

Code of Conduct Ludwig Wolker Association

The Ludwig Wolker e.V. promotes the personal development of adolescents and young adults. The personal relationships between participants and volunteers as well as professional staff should be characterized by trust and an appropriate closeness-distance relationship. Clear and transparent rules for all volunteers and professional staff in this Code of Conduct are intended to help with an appropriate closeness-distance relationship and give all participants orientation and security against violations of boundaries, sexual assaults and sexual abuse - and thus also against false suspicion. With this purpose in mind, the Code of Conduct is introduced to all participants taking part in the activities of the Ludwig Wolker e.V. and to their legal guardians.

Professional and volunteer staff members commit to address any violations of boundaries and sexual assaults among participants in the respective management team and to take appropriate countermeasures.

1. Attentive, respectful and non-violent interaction form the basis of our work. The underlying attitude of all responsible persons working with youth and young adults is to be characterized by respect and appreciation.
2. Any physical contact requires the free consent of the adolescents and young adults. Unwanted touching is not allowed. Rejection is accepted.
3. No games are used that violate privacy. Games and methods that involve physical contact are always contingent on the voluntary participation of everyone involved and are announced accordingly in advance.
4. Nobody is persuaded or pressured to do something he or she does not want to do.
5. Adolescents and young adults are addressed by their names and not by nicknames by the professional and volunteer staff.
6. International meetings and other overnight events are led by a team from the German side, which should consist of at least two people of different genders.
7. As a rule, accommodation and shower facilities are to be separate for each gender, so that the privacy of the participants is protected.
8. Whenever possible, the participants are allowed to decide how the sleeping arrangements are divided up. This is particularly important to uphold for non-binary participants. The leading team of the particular international encounter checks on the respective conditions of the encounter and makes a decision.
9. At night all participants sleep in their own beds. During the day, it is ensured that the sleeping rooms are respected as a place of retreat.
10. The team leaders of the encounter use separate washrooms from the participants if possible. If separate washrooms are not available, the team leaders are to use the showers at different time intervals than the participants.
11. The team leaders do not spend the night in the same room with underage participants.
12. The participants' washrooms are to be entered only by volunteer staff or professional staff of the same sex, except in cases of imminent danger.
13. Staff members are to knock on the door before entering bedrooms.

14. Volunteer staff members and professional staff members are to use respectful and appreciative language and words. Privacy is to be respected also in digital media, where staff act as role models and are to use appreciative and respectful language. In this way, they contribute to a respectful online culture.

15. In dealing with electronic as well as print media, the local law is to be observed, especially in respect to:

¥ Pornography

¥ Personal rights/ data protection

¥ Age restriction

Legal principles are also adhered to in respect to social networks. When using social networks, children and young people are to be protected from digital violence in accordance with applicable law.

16. Using social networks and digital media as a communication tool and for keeping contact with youth and adolescents requires an equally transparent approach and must be justified pedagogically. Transparency is guaranteed by allowing the inspection of ongoing communication by a colleague. Upon request parents are to be granted access to internal group or event-related portals to which their child is invited. Internet contact shall be limited to official/volunteer group-related communication. Staff will not keep private contact outside of their official/volunteer duties.

17. One-on-one conversations between volunteer staff members and professional staff members and single participants in closed rooms are to take place only if they are pedagogically appropriate and with the prerequisite that other members of the leadership team have been informed in advance or immediately afterwards. Transportation services are to be agreed upon with the parents.

18. Volunteer staff members and professional staff members do not invite participants to their private rooms alone or in pairs.

19. Volunteer staff members and professional staff members do not enter into sexual relationships with participants who are of legal age.

20. Participants are allowed to talk about everything that volunteer staff members and professional staff members say and do. There is no secrecy about anything.

21. At non-public events, participants may only be recorded with their consent. The participants must give their consent before the recording is published. Where underage participants are concerned, the consent of their legal guardians is also required. Adolescents and young adults may not be photographed or filmed in suggestive poses or in an undressed state (e.g. when showering or getting dressed).

22. Youth protection laws and narcotics laws are to be observed (especially alcohol, cigarettes, FSK for films, USK for video games and entertainment software, prohibition of narcotics). The leading team of the encounter find an agreement on how to deal with the use of alcohol during the respective encounter.

23. Private money transactions between staff members and participants (e.g. borrowing money, selling something) are strictly prohibited. Private gifts from staff members to participants are prohibited. Gifts for pedagogically meaningful occasions (e.g. birthdays) will be discussed in the leading team or with management.

24. Volunteer staff members and professional staff members are committed to providing participants with opportunities to voice complaints. The complaint channels must be transparent and known to the team as well as to the adolescents and young adults and their

legal guardians. Complaints can also be made to the board of Ludwig Wolker e.V. at any time. Anyone who voices a complaint is entitled to serious consideration of it and personal feedback.

25. Volunteer staff members and professional staff members commit themselves to address violations of boundaries and sexual assaults in the respective leading team and to take appropriate countermeasures. Complaints can be made to the board of Ludwig Wolker e.V. at any time.

26. Violations of this Code of Conduct will be made transparent in the team of the encounter. If a violation of the Code of Conduct is perceived, it will also be made transparent. Violations by volunteer staff members and professional staff members will be reported to the board.

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