

## Annex n. 1 to the by-laws of El Sistema Greece

### CODE OF CONDUCT

The following boundaries and rules apply to and bind all directors, managers, consultants, designated staff (permanent staff, contractors, external partners) and volunteers and dictate their duty to never ignore or omit to report any concern, suspected violation or violation of the current safeguarding policy principles and arrangements:

- Treat every child and youth equally and respectfully, without any form of discrimination, racist, xenophobic behaviour and approaching them with positive, friendly and non-violent ways, with respect of their personal and cultural identity in line with the principles stated in the current Policy
- Respect of the children's and young adults right to be heard and to participate in the procedures and decisions that concern them, inform, encourage and empower them towards the claiming and realization of their rights
- Respect of the principles of trust, confidentiality and personal data protection. In conjunction with these principles, a safe information sharing process among the competent involved professionals/ stakeholders shall be followed. It is noted that any information, data, photo concerning the beneficiary's personality and story shall be published only under his/her explicitly given permission, and provided that he/she is not exposed to any danger or risk of stigmatization. Special care shall be taken concerning the children cases (see below).
- It is prohibited to:
  - Develop personal relationships between a member of staff (paid or unpaid) and a beneficiary who is a current service user
  - Passing on service users' personal contact details, unless it is previously agreed
  - Use of abusive language or response to inappropriate behaviour / language and the use of punishment or chastisement, or any abusive behaviour
  - Behave in disrespectful way (for example using disrespectful vocabulary or bad manner toward anybody etc.) and work under the influence of drugs or alcohol. It is reminded that staff (paid and non-paid) and volunteers must behave with modesty and dignity and serve as role-models of behaviour for children and youth.
  - Watch, publish, produce, or show pornographic material to children at all times, during and outside work
- Especially with regards to children, it must be ensured that:
  - Never a child is used as an interpreter in processes and responsibilities (such as interview, social history etc.)
  - Never children are fondled, held, hugged, kissed or touched in an improper way, taking into account what the child itself believes is improper (based on their cultural, ethnical, religious background and their gender)

- Never any collaboration is engaged with private actors that operates in any way against the best interest of the child

- Never any form of sexual relations take place with anyone under 18 years old, at all times. Never touch children or use language or make suggestions in an inappropriate manner, never provoke, harass or degrade the child or show disrespect for cultural practices. Never behave in a way that has negative impact on the child's confidence and self-worth

- Never any child gets exploited for labour (ex. through domestic work).

- Never stories or images which may endanger the child, their family or community are published

- Never any money is given directly to children, or that other people are encouraged to give money to children, especially those being in vulnerable situations - such as victims of exploitation, unaccompanied minors, victims of trafficking and children in street situation

- Never any information or image of the children is used without the written permission by children's parents/guardians and without taking into account the children's will and opinion. No forcing to any kind of public expose should be made to children. Any information or photo concerning the children's story shall in no way expose them to any danger or to any risk of stigmatization

- It is also reminded that every member of the staff (paid and non-paid) is additionally bound to the principles and rules of his/her professional code of conduct; the latter code is the one that it is formally and legally approved by each competent professional union in accordance with the Greek legal framework

- If a case of conflict of interests arises, the person in concern shall refer and discuss it with the designated officer for safeguarding issues of El Sistema Greece.