

Code of Ethics and Personal Conduct

by Æskulýðsvettvangurinn

It is important for everyone who works with children and young people to be aware of their duties and responsibilities. The Code of Ethics and Personal Conduct applies to all employees and volunteers of Æskulýðsvettvangurinn - the Icelandic Youth Forum – and its member organisations.

Communications

- 1 The well-being of children and young people should always be promoted and all work with them should be guided by what is best for them.
- 2 Employees and volunteers must exercise diligence and conscientiousness and show care, honesty and respect for all those who they work with and for. It should be kept in mind that words and actions should always be compatible with the work, environment, place and time.
- 3 Employees and volunteers are role models for participants and should set a good example of behaviour both at work and outside of it.
- 4 Always promote healthy, constructive and high-quality work with children and young people.
- 5 Employees and volunteers shall never discriminate against children and young people on the basis of nationality, origin, race, colour, sex, age, religion, opinion, sexual orientation, disability, economic status, descent or any other status.
- 6 Employees and volunteers shall keep strict confidentiality and discretion regarding all matters which they become aware of in the course of their work. However, confidentiality does not apply when employees or volunteers become aware of a child living in unacceptable situation such as under neglect, a child is being harassed or subjected to any form of violence or is putting their health and development at serious risk. In such cases the provisions of chapter IV of the Child Protection Act no. 80/2002 apply.
- 7 All consumption of tobacco, alcohol or other substances is prohibited in work with children and young people.
- 8 Employees and volunteers that work with children and young people shall be qualified to do so. A consent for obtaining information from the criminal record shall always be sought from those who intend to work with children and young people.
- 9 Employees and volunteers should not abuse their position in any way, such as in a physical, mental or sexual way when it comes to communications with participants or other employees and volunteers.
- 10 Employees and volunteers should show care and kindness towards participants but keep a professional distance outside the time of the activities and avoid any type of close contact with the participants. Employees and volunteers should never initiate communications with participants unless it is in connection with the participation of a child or a young person.
- 11 Employees and volunteers should never initiate or participate in an inappropriate contact with children and young people involved in the work.
- 12 Employees and volunteers should avoid a situation where they are alone with a participant.
- 13 The health and safety of participants must never be endangered. Always exercise the utmost care and caution in the work. Keep children from getting into situations beyond their control. This applies to both children and young people who have not reached the age of 18.
- 14 Bullying is never tolerated. Employees and volunteers should strive to prevent any form of violence, such as mental, physical or sexual.
- 15 Employees and volunteers should strive to keep good communication with colleagues and parents/guardians of the participants.
- 16 Always keep in mind that the boundaries of individuals are different and they should always be respected. Avoid any contact that could lead to misunderstandings in communication with children, young people and colleagues.
- 17 Employees and volunteers must keep all electronic communication with participants to the minimum. Any online or phone communications that does not involve the participation of a child in some activities should be avoided.
- 18 When taking photographs of children and young people as participants their privacy and their right to privacy must be respected. Never take or publish inappropriate pictures of children and young people. Photographs of participants that are taken by employees and volunteers are never for personal use.

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Management and responsibilities

- 1 Board members, employees and volunteers shall perform their duties with care, conscientiousness, loyalty and honesty. The interests of the organisation should always be kept in mind and everyone shall safeguard its goals and honour.
- 2 Board members, employees and volunteers must treat the organisation, co-workers, associates and participants with respect, fairness and confidentiality in all communications. They must carry out their work with care and conscientiousness and be objective and fair.
- 3 Board members, employees and volunteers must be honest and respectful of all those who work with or for them and no one shall be discriminated against on the basis of ethnicity, origin, race, colour, sex, age, religion, beliefs, sexual orientation, disability, economic status, descent or any other status.
- 4 Board members, employees and volunteers must never use their position in any way for their own benefit. Any possibility of a conflict of interest that might affect the work must be disclosed. The managing director and the board of the organisation will assess whether there is a conflict of interest.
- 5 Board members, employees and volunteers should refrain from undertaking assignments or jobs that do not conform with their duties or functions or contravene them and are therefore likely to call into question their impartiality. In case of doubt the approval of the managing director or the board of the organisation shall be sought.
- 6 Board members, employees and volunteers must keep strict confidentiality and discretion regarding everything they become aware of in their work. However, confidentiality never applies when it comes to the provisions of chapter IV of the Child Protection Act no. 80/2002.
- 7 Board members, employees and volunteers are not permitted to use confidential information they acquire in connection with their work for their own benefit or for their own interests.
- 8 Board members, employees and volunteers shall strive to create a positive atmosphere at work. Moderation and fairness should be maintained in communications and comments about others. Do not engage in gossip or spreading slander. Sexual harassment, bullying or other forms of violence are not tolerated.
- 9 All work must be done in an open, informed, transparent and democratic manner. Professional and correct information must always be provided.
- 10 Board members, employees and volunteers must always take good care of the funds and other valuables that are entrusted to them in their work for the organisation. In disposition of them the interests of the organisation shall be considered. The organisation may never be committed beyond the articles of association. Funds and assets shall never be used except for the benefit of the organisation or projects that are in accordance with its policy.
- 11 Information on income and its use shall be presented in a simple and clear way and the information shall be accessible to members of the organisation. All financial statements must be properly recorded and audited.
- 12 Grants should never be obtained illegally or deceptively.
- 13 Anyone who communicates with the media must show honesty and transparency in their communication without disclosing confidential information. Emphasis is placed on providing as accurate information as possible. Do not assert more than is needed and acknowledge when knowledge is limited and obtain further information or refer inquiries elsewhere.
- 14 When hiring one must be careful not to abuse one's power to employ relatives or friends. In the event of such a situation, the one who is hiring shall transfer the employment affairs to a supervisor or another qualified employee.
- 15 Employees and volunteers hired to work with children and young people should be qualified to do so. The consent of those who intend to work with children and young people to obtain information from the criminal record shall always be sought.
- 16 Board members, employees and volunteers should never accept gifts if their value exceeds what can be considered normal.