

The Code of Conduct (CofC) outlined in this section provides a broad and non-exhaustive framework for understanding what behaviour is not permissible at events and forums organised by Young European Federalists (JEF), including online spaces and communication channels affiliated with the organisation.

JEF Europe is committed to maintaining and further developing a culture based on mutual respect, human dignity, safety, and equality as preconditions to ensure full access and active participation, reflecting the right to an empowering space for safe and inclusive participation in its activities.

The aim of this Code of Conduct is to ensure that every individual feels safe, heard, included, and respected in JEF Europe; that every individual has the means to actively participate in JEF; and that JEF as an organization continuously strives for further inclusiveness, diversity, and safety in all its activities.

The Code outlines the social and ethical responsibilities of individuals and groups, and binds JEF Europe to implement the Code. The Code comprises a set of substantive and procedural rules, such as the use of contact persons, to ensure safe participation and an empowering space, inclusion, equity, and respect of all individuals involved with JEF activities.

This Code of Conduct is subdivided into following 12 sections:

1. Acting in accordance with the Code of Conduct
2. Consent
3. Assumptions
4. Power Relations
5. Relations with the Secretariat
6. Obligations
7. Application
8. Reporting
9. Enforcement
10. Legal steps
11. Privacy

The following sections provide additional details pertaining to the reporting of breaches of the CofC, the interpretation of the CofC, and the measures that are available for enforcing the CofC.

As a condition of acceptance in events organised by JEF, participants and organisers agree to familiarise themselves with the CofC and, to the best of their ability, to adhere to the following terms:

1. Acting in accordance with the Code of Conduct

The following rules shall be interpreted broadly to include any conduct considered inappropriate and inconsistent with the ideals of JEF Europe as expressed in the Statutes. Any breach of these rules shall lead to action as defined in the procedures in section 10.

Participants in JEF activities commit to adopt and promote appropriate behavior including but not limited to:

- Respecting others and not using language or behaviour that is intended to denigrate or undermine their contributions;
- Not discriminating on the basis of any personal or physical characteristics, including gender, appearance, nationality, style or any other features;
- Ensuring that others are given the opportunity to speak and be heard without interruption;
- Forming an environment where everyone feels comfortable expressing their opinions, even if those opinions are in a minority, provided they are expressed in adherence to the other terms;
- Discussing sensitive topics in a considerate manner, being mindful that others may be personally affected by them;
- Understanding the importance of lived experience, not dismissing or seeking to explain the basic terms of issues or conflicts that others have been personally affected by;
- Supporting the inclusion of others who may be less familiar with the issues being discussed in a way that does not put into question their intelligence or capability to understand them;
- Refraining from commenting on someone's appearance in ways that may make them feel uncomfortable or objectified;
- Avoiding the use of language which treats a certain level of mental or physical health or bodily ability or a lack of as being normal or more desirable;
- Showing an appreciation and a consideration for other people's cultural or religious practices and beliefs, including understanding that what is acceptable in one's own culture or religion may not be in others;
- Appeals to cultural norms shall not justify behavior that constitutes discrimination, harassment, or abuse as defined in this Code;
- Not feeding racist, gender or other stereotypes in their speech, actions, or behaviour, even as a joke or ironically;
- Refraining from physical contact beyond basic greetings without consent and showing respect for the personal space of others;
- Not peer pressuring others into partaking in voluntary activities;
- Not bullying others for perceived mistakes or differences, defined as anything that is intended to draw laughter at their expense;

- Not engage in any form of harassment, abuse, intimidation, or hostile behaviour towards fellow JEFers and participants in JEF activities.

2. Consent

All parties involved need to be familiar with the concept of consent and what constitutes sexual and emotional harassment.

Consent is defined for the purposes of this document as an agreement between two or more people to engage in activities together, while particularly relevant in the context of sexual interactions, the concept of consent also serves as a general guideline for respectful interpersonal behaviour.

Consent is not always given or refused through verbal or written approval and those requesting it need to take into account non-verbal or written forms of approval such as tone or body language.

If there is any doubt as to whether consent has been given, then the activity should be stopped. Consent can be withdrawn at any time and if this occurs, any failure to stop the activity will be treated as harassment or abuse.

Consent cannot be given by someone who is significantly impaired by alcohol or other substances and as a result, they are not fully conscious, awake or capable of making informed decisions.

If someone agrees to an activity because of pressure or the threat of bullying, even if it is implicit, then this does not constitute consent.

Consent should be defined in an easy-to-understand way according to the definition provided in the document at the beginning.

3. Assumptions

As an inclusive and empowering space for young people from many backgrounds, JEF is committed to the pursuit of a free and united Europe.

Understanding that prejudices and unconscious biases can be ingrained in us, it is the responsibility of each individual involved in an event to actively avoid making assumptions, including but not limited to:

- A person's background or opinions based on their skin colour, other external features, or their accent and vocabulary;
- A person's country of origin, whether this be its political status, economic status, or any other elements of their culture;
- A person's religious or political affiliation, and what this means for their opinions, convictions, and beliefs on a range of issues;
- A person's gender or sexual identity, noting that neither are binary nor are people required to place themselves on a spectrum upon request;

- A person's ability to do the same things as someone else, especially in the case of hidden disabilities;
- A person's good health or otherwise.

While making assumptions is not necessarily against the CofC on the basis that people can make the wrong judgements on the appropriate comments in a particular context and that this does not require intervention, failure to apologise if prompted would constitute a potential breach of 1A.

4. Power Relations

Members of any of the JEF statutory bodies (Executive Board, Federal Committee, Arbitration Board, Auditors Committee), the Secretariat, Permanent Contact People, and the Pool of Trainers are considered to be in a relative position of power and therefore in a special and unique position of trust.

The words someone in a relative position of power speaks, the actions they take, and the environment they create can carry more influence and pressure than other members of the group.

Individuals in a relative position of power must take extra care to ensure they are not unduly influencing or pressuring members of the group, especially with regard to consent.

Ways these individuals may take extra care include self-reflection, deferring to the organisers and ensuring that they are not seen as having more power than they have, and being open to feedback.

The CofC applies to these individuals in the same way as it would anyone else, and no claim of a breach of the CofC may be investigated either by themselves or someone who has a close relationship with them.

5. Relations with the Secretariat

The office hours of the Secretariat are 09:00 to 18:30 Central European Time. These need to be respected, with no pressure exerted to work outside of office hours.

The Secretariat should not be contacted on their personal phone number, email address, or social media accounts for work-related purposes without express prior agreement.

The relationship between the Secretariat, the other JEF statutory bodies and positions of power, and the national sections, must be founded on mutual trust. If issues cannot be resolved by the Executive Board and the Secretariat, the issue will be elevated to the Permanent Contact People.

6. Obligations

Presenting the Code of Conduct

- The Code shall be circulated ahead of and in every JEF Europe event and activity where applicable. The Code shall be presented on the first day and when deemed necessary reminders to the code shall be given by the appropriate party;
- The Code shall be introduced using the Code of Conduct presentation;
- The presentation of the Code of Conduct shall:
 - ensure that participants understand its content and obligations;
 - be appropriate to the purpose of the document;
 - consider the type and duration of the event;
- The Code shall be presented by one of the organisers, facilitators, or the Contact Persons, and the means to report to the Contact Persons shall be presented at the same time;
- The Code shall be accessible for reference throughout the event or activity.

Permanent Contact Persons

- Permanent Contact Persons are dedicated to ensuring safety and feeling of safety across the association and can be contacted online at anytime;
- At least three (3) Permanent Contact Persons shall be elected by the upcoming Federal Committee and have a two-year mandate;
- The number of Permanent Contact Persons shall be uneven in order to enable clear decision-making in cases where differing opinions arise, without the option of abstaining or not voting on the issue if that would impede making a decision;
- The Permanent Contact Persons shall represent different gender identities;
- The Permanent Contact Persons shall, to the greatest extent possible, reflect the diversity of JEF's membership, including different gender identities and, where possible, different backgrounds with regard to disability, ethnicity, sexual orientation, and geographical origin, so that all members can find a Contact Person with relevant lived experience;
- The Permanent Contact Persons shall be familiar with the Code of Conduct and charged to interpret and act in accordance;
- In case the Permanent Contact Person is unable to continue in the role or resigns, a new Permanent Contact person shall be elected by the Federal Committee for the remainder of the term;
- When possible permanent Contact Persons may not hold a position in any of the JEF Europe Statutory bodies.

Contact Persons

- Contact Persons are dedicated to ensuring safety and sense of safety and to being available for participants in person and online;
- At least two (2) Contact Persons shall be appointed by the organisers for every event and activity of JEF Europe. For smaller activities with fewer than ten (10) participants, the appointment of one (1) Contact Person shall be considered sufficient;
- For online meetings of task forces, political commissions, and similar groups, the chair(s) may act as Contact Persons unless another person is designated;
- The Contact Persons shall be selected so that they are available throughout the event or activity and they cannot hold a position of President, Vice President or a Member of FC Presidium;

- The organising team of an event where two or more Contact Persons are appointed, must ensure that Contact Persons represent different gender identities;
- In exceptional cases when people of multiple gender are not directly available e.g. in the organising team, contact person can be one of the participants in the event or one of the permanent contact persons can assist remotely;
- Wherever possible, Contact Persons should not be part of the main organising team of the event in order to ensure independence and approachability for participants;
- The organising team must ensure that Contact Persons represent different gender identities and, wherever possible, reflect broader dimensions of diversity relevant to the event's participant profile, including disability, ethnicity, and LGBTIQ+ experience;
- The Contact Persons shall be trained by persons familiar with the Code of Conduct in interpreting and acting in accordance with it, as well as in facilitating the follow-up of a breach;
- The Contact Persons shall be appointed and trained ahead of the event or activity in question;
- The Contact Persons are advised to remain vigilant during the entirety of the event, by reducing as much as possible their consumption of alcohol and/or other substances that may affect their cognitive capabilities;
- In instances where one does not feel comfortable reporting to a Contact Person, feels their rights have not been ensured, or has other complaints related to the CofC, they are encouraged to contact one of the Permanent Contact Persons;
- When multiple organisations are collaborating in organisation of an event or other activity covered by this Code, the Contact Persons should represent multiple organising parties.

Code of Conduct form

- A specific form is made for each individual event or activity and is only accessible by the Contact Persons and shall be actively monitored during the intended event or activity and for four (4) weeks after the end of the event or activity by the Contact Persons;
- The form shall provide the possibility to state what happened and what they wish that the next steps are;
- The form shall have the possibility to provide one's contact details or opt for anonymity;
- There shall be a permanent form available on JEF website through which the Permanent Contact Persons can be contacted anonymously.

7. Application

This section outlines the scope of application of the Code of Conduct, including to whom it applies and in which contexts, settings, and circumstances it is to be observed.

To whom this Code of Conduct apply:

As outlined in the Introduction chapter and chapter on power relations , the CofC applies to all JEF events and those in a position of power.

The CofC does not apply to events of national sections and other affiliated organisations of JEF, unless the European bodies are involved as co-organisers, as enforcement does not fall under the responsibility of the statutory bodies.

National sections and other affiliated organisations of JEF are entrusted to comply with their legal responsibilities in all events and if this is in any question then appropriate measures will be taken, including the recommendation of disaffiliation pending a vote.

JEF Europe encourages national sections and affiliated organisations to adopt and enforce their own Codes of Conduct or comparable safeguarding policies adapted to their national context. In cases where such a document does not exist, this Code of Conduct may be used as a guiding framework for ensuring safe, respectful, and inclusive participation in their activities until a dedicated document is developed and adopted at the national level.

When registering for or participating in a JEF event, each participant accepts and commits to these rules by default.

JEF Europe requires that the behaviour of an individual participating in any offline or online activity of JEF Europe, or representing JEF Europe in external events, meetings, public communication, or online spaces, must be consistent with and follow these rules.

Participants in JEF activities are encouraged to report any potential violations of the Code of Conduct. At the beginning of each event, organisers must clearly explain the reporting procedures and ensure that any reported concerns are reviewed according to the established process.

Every participant in JEF Europe activities is expected to understand and follow the Code, as well as their obligations under the law applicable wherever they are. JEF Europe recognises that its network is conducting activities that also involve the participation of minors on occasion. The Protection Guidelines for Minors of JEF Europe detail the additional safeguarding measures to be applied in case of the participation of minors.

The organisers of an event have a duty of care for anyone who is involved in a potential violation of the CofC and must follow the accordant safeguarding procedures.

As JEF events may occasionally include participants who are legally considered minors (defined for the purposes of JEF as individuals under 18 years of age), organisers have additional safeguarding responsibilities.

If there are any doubts as to how to follow the rules set in the Code of Conduct, participants are encouraged to ask for guidance from any of the Contact Persons (as defined in Section 11).

Where and when this Code applies:

The Code of Conduct applies during both online and offline activities of JEF Europe, in both formal and informal settings. The Code also applies between JEF Europe events, including in all communication channels affiliated with JEF Europe, such as messaging platforms,

social media, email communication, and other digital spaces used by the organisation, as well as in communications with the staff of the JEF Europe Secretariat.

This Code may apply or act as a guide, at the discretion of the organisers, within events hosted by more than one JEF section where no similar document has been adopted. When collaborating with other organisations with their Codes of Conduct or comparable documents, the organising parties will decide which document shall apply but the JEF party involved needs to ensure that the minimum standards set in this document are a reality also in the given collaboration.

A formal setting shall be understood as including any part of the working programme of an event, Task Force or Political Commission meetings, and statutory bodies' meetings.

Informal settings shall be understood as including any activities happening in connection to a formal meeting or any other JEF Europe event, including social media interactions directly related to JEF Europe activities, or other informal get-together clearly linked to JEF Europe activities. Activities surrounding the working programme, including, but not limited to, social events and online communication, shall be considered as informal settings.

8. Reporting

The Code of Conduct applies to every member of JEF Europe and every participant in a JEF activity, regardless of their role in the organisation. If a participant observes or experiences behaviour that concerns them, or that may represent a violation of our Code, they are urged to raise the issue with one of the Contact Persons promptly, provided they feel comfortable doing so. They may choose to report anonymously or be accompanied by a person they trust when making a report. This will allow JEF Europe 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.

Situations can be reported to the event Contact Persons up to four weeks after the event, and the anonymous form will remain open for the same period. The Permanent Contact Persons may be contacted at any time, with no fixed deadline, and their route is fully equivalent to the event-specific route.

Inappropriate or unwanted behaviour or action can be reported through:

- One or more of the Contact Persons presented at the beginning of the activity, in person or online;
- A Code of conduct form that can be used to report anonymously;
- Other means mentioned in the beginning of the event or activity.

JEF Europe is committed to ensuring that reporting processes are accessible to all participants, including those with disabilities. Where necessary, reasonable accommodations should be provided to ensure equal access to the reporting process. Reports may be made verbally (in person or by call) as well as in writing. The reporting form shall be available in plain language and, where possible, easy-read format. A support person of the reporter's choosing may accompany them throughout any reporting or follow-up process.

9. Enforcement

In case of any breach from the Code of Conduct, the dedicated contact persons at the event or activity are required to, on their best judgement and with the consent of the person affected by the conduct, in proportionate and progressive measures and depending on the severity of the action:

- Remind participants of their obligation to act in accordance with the present Code of Conduct and give them advice on how to do so;
- Engage in a one to one conversation with the person in breach of the Code to make sure that there is a mutual understanding of the nature of the inappropriate action, including clarifying and explaining possible misunderstandings and intercultural differences;
- Inform, only when necessary, the other organisers of the event or the meeting chairs about the problematic behaviour or the violation of the Code;
- Facilitate a structured conversation between parties to resolve the situation, should the affected party in the situation consent to such conversation;
- In consultation with the organising team and the facilitators of the activity, suspend the session and/or ban the person in breach of the Code from attending the remainder of the event or activity;
- In consultation with the organising team and the facilitators of the activity and the Arbitration Board, the Executive Board may impose sanctions up to and including restrict or ban participation temporarily or permanently in future JEF Europe activities;
- In the case of violent or other potentially illegal behaviour, contact the police in consultation with the person affected in accordance with the national law.

The Executive Board in consultation with organisers and contact persons of the event may decide to suspend or permanently ban the person in breach of the Code from attending future JEF events or activities. The decision shall be taken within a month after the report is received.

In situations where the person reporting is known, they should be communicated with as soon as practical about reception of their report. In any case, the action agreed on by the contact persons and the person reporting should be taken as soon as possible and when possible, during the event. The case is closed when all of the agreed on steps have been taken to resolve the situation and all the parties involved in the report have been made aware of the steps taken and of the closure. When applicable and the reporting person is known, the Contact Persons may encourage them to seek professional advice or help.

If a report leads to a formal follow-up or investigation, the person whose behaviour is being examined shall be informed of the concern raised and the nature of the alleged breach of the Code of Conduct. This communication shall take place as soon as reasonably possible, while ensuring that the identity of the reporting person remains confidential if anonymity has been requested. All parties involved shall be treated fairly and respectfully throughout the process.

10. Legal steps

This Code applies to all participants, organisers, trainers, elected representatives, staff members, and any other individuals involved in JEF Europe activities.

They are expected to comply with the Code of Conduct as well as all applicable laws, rules and regulations. In a case where the provision of the Code of Conduct should conflict with applicable law, the law prevails.

In cases where behaviour may constitute a criminal offence under applicable national law, including but not limited to physical violence, threats, harassment, or discrimination prohibited by law, the Contact Persons, in consultation with the person affected whenever possible, may contact the relevant law enforcement authorities where required or appropriate under national legislation.

Such measures do not limit or interfere with the right of the affected person or group to independently pursue legal action or seek protection through the appropriate legal channels.

11. Privacy

To protect the privacy of all parties concerned, the Contact Persons and other persons involved in the process are bound to confidentiality and discretion regarding any information they become aware of during the reporting process, except if any legal procedure requires it or for the safety of the individual.

The Contact Persons and other persons involved in the process shall not disclose the identities of the parties concerned without their prior consent.

The Permanent Contact Persons shall develop and maintain an internal guidance document for Contact Persons. This document shall contain anonymised descriptions of cases and practical guidance on how different situations have been handled in the past. All information included in this guide must be fully anonymised and written in a way that prevents any case from being traced back to specific individuals, events, or locations. The purpose of this document is to support future Contact Persons in responding appropriately to potential breaches of the Code of Conduct while preserving the privacy and confidentiality of all parties involved.

In the cases where the Executive Board may decide to ban or suspend someone from attending further JEF events, the decision may be reflected in the minutes of that meeting in a way so as to guarantee the anonymity of the persons involved in that Code of Conduct breach.