



Code of Conduct

East to West European Association Ltd

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**POLICY 5**
Code of Conduct
EAST TO WEST
EUROPEAN ASSOCIATION

Always

- Treat everyone with dignity and respect
- Follow the Safeguarding Policy and report concerns promptly
- Keep personal information confidential
- Declare conflicts, gifts and hospitality
- Follow risk assessments and safety instructions

Never

- Discriminate, bully or harass
- Have private online contact that creates risk
- Use images or stories without consent
- Work while impaired by alcohol or drugs
- Commit fraud or offer or accept a bribe

1 Purpose and application

This Code sets the standards expected of directors, employees, workers, volunteers, contractors, facilitators and representatives when acting for or with the Association, including online, at events and during travel or outreach.

2 Respect and inclusion

Everyone must treat others with dignity, respect boundaries, use inclusive language, avoid stereotypes and comply with the Equality Diversity and Inclusion Policy. Discrimination, bullying, harassment, sexual harassment, victimisation, hate-related behaviour and retaliation are prohibited.



3 Safeguarding and professional boundaries

People must follow the Safeguarding Policy, report concerns promptly, avoid inappropriate one-to-one or private online contact, never exploit trust, and not exchange money, gifts, personal services or intimate communications in a way that creates risk or dependency. Sexual or romantic conduct with a current child beneficiary is prohibited. Conduct involving adults at risk must respect capacity, consent and professional boundaries.

4 Integrity and authority

Representatives must be honest, act within delegated authority, give accurate information, keep commitments or explain changes, and not misuse the Association's name, logo, funds, property or relationships. Fraud, bribery, facilitation payments, theft and falsification of records are prohibited.

5 Confidentiality and data

Confidential and personal information must be accessed only for authorised purposes, shared only where lawful and necessary, stored securely and returned or deleted as directed. Safeguarding and whistleblowing concerns must be reported through proper channels and are not silenced by confidentiality.

6 Conflicts gifts and hospitality

Actual, potential and perceived conflicts must be declared promptly and recorded. A person must withdraw from a decision where impartiality may reasonably be questioned. Gifts or hospitality must never influence a decision; anything more than modest and occasional must be declared and may need to be refused.

7 Communications and social media

Communications must be respectful, accurate and authorised. No person may speak publicly for the Association without authority. Personal views must not be presented as the Association's position. Images and stories require appropriate consent and must protect dignity, privacy and safeguarding.

8 Safety substances and criminal conduct

Everyone must follow risk assessments, emergency procedures and reasonable safety instructions. A person must not undertake duties while impaired by alcohol, illegal drugs or misused medication. Violence, threats, possession of weapons and criminal conduct connected with Association activity are prohibited.



9 Reporting and consequences

Concerns should be reported to the activity lead, director, safeguarding lead or whistleblowing contact according to subject. Genuine reports will be protected from retaliation. Breach may lead to advice, training, restriction, removal, disciplinary or contractual action, referral to authorities or termination of involvement.



Board approval

This policy was approved by the Board of Directors on 3 August 2026, the date of incorporation, and the approval is recorded in the Board minutes.

Approved by	Board of Directors
Director name	Mihaela Veronica Pruteanu (Director and Chair) and Cristina Giorgia Tutu (Director)
Signature	Signed copy held at the registered office
Date	3 August 2026