



Bullying, Harassment, Abuse and Harm Policy

Organization: Discovery Foundation P.C. Effective Date: May 18, 2022

1. Purpose and Scope Discovery Foundation P.C. is irrevocably committed to providing a safe, inclusive, and equitable working and collaborative environment, free from all forms of bullying, harassment, discrimination, and abuse. We maintain a strict Zero Tolerance approach toward such behaviors. This policy applies to all employees, board members, volunteers, contractors, suppliers, and partners acting on behalf of Discovery Foundation P.C., regardless of their location or the nature of their contract.

2. Definitions and Forms of Violations This policy explicitly recognizes and prohibits the following forms of inappropriate behavior and harm:

- Physical: Any physical contact that results in discomfort, pain, or injury.
- Sexual (SEAH): Coercion or force to take part in sexual acts of any kind. Unwanted verbal, non-verbal, or physical conduct of a sexual nature.
- Emotional / Psychological: Any action or inaction that causes mental distress or anguish.
- Exploitation: The misuse of power or control over another person for financial, social, sexual, or other benefit.
- Bullying: Offensive, intimidating, malicious, or insulting behavior. It involves the misuse of power and can make the person being bullied feel vulnerable, upset, humiliated, undermined, or threatened.
- Harassment: Unwanted physical, verbal, or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for them. It may be persistent or a single incident.
- Organisational: Behavior that allows or enables any of the types of behavior above to continue (e.g., a cover-up).
- Racial Discrimination: Adverse treatment, exclusion, or hostile behavior based on race, color, national or ethnic origin, or citizenship.
- Cyberbullying: The use of digital media, electronic communications, or social networks to bully, threaten, or harass colleagues or partners.

3. Core Principles and Code of Conduct

- Zero Tolerance: No act of discrimination, bullying, harassment, or cover-up (organizational harm) will be tolerated, regardless of the perpetrator's position or seniority.
- Duty to Report: All personnel are strictly obligated to immediately report any concern, incident, or suspicion of a policy violation.

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- **Survivor-Centered Approach:** The rights, safety, needs, and dignity of the person who has experienced harm are the absolute priority during the management of any incident.
- **Non-Retaliation:** No individual will face adverse consequences, dismissal, or demotion for reporting a concern or incident in good faith.

4. **Corporate Mechanisms: Reporting Procedures** Discovery Foundation P.C. has established clear, safe, and confidential mechanisms for reporting incidents.

- **Designated Officer:** All reports, concerns, or suspicions must be directed to the Corporate Safeguarding Officer: Eirini Mavromanolaki, Chief Executive Officer (CEO) Email: emavromanolaki@discoveryfoundation.eu).
- **Alternative Channel:** In the event that a complaint involves or implicates the Designated Officer, the report must be escalated directly to the Board of Directors or Legal Counsel at: [Andreas Flouris/Email: andreasflouris@gmail.com].
- **External and Anonymous Reporting:** Employees and partners have the right to report incidents anonymously or seek external support if they feel uncomfortable reporting internally.
 - **Hellenic Labour Inspectorate (Επιθεώρηση Εργασίας):** Employees can report workplace bullying and harassment to the national labor hotline at 1555 or 15512.
 - **The Greek Ombudsman (Συνήγορος του Πολίτη):** For matters of discrimination and equality, reports can be filed at www.synigoros.gr.
 - **National SOS Hotline:** For immediate support regarding gender-based violence or sexual harassment, individuals can contact the confidential national hotline at 15900.

5. **Investigation and Disciplinary Procedures**

- Upon receiving a report, Discovery Foundation P.C. will conduct a prompt, strictly confidential, and impartial investigation.
- If a complaint involves immediate physical danger or a criminal offense (e.g., physical violence, sexual assault), the organization will, with the consent of the survivor, refer the matter to the appropriate law enforcement authorities.

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- Any staff member or partner found to have breached this policy will face immediate disciplinary action, up to and including the immediate termination of their employment or partnership contract.

6. Implementation and Training to ensure this policy is actively enforced, Discovery Foundation P.C. commits to:

- Providing mandatory training on harassment, discrimination, and bullying for all new hires.

Approved By: 

ΕΙΡΗΝΗ ΜΑΥΡΟΜΑΝΩΛΑΚΗ ΕΙΡΗΝΗ
Eirini Mavromanolaki Chief Executive Officer (CEO) Discovery Foundation P.C.
Date of Approval: May 18, 2022