



ORGANISATIONAL POLICY

Code of conduct

Behaviour standards for activities, projects and relationships

Version	2.0
Revision	29 August 2026
Effective date	1 October 2026
Next ordinary review	1 October 2028

OUR SHARED STANDARD

Io Per l'Altro - APS promotes educational relationships based on respect, responsibility, freedom and practical care for people. This Code defines what the Association expects from everyone working in or participating in its activities, in person and online, in Italy and abroad.

GUIDING PRINCIPLE

An educational, organisational or representative role must never be used to obtain personal advantage, exert pressure or reduce another person's freedom.

1. Purpose and scope

The Code applies to Board members, members, employees, contractors, professionals, volunteers, trainers, facilitators, group leaders, partners, providers, accompanying persons, host families and participants. It covers preparation, travel, activities, project-related free time, accommodation, follow-up and digital communications.

2. Responsibilities

Role	Responsibility
Board of Directors	Approves the Code and institutional measures.
President	Ensures implementation, manages conflicts and decides final consequences.
Project lead	Explains rules, clarifies doubts and records exceptions and interventions.
Trainers, facilitators and group leaders	Protect the group climate and address inappropriate behaviour.
Every person	Respects the Code, sets boundaries and reports risks or breaches.

3. Dignity, respect and non-discrimination

- no harassment, intimidation, humiliation, bullying, retaliation, violence or offensive language
- no discrimination related to sex, gender identity or expression, sexual orientation, age, disability, health, origin, nationality, social or economic condition, language, religion, belief or opinion
- active listening, disagreement without personal attack and attention to the impact of words
- respect for names, pronouns and reasonable preferences without compelling personal declarations or ideological adherence

4. Relationships, consent and power imbalance

Romantic or sexual relationships with minors are always prohibited. With adult participants, a relationship during the project is strongly discouraged where there is an educational, selection, assessment, accompanying or care role. Any interest or pre-existing relationship that may create dependence, favouritism or conflict must be disclosed to the project lead; the adult holding power is removed from decisions concerning the other person.

- consent must be free, specific and withdrawable; silence, pressure, dependence or impairment are not consent
- unwanted attention, invitations, jokes or physical contact stop immediately when the other person shows discomfort

- no relationship may affect selection, reimbursements, roles, assessments, certification or access to opportunities

5. Minors and vulnerable people

- no unauthorised one-to-one contact, private messaging, image exchange or isolated meeting with minors
- communications use project channels accessible to the team and, where applicable, parental responsibility
- never request secrets, personal favours or confidences that replace professional support
- any concern immediately follows the Safeguarding and Participant Protection Policy

6. Physical contact and experiential activities

Physical contact is allowed only when consistent with the activity, explained beforehand, proportionate and respectful of the person's boundaries. A practical alternative is always offered. Contact needed for first aid or to prevent danger follows necessity and proportionality.

PRACTICAL RULE

Ask, explain, observe consent and stop at the first sign of discomfort.

7. Rooms, private spaces and transport

- room allocation decided by the team considering safety, age, gender, needs and reasonable preferences
- room entry only when necessary, after announcing entry and, where possible, with another informed person
- car transport only where necessary for the activity, authorised by the lead and organised to avoid preventable isolation
- no audio or video recording in bedrooms, bathrooms, changing rooms or private situations

8. Communications, social media and images

- digital channels used for project purposes, with professional tone and reasonable hours
- no private messages or image exchanges with minors
- photos, video, audio and testimonials only with appropriate information and permission
- no publication exposing vulnerability, health data, conflict or humiliating situations
- refusing images does not limit participation

9. Alcohol, tobacco and substances

- compliance with local law, venue rules and project conditions
- no alcohol for minors and no illegal substances
- people responsible for the group must not be impaired or reduce their ability to intervene
- the lead may introduce stricter rules or prohibit alcohol where context requires
- smoking and equivalent devices only in permitted areas, without pressure on others

10. Money, gifts, resources and conflicts

- no unauthorised loans, money exchanges, valuable gifts or private sales between staff and participants

- small transparent symbolic gestures are acceptable where they create no obligation or favouritism
- reimbursements, purchasing and project resources follow traceable procedures
- personal, family, professional or financial interests are disclosed before a decision

11. Contact after the project

Continued contact is encouraged for support, networking and follow-up, but remains optional and professional. Project contacts are not used for commercial pressure, improper recruitment, personal requests or persistent communication. All safeguarding rules continue to apply to minors.

12. Reporting and consequences

Concerns and breaches are reported under the Complaints, Reporting and Incident Management Policy. In immediate danger, making people safe comes first. Measures depend on severity, intent, impact, repetition, cooperation and residual risk.

- facilitated discussion, clarification or repair where appropriate and freely accepted
- warning, additional training, role restriction or supervision
- suspension or removal from the activity
- termination of assignment or cooperation
- measures concerning partners or providers
- reporting to authorities, services, funders or insurance where necessary

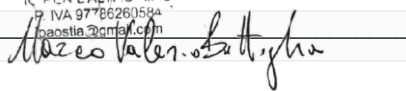
13. Implementation and review

- mandatory briefing at the start of each project; acknowledgement may be recorded in the project file without individual signatures
- project rules shared with participants and partners in accessible language
- review at least every two years and after incidents, significant complaints or legal change

14. References

- Erasmus+ Programme Guide 2026 and Erasmus Quality Standards for mobility projects
- Related internal policies: Safeguarding and Participant Protection; Participant Health, Safety and Risk Management; Inclusion, Equality and Non-Discrimination; Complaints, Reporting and Incident Management; Privacy, Image Use and Digital Safety

Approval

Competent body	Board of Directors
Resolution date	_____
Effective date	1 October 2026
Signature	 IO PER L'ALTRO APS P. IVA 97786260584 io.per.laltro.aps@gmail.com