



Hrvatska Edukacijska i Razvojna Mreža za Evoluciju Sporazumijevanja - HERMES

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## **Staff & Trainers Code of Conduct**

### **INTRODUCTION**

In keeping with our mission and values, HERMES is committed to maintaining the highest degree of ethical conduct amongst all its staff and associated personnel of *NAME OF YOUTH WORKSHOP / PROJECT / EXCHANGE ACTIVITY*.

### **SCOPE AND PURPOSE**

This Code of Conduct applies to everyone engaged by HERMES or working as representative of HERMES in the *NAME OF YOUTH WORKSHOP / PROJECT / EXCHANGE ACTIVITY*.

The purpose of this Code of Conduct is to set out the conduct expected of personnel and freelance trainers whilst under contract, and forms part of all contracts of employment and service agreements. The Code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

Whilst recognising that local laws and cultures differ considerably from one country to another, *NAME OF YOUTH WORKSHOP / PROJECT / EXCHANGE ACTIVITY* is an international educational program, and therefore the Code of Conduct is developed in line with international standards. HERMES staff are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.

### **CODE OF CONDUCT STANDARDS**

As *NAME OF YOUTH WORKSHOP / PROJECT / EXCHANGE ACTIVITY* personnel, I will:

**Uphold the integrity and reputation of HERMES by ensuring that my professional and personal conduct is consistent with HERMES mission and principles:**

- I will treat all people fairly with respect, dignity and non-discrimination.
- I will be observant of all local laws and respectful towards local culture & customs.
- I will seek to ensure that my conduct does not bring HERMES and *ACTIVITY/EVENT NAME*, into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed.
- I will not work under the influence of alcohol or illegal drugs.



### **Staff & Trainers Code of Conduct (continued)**

- I will not keep weapons, ammunition, illegal drugs or other dangerous objects & materials on activity premises or accommodation (including vehicles).

#### **Not engage in abusive or exploitative conduct:**

- I will not sexually abuse or exploit anyone.
- I will not physically assault anyone.
- I will not emotionally or psychologically abuse anyone.
- I will not engage in sexual activity with children (persons under the age of 18) or vulnerable (young) adults. Mistaken belief in the age of a child is not a defense.
- I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes any exchange of assistance or service that is due to beneficiaries, any exchange of service or support that is due to other staff and job applicants and any exchange for the services of sex workers.
- I will not engage in 'sex-tourism' or exploit my position of relative power and prosperity vis a vis the local community to have multiple casual sexual partners.
- I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking.

#### **Protect the safety, security, health and welfare of myself and my colleagues:**

- I will adhere to all legal, ethical and organisational health and safety requirements in effect at my location of work.
- I will comply with any organisational security guidelines and procedures.
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others.

#### **Be responsible for the use of information, assets and resources to which I have access by reason of my employment with HERMES:**

- I will ensure that I use HERMES and ACTIVITY/EVENT/PROJECT NAME assets and resources entrusted to me in a responsible manner and will account for all money and property provided.



### **Staff & Trainers Code of Conduct (continued)**

- I will not use HERMES and ACTIVITY/EVENT/PROJECT NAME equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism.
- I will not use HERMES and ACTIVITY/EVENT/PROJECT NAME equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse.

#### **Perform my duties and conduct my private life in a manner that avoids conflicts of interest:**

- I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business that may impact on the work of HERMES and ACTIVITY/EVENT/PROJECT NAME.
- I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within HERMES, to any person with whom I have a financial, personal, family (or close intimate relationship) interests.
- I will seek permission before agreeing to undertake any other form of work (public or private) that may conflict with HERMES and ACTIVITY/EVENT/PROJECT NAME mission or values.
- I will not accept significant gifts or any remuneration from anyone we work with, my colleagues or job applicants, suppliers or contractors, government officials, donors or any other persons which have been offered to me as a result of my employment with HERMES and ACTIVITY/EVENT/PROJECT NAME.

#### **Uphold confidentiality:**

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so.



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### **Staff & Trainers Code of Conduct (continued)**

#### **COMPLAINTS AND REPORTS**

HERMES and ACTIVITY/EVENT/PROJECT NAME personnel are obliged to bring to the attention of the relevant manager any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the standards contained in this Code.

Staff members who have a complaint or concern relating to a breach of the Code should report it immediately to ACTIVITY/EVENT/PROJECT NAME Coordinator (or other title). If the staff member does not feel comfortable reporting to their manager or supervisor (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern), they should report immediately to the Executive Director of HERMES (Tvrtko Noa Pater, pater@hermes.hr, +385912506151). In the case that the complaint concerns the Executive Director or another member of HERMES Executive Team, then the complaint should be addressed to a representative of the HERMES Board of Directors (Morana Starčević, starcevic.morana@gmail.com, +385915864492). The complaint will be processed within 14 days and the party informed of the decision. Afterwards, there is a 14 day window to lodge a complaint regarding the decision.

#### **Signature:**

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[Sign Here]

In accepting employment/assignment, I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code of Conduct which I have read and understood.

Name (use capital letters):

Position in HERMES and/or ACTIVITY/EVENT/PROJECT NAME:

Date:

Place:

page 4/4