

PROTOCOL FOR PREVENTING

*VIOLENCE, HARASSMENT,
AND DISCRIMINATION*

OBJECTIVES

The MIFC is actively committed to preventing and combating all forms of violence, harassment, or discrimination in order to ensure the safety, dignity, and well-being of everyone participating in the Market. The MIFC aims to provide a professional environment that is respectful, inclusive, and free from all forms of violence or discrimination.

The goal is to provide prompt and confidential support, with empathy, to individuals who may be victims of or witnesses to sexual harassment, sexual violence, and sexual assault or discrimination within our organization and during the Market.

- Gender-based and sexual violence and harassment (SGVB), as well as discriminatory behavior, include in particular:*
- sexual harassment (unwanted and non-consensual remarks, gestures, or behavior with sexual connotations)
 - psychological harassment
 - sexual assault
 - sexist violence and conduct (discrimination, insults, degrading remarks related to gender)
 - racist remarks
 - discriminatory remarks and acts against LGBTQIA+ individuals
 - anti-Semitic remarks
 - discrimination based on disability
 - cyberbullying
 - inappropriate behavior that creates an environment that is intimidating, humiliating, or offensive

PRINCIPLES OF THE PROTOCOL

The MIFC does not tolerate any discriminatory behavior based on a criterion protected by law.

Anyone filing a report is to be treated with respect, impartiality, and kindness.

We guarantee that no report will result in retaliation.

The MIFC ensures respect for the presumption of innocence while implementing the necessary precautionary measures to protect individuals.

SCOPE OF APPLICATION

- This protocol applies to:*
- all members of the MIFC team, including seasonal staff and volunteers
 - all accredited participants at the Market
 - exhibitors
 - service providers
 - technical teams
- These rules apply:*
- in the MIFC offices
 - in the Market’s spaces
 - during events and social gatherings held off-site from the Market
 - in MIFC communications

AWARENESS, PREVENTION, INFORMATION

These three essential pillars for addressing sexual harassment, sexual assault, and discrimination will be implemented as follows:

For participants:

- displaying of the protocol in the Market areas
- announcements on the MIFC website
- information included in the Accredited Participants’ Guide, available in participants’ personal online accounts

For MIFC team members who are employees:

- information about the protocol
- information about the designated contacts within the team

- For volunteers:*
- signing of a volunteer charter that includes a commitment to prevent sexual harassment and discrimination
 - inclusion in volunteer agreements
 - awareness-raising during preparatory meetings
 - awareness-raising when volunteers arrive at the event site, at the start of operations
 - posting of the protocol in the Market’s spaces
- For service providers and exhibitors:*
- mention in the specifications
 - information on the protocol and contact persons via signs posted throughout the Market

POINT OF CONTACT

The “SGVB and Discrimination” points of contact are the primary persons for receiving reports, referring victims or witnesses, coordinating safety measures, and following up on reported situations.

The points of contact commit to:

- maintaining confidentiality
- listening without judgment
- acting impartially
- following up on the case
- documenting the actions taken

Main point of contact: Gérald Duchaussoy | 06.13.50.68.26
Second point of contact: Margot Perennes | 06.81.01.86.16
Contact email: production-mifc@festival-lumiere.org

If you have trouble reaching the contact persons during the Market, you can speak with a volunteer, who will contact the right person directly.

REPORTING PROCEDURE

- How do I file a report?*
- in person: Go to the MIFC reception desk and ask to speak with the point of contact
 - by phone: Contact the point of contact persons directly at their phone numbers
 - by email: production-mifc@festival-lumiere.org
- Who can file a report?*
- the victim themselves
 - a witness
 - someone close to the victim

No person who has filed a report in good faith—whether as a victim or a witness—may be subject to retaliation as a result of that report.

CONFIDENTIALITY

The MIFC is committed to handling reports in a strictly confidential manner. If the persons wish, their identity will be disclosed only to those individuals who are strictly necessary for handling the report, unless required by law.

PROTOCOL FOR ASSISTING VICTIMS

- STEP 1**
WELCOMING, BUILDING TRUST, AND ENSURING SAFETY
- The goal is to create a safe and trusting environment so that the victim or witness can speak freely.
- Steps to be taken by the person receiving the report:*
- immediately remove the person in question if necessary
 - offer to have the person move to a quiet, private, and safe space to talk
 - adopt a compassionate, nonjudgmental attitude at all times
 - listen to the person’s testimony without challenging it
 - acknowledge the validity of the feelings and emotions expressed during the testimony

- NEVER:**
- downplay the facts reported by the victim or the witness
 - question the victim’s or witness’s testimony
 - use language that makes the victim feel guilty or is judgmental
 - pressure the victim or witness to discuss events they do not wish to talk about
 - confront the alleged perpetrator without the presence of an appropriate support person

STEP 2
ASSESSMENT OF THE EMERGENCY AND IMMEDIATE SAFETY

The goal is to work with the person to determine whether they are in immediate danger and to ensure their physical and psychological safety. Depending on the person’s condition several support options are considered in order to best meet their needs.

- The “SGVB and Discrimination” point of contact takes the time to assess, together with the victim:*
- the victim’s physical and psychological condition
 - the potential location or proximity of the person allegedly responsible
 - the victim’s immediate needs (medical care, rest, a snack, the presence of a close relation...)
 - their sense of safety
 - whether or not they wish to remain at the Market
 - their need for support

- Support Options:*
- support from a point of contact outside the Market
 - presence of a family member or trusted person
 - rest in a quiet, safe space, with a snack if needed
 - medical care if needed (first aid team on site, or contact with emergency services)
 - call law enforcement if needed

STEP 3
INFORM THE INDIVIDUAL ABOUT THEIR RIGHTS AND OPTIONS

The goal is to inform the individual about the steps they can take to file a report and about the options available to them, particularly regarding legal and administrative matters. This step enables the individual to follow through with their report and to feel supported throughout the process.

- Rights and available options:*
- file a complaint
 - file a police report
 - with the person’s consent, document the report using the MIFC reporting form.
 - provide the contact information for the point of contact again, in case the person wishes to contact the MIFC with any requests or reports after the Market

The MIFC also offers psychological support to victims and witnesses of violence, harassment, and discrimination by referring them to organizations or associations capable of assisting those affected.

PROTOCOL REGARDING THE ALLEGED PERPETRATOR

- If the victim or witness so desires, the MIFC can implement immediate measures against the alleged perpetrator:*
- appel immédiat des agent-es de sécurité sur place pour faire cesser la situation et assurer la sécurité des personnes
 - l’éloignement immédiat de la personne mise en cause
 - appel des forces de l’ordre si nécessaire

With regard to precautionary measures taken at the Market, the person in question may have their badge temporarily revoked, have their access to certain areas restricted, or be temporarily or permanently barred from the Market, depending on the severity of the incident.

Disciplinary action may be taken after reviewing the evidence gathered.

The person in question will be disciplined as follows:
If the person in question is a team member or a volunteer, an internal investigation may be conducted by the MIFC to determine the appropriate disciplinary action, always in a confidential and appropriate manner.

- Possible disciplinary actions depending on the severity:*
- warning
 - temporary suspension and/or leave without pay
 - termination of the employment contract (in accordance with the Labor Code)
 - reporting to the appropriate authorities

If the person in question is a service provider, termination of the existing contract may be considered, as well as a complete elimination of any possibility of renewing the partnership. The assault and the alleged assailant will be reported to the relevant professional agencies authorized to handle the situation.

REPORTING AND TRACEABILITY FORM

- Each report is recorded confidentially and includes:*
- date
 - location
 - description of the facts (and recurrence, if applicable)
 - individuals involved
 - actions taken
 - follow-up conducted

Filing a Report:
To enable the victim or witness to file a report, the MIFC will provide them with a confidential report form in which they can detail the facts in order to ensure better follow-up and optimal handling of their complaint.

Under no circumstances will this form be disclosed publicly or to individuals not involved in issues related to sexual and genderbased violence and discrimination.

- After a report is filed:*
Regarding the timeframe for processing the report, the MIFC offers the following options:
- immediate acknowledgment of receipt
 - initial interview within 24 hours during the Market
 - follow-up after the event, if necessary

REPORT

The MIFC aims to continue improving its response to cases of violence, sexual harassment, and discrimination. The forms, along with feedback from the point of contact, will enable us to compile an (anonymized) report on the incidents reported during the MIFC period (before, during, and after the event). Based on this review, the team will be able to consider potential ways to improve this protocol in order to ensure the safety and follow-up care of individuals who are victims or witnesses of violence, harassment, and discrimination.

EMERGENCY NUMBERS

- Police: 17
SAMU: 15
European Emergency Number: 112
National helpline for women who are victims of violence: 3919
France Victimes: 116 006

