

Code of Conduct

MoMo Education by Sister Schools Foundation offers a safe place to everyone who joins: from occasional visitors or participants in MoMo activities to its volunteers and employees. The safe space means that people treat each other with respect, with integrity and with a cooperative spirit, so that everyone can work together in a positive and responsible way.

Each member of MoMo Education by Sister Schools Foundation (MoMo) is subject to the same Code of Good Conduct. This Code includes a set of rules of conduct by means of which MoMo Education by Sister School Foundation wants to promote good behaviour and provide a safe place for everyone. Anyone with questions regarding unwelcome behaviour within the organisation will also have the opportunity to discuss this with our confidential advisor.

To ensure such a safe space we have formulated the following rules for everyone in the form of personal statements:

- 1. I accept and respect everyone and I do not discriminate against anyone. Everyone counts within the organisation.
- 2. I do not make assumptions about a person's sexual orientation or gender identity.
- 3. I take into account any boundaries indicated by the other person.
- 4. I do not harass anyone.
- 5. I do not harm anyone.
- 6. I do not insult anyone or tell jokes or make comments about other people.
- 7. I treat any information I receive from other people as confidential.
- 8. I do not ignore anyone.
- 9. I do not participate in bullying or laughing or gossiping about people.
- 10. I do not fight, I do not use violence, and I do not threaten others.
- 11. I do not get too close to anyone and I do not touch anyone against their will.
- 12. I do not give anyone unwelcome sexual attention.
- 13. I do not ask inappropriate questions or make unwelcome comments about anyone's personal life or appearance.
- 14. I make it clear to others where my own personal boundaries lie, and I confront anyone who goes too far in relation to those.
- 15. I help others to keep to these rules, and I confront anyone who does not keep to them.
- 16. I do not abuse my position of power in any way.
- 17. I deal responsibly with the resources of the organisation.

Confidential advisor

Would you like to have a confidential conversation in relation to any of these rules of conduct or do you have any questions regarding unwelcome behavior within MoMo Education by Sister Schools Foundation that you do not wish to discuss with your superior? You may contact our confidential advisor: Julia HOUWER, <u>houwerjulia@hotmail.com</u>, 06 27047915.