



Participant Code of Conduct

INTRODUCTION

In keeping with our mission and values, HERMES is committed to maintaining the highest degree of ethical conduct amongst everyone participating in the *NAME OF YOUTH WORKSHOP / PROJECT / EXCHANGE ACTIVITY*.

PURPOSE

This Code of Conduct seeks to ensure that all the participants have an engaging and meaningful experience in the *NAME OF YOUTH WORKSHOP / PROJECT / EXCHANGE ACTIVITY*. HERMES and partner organisations wish to create an appropriate and safe environment during our time together. This Code of Conduct is valid during the entire duration of the *ACTIVITY/EVENT*.

GENERAL RESPECT

The Code of Conduct means that during *NAME OF YOUTH WORKSHOP / PROJECT / EXCHANGE ACTIVITY*, it is unacceptable to have intolerance and division based on, but not limited to skin color, ethnic or national origin and/or affiliation, religion, age, gender, gender identity, sexual orientation or mental/physical condition.

HERMES activities connect and bring together youth coming from different cultures and backgrounds. Therefore, it is important that all participants exhibit good manners by being respectful to other people's cultures, traditions, and religious beliefs, including fellow participants, trainers, and HERMES staff, volunteers, and team members. Impolite behavior, unsafe actions, negative attitudes, etc. detract from the program experience.

Where mandatory and provided, identification badges are to be worn by each participant as required. This will ensure that HERMES staff are better able to identify and assist participants.

We will not tolerate participants making comments about other students' identity, related to (but not limited to): skin color, national or ethnic origin, religion, age, sex, gender identity, appearance, sexual orientation, physical and/or mental handicap.



Participant Code of Conduct (continued)

SAFETY AND BEHAVIOR

1. Participants are responsible for the safety of their own possessions at all times.
2. Safety is a paramount issue. Any unsafe activity (both physical and psychological) will not be tolerated. Physical or psychological confrontational behavior or harassment, including intimidation or hostility, aimed at another person, that causes or may cause harm will not be tolerated and may result in the immediate dismissal of the aggressor at his or her own expense.
3. Participants are to report any accidents, injuries or illnesses to HERMES team (and if available, their group leader, or accompanying adult).
4. Possession, use, or other forms of engagement with illegal drugs is not tolerated. Use for non-medicinal purposes will result in immediate dismissal from the program.
5. Alcoholic beverages are prohibited in any conference venue, meals, accommodation, or transport unless specifically designated in a special event. Inappropriate behavior as a result of alcohol will be dealt with strictly.
 - Possession, use, or other forms of engagement with alcohol by those who are under the age of 18 is illegal. Distribution of alcohol to fellow participants is prohibited.
 - Excessive drinking and related disruptive behavior by those of, or over the age 18 will not be tolerated, and is grounds for immediate dismissal from the event at own expense.
 - Underage drinking, excessive drinking, and detrimental behavior as a result of any form of alcohol consumption may result in involvement by local law enforcement.
6. Cigarettes and other tobacco products are not permitted in any of the locations of the event/workshop, including lodging rooms and venues.
7. Sexual harassment is a serious crime and will be reported to appropriate authorities. Any incident or allegation will result at a minimum in the suspension of your participation and may result in your dismissal from the program.
8. Participants responsible for theft and/or vandalism during the course of the event will be held financially liable and subject to disciplinary action.
9. The use and/or possession of prohibited items is not permitted and will result in disciplinary actions. Prohibited items include handguns or any other form of weapon.
10. In the event of inappropriate behavior or non-compliance with this Code of Conduct, HERMES will take careful steps to address the issue and terminate event participation where necessary.



Participant Code of Conduct (continued)

Disciplinary action against any participant found to violate any of the rules includes, but is not limited to:

- counseling by staff and/or group leader
- rescinding of program activities
- contacting parents/guardians if a minor
- dismissal from the program at participant's own expense
- involvement of local law enforcement if necessary

Submission of appeal is possible at any time, orally or in writing. Complaint should be handed to the workshop/event/activity coordinator, as well as to any of the trainers at the session.

Each complaint will immediately be examined in detail, in secret, preferably as short as possible, and not longer than 24 hours. The decision on the disciplinary measure will be made by all the coordinators and coaches at the session. Every decision will be documented and delivered to the offender and his guardians by session coordinator.

Note: we also expect that participants will not passively condone the inappropriate behavior of other fellow participants. If witnessing any inappropriate behavior or an incident violating the Code of Conduct, the participant is expected to promptly report such behavior or incident to HERMES staff or volunteers.

In accepting to participate in NAME OF ACTIVITY/EVENT/WORKSHOP, I acknowledge that I have read and understood the requirements of this Code of Conduct.

Signature:

[Sign Here] _____

Name (use capital letters):

Place and date: