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European Transport Workers' Federation
Fédération Européenne des Travailleurs des Transports
Europäische Transportarbeiter-Föderation
Federación Europea de los Trabajadores del Transporte

ETF POLICY ON MUTUAL RESPECT

The ETF is opposed to any discrimination based on gender, nationality, race or colour, age, sexual orientation, disability or beliefs.

Among trade unionists there is a very high degree of appreciation of the need to respect the dignity of every individual. Nevertheless in all organisations there should always be vigilance to ensure that all participants feel they are able to operate in an atmosphere in which they feel comfortable and safe.

The ETF is committed to creating and maintaining a working environment based on dignity and mutual respect. The ETF and its affiliates neither condone nor tolerate behaviour that undermines the dignity or self esteem of any individual or creates an intimidating, hostile, abusive or offensive environment. This commitment applies to all delegates and participants, women and men, in ETF meetings, activities and social gatherings wherever they may take place around Europe.

As an employer the ETF has a legal as well as moral responsibility to protect its employees from any form of harassment, abuse or similarly unacceptable behaviour. This applies to the working environment in the Brussels office and to ETF meetings and activities wherever they are held. It also applies to social occasions where the attendance of ETF staff is linked to their employment and where the ETF is liable as an employer. ETF employees are encouraged to report any such incident.

A member of the staff will be designated to handle such reports.

It is recommended that the Secretariat should provide guidelines for affiliates on the ETF Policy on Mutual Respect, which should be included as part of the documentation for all future ETF meetings and activities.

GUIDELINES ON THE ETF POLICY ON MUTUAL RESPECT

The ETF is committed to creating and maintaining a working environment based on dignity and mutual respect. In all organisations there should always be vigilance to ensure that all participants feel they are able to operate in an atmosphere in which they feel comfortable and safe. This should apply to meetings, activities, socialising and all the events around ETF activities.

What we ask of you:

- To treat everybody, including other delegates from ETF affiliates, as well as ETF staff members, with respect and dignity.
- To make absolutely sure your own behaviour does not cause offence or misunderstanding.
- To think before you make personal remarks.
- To accept responsibility for challenging all forms of unacceptable and offensive behaviour, and for upholding personal dignity.



President Frank Moreels

Vice Presidents Alexander Kirchner
Ekaterina Yordanova

General Secretary Eduardo Chagas



What is unacceptable behaviour?

Unacceptable behaviour includes unwelcome physical, verbal or non verbal conduct including the use of e-mail and any behaviour that ridicules, intimidates, or is physically abusive.

This may have as its focus such things as:

- Race, ethnic origin, nationality, and skin colour
- Gender and sexual orientation
- Disabilities or sensory impairments
- Age, health, or physical characteristics
- Religious or political beliefs

This may involve such forms of unwanted behaviour as:

- Unwanted physical contact
- Physical or sexual assault
- Sexual or compromising propositions
- Racist, sexist or religious jokes
- Offensive language, insults and obscene gestures
- Unwelcome gifts
- Intrusion by pestering or stalking

These lists are not definitive.

We are aware that among trade unionists there is a very high degree of appreciation of the need to respect the dignity of every individual. We welcome your cooperation in our practical efforts for making ETF meetings and activities a positive experience for everyone.

RECOMMENDATIONS ON THE USE OF EMAILS

The use of emails may have potential harmful effects on people. Sending an email is like sending a postcard: if you don't want it "posted on the newsletter", then don't send it!

The email system is not to be used for the creation or distribution of any offensive, or disruptive messages, including messages containing offensive comments about race, gender, age, sexual orientation, pornography, religious or political beliefs, national origin or disability.

Below, we list some advices on the use of emails:

- **Do not write in CAPITALS**
IF YOU WRITE IN CAPITALS IT SEEMS AS IF YOU ARE SHOUTING. This can be highly annoying and might trigger an unwanted response in the form of an inflamed email. Therefore, try not to send any email text in capitals.
- **Do not copy a message or attachment without permission**
Do not copy a message or attachment belonging to another user without permission of the originator. If you do not ask permission first, you might be infringing on copyright laws.
- **Do not use email to spread sensitive information**
Some information received are either confidential or contain sensitive information and must not be forwarded and you should ensure protection of personal information and data in line with the relevant legislation.



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- **Do not send or forward emails containing libellous, defamatory, offensive, racist or obscene remarks**

By sending or even just forwarding any libellous, sexist or racially discriminating comments in emails, even if they are meant to be a joke, the person or the union can face court cases. Any defamatory, offensive or obscene remark can also be punished.

- **Do not harass people with emails!**

RECOMMENDATIONS ON THE USE OF SOCIAL MEDIA

Social Media platforms:

- Should not be used for the creation or distribution of any offensive, abusive or disruptive comments or messages about race, gender, age, sexual orientation, pornography, religion and religious beliefs, political beliefs, national origin, health, physical characteristics or disability
- Should not be used to spread sensitive or confidential information into the public domain
- Should not be used to copy or forward messages and information without the permission of the originator(s)
- Social Media should be used as a platform to strengthen and to promote the interests and position of the ETF and its affiliates.

Ensure the use of any Social Media is done in conformity with all legal provisions.



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