticipate and plan: Are there measures to protect staff and attendees and create an inclusive festive space? (See questions to ask before an event) → protocol
- Who is the referent/responsible for risk reduction?
- Where is the charter? Is it easily accessible to staff?
- Do the remedies proposed by the charter reflect reality? Are they realistic?
- Be mindful of biases (related to gender, race, power dynamics...): involve diverse staff in the process.

How to translate these questions into a charter

Internal

The internal charter should include:

1. The organization's values.
2. What is prohibited by law and by the organization: What is punishable by law? What other behaviours are not punishable by law but are not tolerated? (Disrespectful behaviour, insults, discrimination, harassment (moral, sexual...))
3. The measures/commitments implemented by the organization (for events and internally) and how they are applied in practice. Examples:
 - Staff information (training upon arrival, briefing before each event, review of difficulties encountered with violence at each work session?)
 - Systems to combat violence and discrimination (Partnerships with NGOs? Who is the contact person?)
 - How is information transmitted? (Google Drive, email before each major event, regular meetings)
4. Who is the contact person in case of a problem within the staff?
5. Sanctions applied in case of non-compliance.

External

The external charter can be a condensed version of the internal charter. It should include:

1. The organization's values.
2. What is prohibited by law and by the organization.
3. Who to contact in case of a problem during the event (Care team? Bar? Helpdesk?).
4. Sanctions in case of non-compliance (e.g., exclusion).
5. How to contact the organization after the event, whether to report violence or provide feedback (e.g., email? Instagram?).