



## OFF Youth Experience Program - Code of Conduct

### Introduction

The OFF Youth Experience program, part of the Youth Film Festival Sarajevo, is committed to creating a safe and respectful environment for all participants. This Code of Conduct outlines the expected behaviors and professional boundaries for all staff, volunteers, and participants to ensure the well-being of children, young people, and vulnerable adults involved in our program.

### Purpose

The purpose of this Code of Conduct is to:

- Ensure a safe and supportive environment for all participants.
- Define acceptable and unacceptable behaviors.
- Promote respect, inclusion, and protection of all individuals.
- Provide clear guidelines to prevent abuse and inappropriate conduct.
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### Scope

This Code of Conduct applies to all staff, volunteers, contractors, and participants involved in the OFF Youth Experience program.

### General Principles

- **Respect and Dignity:** Treat everyone with respect and dignity, valuing their individuality and cultural diversity.
- **Safety and Welfare:** Prioritize the safety and welfare of all participants at all times.
- **Integrity and Honesty:** Act with integrity and honesty in all interactions and activities.
- **Professional Boundaries:** Maintain professional boundaries and avoid any behavior that could be misinterpreted as inappropriate.



## Expected Behaviors

- **Respectful Interaction:**
  - Speak to participants, staff, and volunteers in a respectful and professional manner.
  - Use appropriate language and avoid any form of bullying, harassment, or discrimination.
- **Physical Contact:**
  - Avoid unnecessary physical contact. When physical contact is necessary (e.g., providing first aid), ensure it is appropriate, public, and explained to the participant.
  - Seek consent before initiating any physical contact and respect personal space.
- **Communication:**
  - Use appropriate and respectful language in all forms of communication, including in-person, phone, email, and social media.
  - Avoid sharing personal contact details with participants. Use official communication channels provided by the program.
- **Technology and Social Media:**
  - Use technology responsibly and avoid inappropriate online behavior.
  - Do not share or post any content that could harm or exploit participants.
  - Ensure privacy settings are appropriate and do not share participants' personal information without consent.
- **Supervision and Safety:**
  - Ensure participants are supervised at all times during program activities.
  - Follow safety protocols and report any hazards or concerns immediately.

## Unacceptable Behaviors

- **Abuse and Exploitation:**
  - Any form of physical, emotional, sexual, or neglectful abuse is strictly prohibited.
  - Do not engage in any behavior that could be perceived as exploitative or harmful.
- **Bullying and Harassment:**
  - Bullying, harassment, or any form of discriminatory behavior is not tolerated.
  - Report any incidents of bullying or harassment immediately to the Safeguarding Officer.
- **Substance Abuse:**
  - The use of alcohol, drugs, or other substances that could impair judgment or behavior during program activities is prohibited.
  - Do not bring or consume prohibited substances during program events.
- **Inappropriate Relationships:**
  - Maintain professional relationships with participants. Any form of romantic or sexual relationship with a participant is strictly prohibited.
  - Avoid favoritism or any behavior that could be interpreted as grooming.



## **Reporting and Accountability**

- **Reporting Concerns:**
  - Any concerns about the welfare of a participant or inappropriate behavior by staff or volunteers should be reported to the Safeguarding Officer/Head of Youth Experience program, immediately.
  - Use the official reporting channels: Head of OFF Youth Experience program [Mirza Custovic, +39761065831, mirza.custovic@omladinski.ba] or the neutral email address info@omladinski.ba
- **Confidentiality:**
  - All reports and disclosures will be handled confidentially, with information shared only on a need-to-know basis to protect the welfare of the participant.
- **Disciplinary Actions:**
  - Any violation of this Code of Conduct will result in disciplinary action, which may include suspension, termination, or legal action.

## **Acknowledgment**

All staff, volunteers, and participants must acknowledge that they have read, understood, and agree to abide by this Code of Conduct. Regular information and refreshers will be provided to ensure ongoing awareness and compliance.

By adhering to this Code of Conduct, the OFF Youth Experience program commits to fostering a safe, respectful, and inclusive environment where all participants can thrive.