

Code of conduct for (volunteer) supervisors

The rules of conduct for (volunteer) supervisors:

1. The supervisor must ensure an environment and atmosphere in which everyone feels safe and respected.
2. The supervisor refrains from treating anyone in a way that violates her or his dignity.
3. The supervisor does not intrude further into the private life of the person concerned than is functionally necessary.
4. The supervisor refrains from any form of sexual approach and abuse towards the person concerned.
5. All sexual acts, sexual contacts and sexual relationships between a supervisor and a minor under the age of 16 are not permitted under any circumstances and are regarded as sexually inappropriate behaviour.
6. The supervisor may not touch a minor in such a way that this touching can reasonably be expected to be experienced as sexual or erotic in nature.
7. During training days, camps, trips, outings and the like, the supervisor will act with great restraint and respect towards the participants and the spaces they are in, such as the changing room or hotel room.
8. The supervisor has a duty to protect minors in particular, as far as possible, against forms of unequal treatment and sexually inappropriate behaviour, and will actively ensure that the code of conduct is observed by everyone involved with the minor.
9. If the supervisor notices behaviour that is not in line with this code of conduct, or suspects sexually inappropriate behaviour, she/he is obliged to report this to the director, or to the board if it concerns the director.
10. The supervisor does not receive or give any (im)material rewards that are unreasonable.
11. In cases not (directly) covered by the code of conduct, or where there is doubt about whether certain behaviour is acceptable, it is the supervisor's responsibility to act in the spirit of the code of conduct and, where necessary, to contact the independent confidential adviser about it.
12. The supervisor takes signals of inappropriate behaviour by an employee or volunteer towards a participant seriously and reports them immediately to the director, or to the board if it concerns the director. The director or the board investigates the report and takes appropriate measures. If a criminal offence is suspected, the participant concerned is informed of the option to report it to the police. If undesirable behaviour occurs between participants, for example during ShivA activities, the supervisor intervenes and reports it to the director. If the supervisor is unsure, or would rather discuss something confidentially first, she/he can also contact the independent confidential adviser.

Description of sexually inappropriate behaviour towards adults and minors, and sanctions policy

By sexually inappropriate behaviour we mean:

Any form of sexual behaviour or sexual advance, whether verbal, non-verbal or physical, intentional or unintentional, that is experienced as unwanted or forced by the person subjected to it; and/or that takes place within an unequal power relationship (adult–child, care provider–client, board member–employee); and/or other acts or behaviour that are punishable under the Dutch Criminal Code.

Behaviour that falls under sexually inappropriate behaviour according to the description above can be sanctioned through a disciplinary procedure in which both sides are heard. The sanctions consist of exclusion, for a shorter or longer period, from volunteer work with adults or minors by entering personal data in a central register.

What the confidential adviser does with a report is set out in the Reporting Protocol. She treats every report confidentially and passes on information to the director or the board only with the consent of the person reporting. If it concerns a possible criminal offence, she informs the person reporting of the option to report it to the police and can support them in doing so. The confidential adviser does not report it to the police herself. Only in the case of a serious crime or acute danger to the safety of the person reporting or others can she take action without the consent of the person reporting; where possible, she will discuss this with the person reporting first.

This code of conduct was adopted by the board of the ShivA Foundation on 26 April 2017.

Signature volunteer

Signature Board of the Foundation