

DRAFT: JEF Belgium Code of Conduct

- *Underlining* the good practice of similar youth organisations of introducing a Code of Conduct,
- *acknowledging* the Code of Conduct adopted by the JEF Europe Federal Committee on 25 March 2018 in Skopje, applicable to all activities of JEF Europe,
- *reaffirming* that a Code of Conduct contains a set of principles and values of behaviour and contributes to the welfare of all involved,
- *expressing* its appreciation of the atmosphere of JEF and its JEF spirit,

the General Assembly

- *adopts* the following text as its Code of Conduct, applicable, as explained, to all activities of JEF Belgium or its local sections.

1. Introduction

JEF Belgium is committed to maintaining a culture based on respect, dignity and equality to ensure full access and participation, reflecting the basic right of everyone to be heard. We reaffirm our zero-tolerance policy towards any kind of discrimination or threatening behaviour.

The aim of this Code of Conduct is to ensure that every individual feels safe, included and respected in JEF Belgium. The Code outlines a set of rules outlining the social and ethical norms, rules and responsibilities of individuals and groups.

2. When and for whom this Code applies

The ethical guidelines in this document applies for any individual or group involved in JEF Belgium's activities. JEF Belgium requires that the behaviour of any group or individual participating in any offline or online activity of JEF Belgium, or whenever representing the organisation externally, must be coherent with the values.

The Code of Conduct applies to both online and offline formal and informal settings. A formal setting is any part of the working programme of an event. Informal settings include any moment surrounding the working programme, including but not limited to social events and online communication.

3. To act in accordance with the Code

Understand the Code and comply with it and the law wherever you are. Use good judgment and avoid even the appearance of inappropriate behaviour.



If ever in doubt about a course of conduct, ask yourself:

- Is it ethical?
- Is it legal?
- Is it consistent with the values of JEF Belgium?
- Is it consistent with the rules of this Code of Conduct?
- Will it reflect well on me?
- Will it reflect well on JEF Belgium?
- Would I want to read about it in the newspaper?

If the answer is “No” to any of these questions, don’t do it. If you are still in doubt, please ask for guidance by any of the Points of Contact (as defined in article 6).

4. Process in case of inappropriate behaviour

In case of any inappropriate behaviour, defined as bullying, degradation, harassment, verbal or non-verbal discriminatory behaviour, be it verbal or non-verbal, the chair or facilitator of the meeting is required, on their best judgment, to, in successive order and depending on severity of the action:

- Remind participants of their obligation to act in accordance with the present Code of Conduct;
- Engage in a one to one conversation with the offender to make sure that there is an understanding of the reason of the inappropriate action;
- Ask for an apology and/or retraction of the action;
- Suspend the session and/or ask the offender to leave for the remainder of the meeting or event;
- In the case of violent or other potentially illegal behaviour according to the laws of the country, contact the police (see more under article 7).

5. Reporting

We all have an obligation to uphold the ethical standards of JEF Belgium. If you observe behaviour that concerns you, or that may represent a violation of our Code, please raise the issue promptly, provided you feel comfortable doing so. That will allow JEF Belgium an opportunity to deal with the issue and correct it, ideally before it becomes a violation of law or a risk to health or security.

6. Points of Contact

Should you experience or witness any kind of inappropriate behaviour (as described in article 4) please report to the dedicated point of contact provided you feel comfortable doing so.

- a. During a statutory meeting of JEF Belgium, **the Secretariat or the Presidium** are the points of contact to provide general information and to follow the procedures.



- b. For any activity except for the statutory events of JEF Belgium, **the facilitator or trainer** is the point of contact to provide general information and to follow the procedures.
- c. In the case of JEF Belgium's online activity, the **administrator** of the page, group or website is the point of contact to provide general information and to follow the procedures.
- d. If you do not feel comfortable reporting to the point of contact on the spot, if you do not feel your rights have been ensured, or if you have any complaints, please contact **the Secretary General or anyone else within the JEF Belgium board** that you feel comfortable with.

7. Legal steps

JEF Belgium representatives are subject to the laws of the country they operate in and they are expected to comply with the Code of Conduct and all applicable government laws, rules and regulations. In a case where the provision of the Code of Conduct should conflict with applicable law, the law controls.

In the case of violent or discriminatory behaviour, conduct or discourse that is physical in nature, the Point of Contact is required to contact the police authority if necessary and possible according to the laws of the country.

The above-mentioned measures do not interfere with the harmed person's or group's legal rights to bring legal action against the offender.

8. Privacy

To protect the privacy of all concerned persons, the points of contact and the mediators and other persons involved in the process are bound to silence, except if any legal procedure requires it or for the safety of the individual, and discretion about any facts they come to know during the mediation process. The point of contact shall not disclose the identities of the parties concerned without prior consent. Any written material that contains information about the incident should not be stored longer than that required for the purpose of resolving the issue.