**PROTOCOL FOR THE PREVENTION AND ACTION AGAINST SEXUAL HARASSMENT AND HARASSMENT BASED ON SEX.**

*This is a translation of the original document in spanish*

**REFERENCE MANUAL**

1. **Regulatory Framework**

This protocol is part of the current regulations on gender equality and prevention of sexual and gender-based harassment, applying the principles and provisions that guarantee a safe, inclusive and discrimination-free environment during the Startup Weekend Malaga event. This framework includes:

Organic Law 3/2007, of 22 March, for the Effective Equality of Women and Men: Establishes the right to equal treatment and opportunities between women and men, promoting an environment of mutual respect and non-discrimination in all activities, including events and entrepreneurship meetings.

Law 31/1995, of 8 November, on the Prevention of Occupational Risks: Includes the obligation to prevent psychosocial risks, such as sexual harassment and harassment based on sex, applicable to any work environment or organised activity, as is the case of the Startup Weekend.

Royal Decree 901/2020, of 13 October, on Equality Plans and their Registration: This decree reinforces the need to establish measures for prevention and action against sexual and gender-based harassment, applicable to any environment where there is a relationship of employment, volunteering or active participation, including events of an entrepreneurial nature.

Spanish Penal Code: Classifies sexual harassment as a crime, including any non-consensual sexual behavior of a sexual nature that may create a hostile, intimidating, or humiliating environment for the person affected. This applies in any context, including social or professional events and activities.

European Regulations on Gender Equality and Non-Discrimination: The principles and directives of the European Union establish a framework for protection against discrimination based on sex and sexual harassment, applicable to all member states, promoting the creation of safe and equitable spaces for all participants.

In the context of Startup Weekend Malaga, this regulatory framework is adapted to ensure that all attendees, regardless of their role, can enjoy an environment free of harassment and discrimination. The event is not only committed to complying with applicable laws, but also to fostering an environment of respect, equality and active collaboration, which allows all participants to develop their potential in conditions of safety and dignity.

# The Protocol for the Prevention and Action Against Sexual Harassment and Harassment based on Sex in the Organization of the Event as a Commitment of the Organization

The organization of the Startup Weekend Malaga event is committed to guaranteeing a safe, inclusive environment free of any form of sexual harassment or harassment based on sex. This commitment is materialized through the implementation of a clear and effective protocol for the prevention, detection and action against these behaviors, ensuring that all participants can enjoy the experience in conditions of respect and dignity.

**Commitment of the Event Organization:**

1. **Active Prevention**: The organization is committed to preventing any form of harassment by raising awareness, training and disseminating relevant information before and during the event. All attendees will be provided with a summary of the action protocol and will be informed about the non-tolerated behaviors and the available reporting channels.
2. **Training and Awareness**: Specific training will be carried out for the organizing team, mentors and volunteers of the event, in order to identify and act effectively in possible situations of harassment. This training will include key aspects of sexual and gender-based harassment, as well as best practices to ensure a safe and respectful environment.
3. **Prompt and Confidential Action**: The organization of the event guarantees that any complaint of harassment will be treated with the utmost confidentiality and speed, following a clear procedure that includes the preliminary evaluation, the investigation of the facts and the application of corrective measures if necessary.
4. **Accessible Reporting Channels**: Accessible and secure channels will be established so that anyone can report inappropriate behavior. This includes the ability to report verbally or in writing to designated members of the organizing team, who will be available at all times to offer support and guidance.
5. **Corrective and Protection Measures**: In the event of confirmed situations of harassment, the necessary disciplinary measures will be taken to guarantee the safety of the participants, including the possible expulsion of the person responsible for the event. In addition, protection measures will be implemented for the affected people, avoiding any type of retaliation.
6. **Evaluation and Monitoring**: After each edition of the event, the organization will carry out an evaluation of the action protocol and collect feedback from participants to identify areas for improvement and ensure the effectiveness of the measures implemented.
7. **Ongoing Commitment**: The organization of Startup Weekend Malaga reaffirms its commitment to continuously improve its policies and practices to prevent sexual and gender-based harassment, promoting an environment of equality, respect and safety for all attendees.

In short, the organization of the event not only adheres to legal principles and regulations, but goes further, creating a space where diversity and respect are fundamental pillars. This protocol is a sign of the organization's firm commitment to the integrity and well-being of each person who is part of the Startup Weekend Malaga.

# Scope of Application of the Protocol for Prevention and Action against Sexual Harassment and Harassment on Grounds of Sex

The Protocol for Prevention and Action Against Sexual and Gender-Based Harassment of the organization of the Startup Weekend Malaga event applies to all people who participate in any capacity in the event, regardless of their role, throughout the duration of the event and in any related activity. This protocol extends to:

1. **Participants**: Includes all people registered for the event, either as participants in the teams, in support roles, or any other function associated with the entrepreneurship and development activities that take place during the event.
2. **Mentors and Judges**: Applies to all mentors, judges, and experts who collaborate on the event by providing guidance, feedback, and evaluation to the teams. Their behavior is expected to be aligned with the principles of respect, equality, and professionalism.
3. **Organizers and Volunteers**: This protocol applies to all members of the organizing team, volunteers, and support staff who contribute to the planning and execution of the event, who have the additional responsibility of ensuring compliance with the rules established in the protocol.
4. **Suppliers and Sponsors**: The protocol also covers service providers and sponsors present at the event, who must respect and comply with the standards of behavior defined by the organization to ensure an environment free of harassment.
5. **Public and External Attendees**: In the event that there are activities open to the public or external visits, these people are also subject to the protocol and will be informed about the permitted behaviors and the consequences of any infraction.
6. **Event-Related Activities**: The scope of application of the protocol is not limited to the physical facilities of the event, but includes any related official activities, such as meetings, networking activities, workshops and any other space where participants interact within the framework of Startup Weekend Malaga.
7. **Virtual and Online Environments**: Since some activities can take place in virtual environments or digital platforms, this protocol is also applicable to online interactions, including email communications, chats and social networks related to the event.

The protocol is binding on all people involved, regardless of their hierarchy or relationship with the event. The organization of the Startup Weekend Malaga is committed to applying these guidelines in an equitable and effective manner, ensuring that any behavior contrary to the principles of equality and respect is addressed seriously and in accordance with the established procedures.

In summary, the protocol extends to all areas where activities related to the event are carried out, ensuring that all the people who are part of the Startup Weekend Malaga can enjoy a safe, inclusive environment free of any form of harassment.

# Validity, Monitoring, Evaluation and Review of the Protocol for the Prevention and Action against Sexual Harassment and Harassment Based on Sex

This protocol for the prevention and action against sexual and gender-based harassment is a living document, designed to adapt and improve continuously according to the needs of the event and the evolution of the applicable regulations. The mechanisms for the validity, monitoring, evaluation and review of the protocol within the framework of Startup Weekend Malaga are detailed below:

**Validity of the Protocol**

The protocol will come into force from the moment of its approval by the event organization and will remain active throughout the duration of the Startup Weekend Malaga, including all activities before, during and after the event. Its application is mandatory for all participants, organizers, mentors, judges, volunteers and anyone involved in the event.

**Protocol Follow-up**

To ensure the correct application and compliance with the protocol, the following monitoring mechanisms will be established:

* **Reference Team**: A reference team will be appointed within the organization responsible for overseeing the protocol, which will be available to receive complaints, inquiries, and offer support to participants.
* **Records and Documentation**: A confidential record of all complaints, actions and resolutions adopted will be maintained to ensure transparency and allow the evaluation of the protocol.

**Evaluation of the Protocol**

At the end of each edition of the Startup Weekend Malaga, an exhaustive evaluation of the protocol will be carried out to analyze its effectiveness. This evaluation will include:

* **Feedback Collection**: Feedback will be solicited from participants, mentors, judges, and other attendees through confidential surveys and interviews to identify strengths and areas for improvement.
* **Incident Analysis**: All complaints and incidents recorded will be reviewed to evaluate the effectiveness of the measures adopted and determine if the implementation of new strategies or adjustments to the protocol is required.

**Protocol Review and Update**

The protocol will be reviewed and updated periodically, at least once a year or at the end of each event, to ensure its adaptation to current regulations and the specific needs of Startup Weekend Malaga. Reviews will be based on:

* **Regulatory Changes**: Adaptations necessary to comply with new laws and regulations regarding equality and harassment prevention.
* **Lessons Learned**: Incorporating lessons learned from previous editions of the event to continuously improve the effectiveness of the protocol.
* **Expert Recommendations**: Consultations with experts in gender equality and harassment prevention to strengthen preventive and action measures.

**Commitment to Continuous Improvement**

The organization of the Startup Weekend Malaga is committed to the continuous improvement of the protocol, incorporating feedback and making necessary adjustments to ensure that a safe, inclusive and harassment-free environment is maintained. This commitment reflects our responsibility to ensure the well-being and dignity of all those who participate in the event.

# Objectives of the Protocol for the Prevention and Action against Sexual Harassment and Harassment based on Sex

The main purpose of the prevention and action protocol against sexual and gender-based harassment at Startup Weekend Malaga is to ensure a safe, inclusive and respectful environment for all participants, regardless of their role within the event. The specific objectives of the protocol are:

1. **Prevent Harassment Situations**: Establish preventive measures that sensitize attendees and encourage respectful behavior free of discrimination. It seeks to avoid any conduct that may constitute sexual harassment or harassment based on sex through education and awareness, promoting a culture of respect and equality.
2. **Provide a Clear Framework for Action**: Define clear and accessible procedures for reporting, investigating, and resolving incidents of harassment, ensuring that all attendees know their rights and know how to act if they are victims or witnesses of inappropriate behavior.
3. **Guarantee Protection and Support for Victims**: Ensure that anyone who suffers sexual or gender-based harassment receives the necessary support, protecting their integrity and avoiding any type of retaliation. The protocol includes specific protection measures for victims, such as confidentiality, accompaniment during the process and access to support resources.
4. **Promote Equality and Inclusion**: Create an environment that fosters equal opportunities for all people, regardless of gender, identity, sexual orientation, or any other personal characteristic. The aim is to create a space where all voices are heard and respected, and where talent and creativity are the engines of collaboration.
5. **Establish Efficient Corrective Measures**: Ensure that any conduct of sexual or gender-based harassment is treated seriously and corrected appropriately, applying sanctions proportional to the seriousness of the facts. These measures seek not only to punish, but also to prevent future inappropriate behavior.
6. **Fostering an Environment of Trust and Collaboration**: Promote a climate of trust among participants, mentors, judges, and organizers, where everyone feels safe to express their ideas and work as a team without fear of harassment or discrimination. The aim is to create a collaborative environment that encourages creativity and mutual learning.
7. **Ensure the Continuous Improvement of the Protocol**: Periodically evaluate the effectiveness of the protocol and make the necessary updates to adapt to new regulations, expert recommendations and feedback from attendees. Continuous improvement is essential to ensure that the protocol remains relevant and effective.

In summary, the mission of the Startup Weekend Malaga protocol is not only to prevent and act against harassment, but also to establish a culture of respect, equality and collaboration, where all participants can fully develop and enjoy the experience in a safe environment.

# Guiding Principles of the Protocol for the Prevention and Action against Sexual Harassment and/or Harassment Based on Sex

The protocol for prevention and action against sexual and gender-based harassment of the Startup Weekend Malaga is governed by a series of fundamental principles that guide all the actions and measures adopted. These principles ensure that the event takes place in a safe, inclusive and respectful environment for all participants. The guiding principles are:

1. **Respect for the Dignity of the Person**: The dignity of all people is recognized and valued, promoting an environment where each participant is respected, regardless of their gender, sexual orientation, gender identity, age, ethnicity, or any other personal characteristic. All attendees have the right to be treated with respect and consideration.
2. **Zero Tolerance for Harassment**: The event adopts a zero-tolerance policy against any form of sexual harassment and harassment based on sex. Any behavior that violates these principles will be addressed immediately and with appropriate corrective action, without exceptions.
3. **Equality and Inclusion**: Equal opportunities and the active participation of all attendees are encouraged, ensuring an inclusive space where differences are valued and collaboration is promoted. Diversity is seen as a fundamental asset that enriches the event experience.
4. **Confidentiality and Protection of Affected Persons**: The confidentiality of all complaints and actions is guaranteed, protecting the privacy of the affected persons. This principle seeks to create an environment where victims can report with confidence and without fear of reprisals.
5. **Impartiality and Rigor in Action**: All complaints will be treated with impartiality, objectivity and rigor, ensuring a fair process for all parties involved. Investigations will be carried out diligently and with respect for the rights of all those involved.
6. **Transparency in the Management of the Protocol**: Clear and open communication will be maintained about the rules, procedures and actions taken in relation to the protocol, to ensure that all participants are aware of their rights and the measures of action in the event of harassment.
7. **Proactive Prevention**: Preventive measures will be implemented before and during the event, including awareness and training of participants, mentors and organizers. The objective is to avoid situations of harassment by promoting respectful behaviors and a safe environment.
8. **Continuous Improvement**: The protocol will be subject to periodic review and updating, incorporating feedback from attendees and best practices in terms of equality and harassment prevention. This principle ensures that the protocol remains relevant and effective in each edition of the event.
9. **Accessibility in Reporting Channels**: Accessible, confidential and secure reporting channels will be established, so that anyone can report inappropriate conduct easily and without obstacles. A prompt and adequate response to all complaints submitted will be ensured.
10. **Commitment of the Organization**: The organization of the Startup Weekend Malaga is committed to leading by example, promoting the principles of respect, equality and safety. Everyone involved is expected to act in accordance with these values, contributing to an event free from harassment and discrimination.

Together, these guiding principles reflect Startup Weekend Malaga's commitment to creating a safe, inclusive and respectful environment, where all participants can enjoy an enriching and harassment-free experience.

# Concept and Behaviors Constituting Sexual Harassment and Harassment Based on Sex

The protocol of the Startup Weekend Malaga defines and clarifies the concepts of sexual harassment and harassment based on sex, as well as the behaviors that are considered unacceptable within the event. These definitions are essential for prevention and action in these situations, guaranteeing a safe and respectful environment for all participants.

**1. Sexual Harassment**

Sexual harassment is defined as any unwanted verbal, non-verbal or physical behaviour of a sexual nature that has the aim or effect of violating the dignity of a person by creating an intimidating, hostile, degrading, humiliating or offensive environment. This type of harassment can occur regardless of the hierarchical or power relationship between the people involved.

**Examples of sexual harassment conduct include, but are not limited to:**

* Comments, jokes or insinuations of a sexual nature that are offensive or uncomfortable for the recipient.
* Inappropriate or unsolicited sexual advances.
* Non-consensual physical contact, such as touching, hugging, rubbing, or kissing.
* Lewd looks or obscene gestures.
* Dissemination of sexually explicit material without consent, including images, videos, or messages.
* Any form of sexual blackmail or conditioning based on sexual favors.

**2. Harassment Based on Sex**

Gender-based harassment refers to any behaviour related to a person's sex that has the aim or effect of undermining their dignity, creating an intimidating, hostile, degrading, humiliating or offensive environment. This type of harassment does not necessarily involve sexual conduct, but rather discriminatory attitudes based on gender.

**Examples of sex-based harassment behaviors include, but are not limited to:**

* Derogatory comments or attitudes based on gender stereotypes, such as questioning a person's ability or competence because of their sex.
* Treating a person unequally or discriminatorily on the basis of their sex, gender identity, or gender expression.
* Ridiculing or belittling someone for their physical characteristics, way of dressing, or behaviors that do not conform to traditional gender stereotypes.
* Deliberate exclusion from activities, discussions, or decisions because of a person's sex.
* Insults, mockery, or scorn directed at a person based on gender bias.

**Importance of Identification and Action**

The correct identification of these behaviors is crucial for the application of the prevention and action protocol. All people involved in the event, whether they are participants, mentors, judges or organizers, have the responsibility to maintain respectful behavior and to act against any harassing behavior, reporting it through the established channels.

The Startup Weekend Malaga is committed to not tolerating any form of sexual harassment or harassment based on sex, and to guarantee that any complaint is treated with the utmost confidentiality and seriousness. This commitment seeks to create an environment where all attendees feel safe, respected, and valued.

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# Publicity of the Adopted Protocol

The protocol for prevention and action against sexual and gender-based harassment of the Startup Weekend Malaga must be widely communicated and accessible to all participants of the event. The correct dissemination of the protocol is essential to ensure that all attendees know their rights, the non-tolerated behaviors and the procedures for action in case of harassment.

**1. Outreach Before the Event**

Before the start of the Startup Weekend Malaga, the organization undertakes to inform all participants, mentors, judges and others involved about the existence and content of the protocol through the following means:

* **Welcome Email**: In the registration confirmation emails, a specific section will be included informing about the protocol and the non-tolerated behaviors, with a direct link to the complete document for consultation.
* **Event Website**: The protocol will be available on the official website of Startup Weekend Malaga, in a prominent and accessible way, along with a brief explanation of the objectives of the same and the reporting channels.
* **Social Networks**: Informative publications will be made on the event's social networks, highlighting the commitment of Startup Weekend Malaga to safety and respect for all participants, and providing links to the protocol.

**2. Dissemination During the Event**

During the development of the event, it will be ensured that the protocol is visible and accessible to all attendees through:

* **Printed Material and Signage**: Posters and information leaflets will be placed at key points of the event, such as registration areas, rest areas and workspaces, clearly explaining the behaviours constituting harassment and the steps to follow in the event of a complaint.
* **Initial Presentations**: In the welcome sessions and initial presentations, the event facilitator will highlight the existence of the protocol, emphasizing the importance of maintaining a respectful environment and briefly explaining the reporting channels.
* **Information Points and Designated Personnel**: Individuals from the organizing team will be designated as visible reference points to receive complaints, answer questions, and provide support on any matters related to the protocol.

**3. Accessibility and Visibility**

The protocol must be easily accessible at all times in digital format, to ensure that any participant can refer to it when they need it. In addition, it will ensure that the information is available in the official languages of the event, facilitating its understanding by the local and international community.

**4. Promoting Trust and Respect**

The dissemination of the protocol not only aims to inform, but also to create an environment of trust and mutual respect. By making visible the commitment of Startup Weekend Malaga to equality and safety, the message is reinforced that any form of harassment is unacceptable and that the organization is prepared to act quickly and effectively in any situation that requires it.

The publicity of the protocol is a key element for the success of its implementation and to guarantee a safe and respectful environment throughout the event. The organization of Startup Weekend Malaga is committed to continuing to improve the visibility and accessibility of the protocol in each edition, ensuring that all attendees feel informed, protected and supported.

# Awareness-raising, Information and Training Measures to Prevent and Eradicate Sexual Harassment and Harassment on the Basis of Sex

The organization of Startup Weekend Malaga recognizes the importance of awareness, information and training as key tools to prevent and eradicate sexual harassment and harassment based on sex during the event. To this end, a series of measures will be implemented aimed at educating and raising awareness among all attendees, promoting a safe, inclusive environment free of any form of harassment.

**1. Pre-Event Awareness**

Before the start of the event, the organization will carry out specific awareness-raising actions aimed at all participants, mentors, judges and organizing team:

* **Communication Campaigns**: Through emails, social networks and the official website of the event, awareness campaigns will be launched on the importance of maintaining a respectful environment free of harassment. These campaigns will include key messages on gender equality and non-tolerated behaviour.
* **Good Practice Guides**: Good practice guides will be distributed to all attendees, which will include examples of respectful behaviour and explanations of what is considered sexual harassment and harassment based on sex, as well as how to act in the event of witnessing or suffering a situation of harassment.

**2. Training for Organizers, Mentors and Volunteers**

The organizing team, as well as the mentors and volunteers, will receive specific training before the event to ensure that they fully understand the protocol and know how to act in case of inappropriate behavior:

* **Training Workshops**: Face-to-face or online workshops will be held on bullying prevention and conflict management, which will address topics such as the identification of behaviors constituting bullying, inclusive communication, and intervention strategies.
* **Training in Psychological First Aid**: Basic training in psychological first aid will be provided to train staff in the correct care and support for victims of harassment.

**3. Information During the Event**

During the event, clear and accessible information on prevention measures and action procedures will be made available to all attendees:

* **Presentations and Awareness Talks**: At the opening of the event, a space will be dedicated to talk about the importance of respect and equality, reminding attendees of the existence of the protocol and the available reporting channels.
* **Information and Support Points**: Visible and accessible information points will be set up where participants can obtain more details about the protocol, receive support or raise any questions they may have regarding appropriate behaviour.

**4. Educational Resources and Support Material**

* **Reference Materials**: Print and digital materials, such as brochures and explanatory videos, will be provided that address issues of gender equality, respect, and inappropriate behavior. These resources will be available in multiple languages to ensure they are understood by all attendees.
* **Access to External Resources**: Access to external resources and support services, such as hotlines for victims of harassment and organisations specialising in gender equality, which can offer additional assistance outside the event environment, will be facilitated.

**5. Commitment to Continuing Education**

The organization of Startup Weekend Malaga is committed to continuously reviewing and updating its awareness, information and training measures, adapting them to the needs of each edition of the event and to the recommendations of experts in gender equality and harassment prevention.