



Policy Document

Code of Conduct Officials

Amended by the CoM on 30th November 2019

Created in May 2018. First adopted by the CoM on 24th June 2018. Amended on 29th June 2019 and 30th November 2019.



European Youth Parliament Luxembourg

Code of Conduct for Officials

Applicability: *Officials includes anyone attending the event in an official capacity. This means all members of the Chairs team, the Organising team and the Media team, jury members, trainers as well as representatives from the Governing Body, the International Office and National Committee board members. The definition also includes any individual representing a structure of the NC or international governance (council members, regional boards etc.)*

Commitment to integrity

1. Officials are obliged to behave in a way that does not reflect negatively on the EYP, the National Committee and other participants at the event.
2. Officials are obliged to behave in a way that does not reflect negatively on the Organising Committee and National Committee, and should therefore respect all rules established by the organising team, including, but not limited to:
 - a. participating in all mandatory items of the programme in a timely manner;
 - b. respecting the venues where the event is taking place, and their respective rules;
 - c. not abandoning the group or premises of the event without explicit permission to do so from the team leader or NOC;
 - d. behaving as a representative of the organisation at all stages of the event, even outside of the official programme elements.

Behaviour and non-discrimination

3. Session officials must act as role models and behave respectfully towards other session participants. Expected behaviour includes:
 - a. maintaining a positive and welcoming environment for all participants;
 - b. not engaging in conduct that is unfair or abusive towards others;
 - c. respecting cultural, religious, and personal differences;



d. not discriminating any other participant on the basis of their age, sex, gender identity, sexual orientation, physical or mental disabilities, religion, national or ethnic origin, family status, marital status, or any other status.

4. Bullying or harassment of any kind – whether, verbal, non-verbal, physical aggression, sexual or emotional – is not tolerated at any events connected with our organisation.

Sexual conduct and relationships

5. Officials are forbidden to engage in any romantic or intimate activity with another person, when they are in a position of trust in relation to that person (this would include officials in relation to participants (e.g. delegates, trainees), but also officials in a leadership position in relation to the officials where there is a hierarchical position and/or involvement in one's evaluation process). In concrete terms, this includes relations between:

- a. Officials towards delegates;
- b. President and Vice-presidents with chairpersons;
- c. Editors and Editor assistants with members of the media team;
- d. Heads of Jury with Jury members;
- e. Head Organisers with organisers;
- f. Presidents with Vice-Presidents;
- g. Editors with Editor Assistants;
- h. GB members, IO team and NC board with any session participant or official.

6. Breach of this trust placed on a team leader must be indicated in the official's evaluation after the event.

7. Session officials must respect Luxembourgish National law as setting the age of sexual consent.

8. The EYP operates under a clear consent culture. Everything that is not a yes is a no.

9. Officials, team leaders and the NOC are expected to promote and ensure a safe environment free from sexual misconduct as stated in the Participant Welfare Policy.

Alcohol consumption and drug abuse

10. The EYP respects Luxembourgish National law and limits the use of alcohol and tobacco accordingly.



11. Any official attending an event must not put themselves in a position in which they are unable to fulfil their duties or participate in the official programme due to overindulgence. The Head-Organisers, NC representatives and Event/National Safe Persons retain the right to confiscate any excess alcohol and return it at the end of the event.

12. The consumption or use of any illicit drugs and marihuana is strictly forbidden at all EYP events.

Criminal conduct

13. Event officials are obliged to comply with Luxembourgish National law.

Duties and responsibilities

14. Every individual should intervene to stop an inappropriate behaviour when observed (be it bullying or harassment or other harmful or dangerous behaviour). Serious and grave incidents should be reported to the Safe Person in accordance with the procedure set out in the Policy for a Safe and Dignified EYP.

15. All team leaders are responsible to create and ensure a safe and dignified environment for the members of their team. All officials must act as role models and behave respectfully towards other officials and participants. Officials must:

- a. Maintain a positive and welcoming environment;
- b. Maintain and promote a respectful attitude towards personal differences (cultural or otherwise);
- c. Not engage in any conduct that is unfair or abusive towards others;
- d. Reject any form of discrimination and exclusion, as well as shaming, humiliation or degradation;
- e. Refrain from, discourage and intervene when observing peer pressure to engage in any type of physical or sexual activities with another individual or to drink alcohol;
- f. Taking a stance when any of the above behaviour is witnessed to discontinue it, as well as reporting it to the Event Safe Person when appropriate.

Additionally, Team Leaders must

- a. Be aware of the influence they might exert on other members, officials and especially delegates, due to their position, experience or other;



- b. Ensure team members feel at ease; respecting their boundaries and not pushing them out of their comfort zone without their consent;
 - c. Provide an enabling environment for individuals personal, social, emotional, moral and intellectual development, as well as ensuring physical safety as far as reasonably practicable;
 - d. Encourage and respect individuals' voices and views;
 - e. Create an environment in which bullying or harassment of any kind are neither encouraged, nor tolerated;
 - f. Avoid sexualised activities or activities with an increased potential for harassment or bullying (mocking, stereotyping, ...);
 - g. Ensure that, if alcohol consumption is allowed and appropriate, it is consumed consensually and in a responsible manner by their team members.
16. Team leaders must inform their team members of the right to receive feedback, and must comply with the specific regulations that apply to their position as required by the Policy on Evaluation and Feedback.
17. Every official must confirm that they have read and understood the Code of Conduct, the Policy for a Safe and Dignified EYP, the Welfare Policy and the Policy on Feedback and Evaluation.

Cancellation

18. Any official who cancels their participation to a session less than 21 days prior to its official starting date will lose all rights to reimbursement of already made payments to the NC. Moreover, the NC retains the right to pursue payment obligations of such officials if costs arise from their late cancellation.
19. Exceptions to clause 18 are only granted if the official can prove that their inability to attend the event is due to Force Majeure or sickness (e.g. by a doctor's note).

Consequences

20. Violation of this Code of Conduct will result in appropriate disciplinary action at the discretion of the Event Safe Person (in consultation with the session leadership and NOC board) including, but not limited to:
- a. reprimands;
 - b. expulsion from the event at the participant's own expense (access to any of the program elements or venue is forbidden from then on);



- c. mention of the behaviour in the participant's evaluation;
- d. "Inability" to be selected for International Sessions or events organised with the support or involvement of the International Office/Governing Body for a certain amount of time;
- e. downgrading of national members in their selection ranking;
- f. legal action in case of unlawful behaviour;
- g. indefinite expulsion from the national organisation, either temporary or permanent;
- h. expulsion from all EYP events, both national and international, either temporary or permanent.

21. Complaints in case of serious breach of the policy can lead to further consequences being imposed by the Governing Body, following complaints submitted to the Safe Core Team.

22. EYP Luxembourg denies all responsibility for individuals infringing on this policy and will not cover costs thence arising.



Personal Information (Please fill out legibly in capital letters)

Full Name	
Date of Birth	
ID Number/Passport	
Nationality	

Emergency Contact (Please fill out legibly in capital letters)

Full Name & Relation	
Address (street/no./ZIP/City)	
Country	
Emergency Mobile Phone number	

By signing this Code of Conduct, I hereby confirm that as an official of events and sessions organised by EYP Luxembourg, I (and my Parent or Guardian in the case of being underage) have read, understood, and accepted the Code of Conduct and will henceforth abide by it.

Signature of the Participant
Place, date

Signature of the Legal Guardian (if official is underage)
Place, date