



Motion

Proposer: TF Empowerment & Diversity (decided on: 03/28/2026)

Title: JEF Europe Code of Conduct

Motion text

1 The Code of Conduct (CoC) outlined in this section provides a broad and non-
2 exhaustive framework for understanding what behaviour is not permissible at
3 events and forums organised by Young European Federalists (JEF), including
4 online spaces and communication channels affiliated with the organisation.

5 JEF Europe is committed to maintaining and further developing a culture based on
6 mutual respect, human dignity, safety, and equality as preconditions to ensure
7 full access and active participation, reflecting the right to an empowering
8 space for safe and inclusive participation in its activities.

9 The aim of this Code of Conduct is to ensure that every individual feels safe,
10 heard, included, and respected in JEF Europe; that every individual has the
11 means to actively participate in JEF; and that JEF as an organization
12 continuously strives for further inclusiveness, diversity, and safety in all its
13 activities.

14 The Code outlines the social and ethical responsibilities of individuals and
15 groups, and binds JEF Europe to implement the Code. The Code comprises a set of
16 substantive and procedural rules, such as the use of contact persons, to ensure
17 safe participation and an empowering space, inclusion, equity, and respect of
18 all individuals involved with JEF activities.

19 This Code of Conduct is subdivided into following 12 sections:

20 1. Acting in accordance with the Code of Conduct

21 **2. Consent**

22 **3. Assumptions**

23 **4. Power Relations**

24 **5. Relations with the Secretariat**

25 **6. Obligations**

26 **7. Application**

27 **8. Reporting**

28 **9. Enforcement**

29 **10. Legal steps**

30 **11. Privacy**

31 The following sections provide additional details pertaining to the reporting of
32 breaches of the CoC, the interpretation of the CoC, and the measures that are
33 available for enforcing the CoC.

34 As a condition of acceptance in events organised by JEF, participants and
35 organisers agree to familiarise themselves with the CoC and, to the best of
36 their ability, to adhere to the following terms:

37 **1. Acting in accordance with the Code of Conduct**

38 The following rules shall be interpreted broadly to include any conduct
39 considered inappropriate and inconsistent with the ideals of JEF Europe as
40 expressed in the Statutes. Any breach of these rules shall lead to action as
41 defined in the procedures in section 10.

42 Participants in JEF activities commit to adopt and promote appropriate behavior
43 including but not limited to:

- 44 **1. Respecting others and not using language or behaviour that is intended to**

denigrate or undermine their contributions;

2. Not discriminating on the basis of any personal or physical characteristics, including gender, appearance, nationality, style or any other features;
3. Ensuring that others are given the opportunity to speak and be heard without interruption;
4. Forming an environment where everyone feels comfortable expressing their opinions, even if those opinions are in a minority, provided they are expressed in adherence to the other terms;
5. Discussing sensitive topics in a considerate manner, being mindful that others may be personally affected by them;
6. Understanding the importance of lived experience, not dismissing or seeking to explain the basic terms of issues or conflicts that others have been personally affected by;
7. Supporting the inclusion of others who may be less familiar with the issues being discussed in a way that does not put into question their intelligence or capability to understand them;
8. Refraining from commenting on someone's appearance in ways that may make them feel uncomfortable or objectified;
9. Avoiding the use of language which treats a certain level of mental or physical health or bodily ability or a lack of as being normal or more desirable;
10. Showing an appreciation and a consideration for other people's cultural or

religious practices and beliefs, including understanding that what is acceptable in one's own culture or religion may not be in others;

11. Appeals to cultural norms shall not justify behavior that constitutes discrimination, harassment, or abuse as defined in this Code;

12. Not feeding racist, gender or other stereotypes in their speech, actions, or behaviour, even as a joke or ironically;

13. Refraining from physical contact beyond basic greetings without consent and showing respect for the personal space of others;

14. Not peer pressuring others into partaking in voluntary activities;

15. Not bullying others for perceived mistakes or differences, defined as anything that is intended to draw laughter at their expense;

16. Not engage in any form of harassment, abuse, intimidation, or hostile behaviour towards fellow JEFers and participants in JEF activities.

2. Consent

All parties involved need to be familiar with the concept of consent and what constitutes sexual and emotional harassment.

Consent is defined for the purposes of this document as an agreement between two or more people to engage in activities together, While particularly relevant in the context of sexual interactions, the concept of consent also serves as a general guideline for respectful interpersonal behaviour.

Consent is not always given or refused through verbal or written approval and those requesting it need to take into account non-verbal or written forms of approval such as tone or body language.

If there is any doubt that you have been given consent, then the activity should be stopped. Consent can be withdrawn and if this occurs, any failure to stop the activity will be treated as harassment or abuse.

Consent cannot be given by someone who is significantly impaired by alcohol or other substances and as a result, they are not fully conscious, awake or capable of making informed decisions.

If someone agrees to an activity because of pressure or the threat of bullying, even if it is implicit, then this does not constitute consent.

Consent should be defined in an easy-to-understand way according to the definition provided in the document at the beginning.

3. Assumptions

As an inclusive and empowering space for young people from many backgrounds, JEF is committed to the pursuit of a free and united Europe.

Understanding that prejudices and unconscious biases can be ingrained in us, it is the responsibility of each individual involved in an event to actively avoid making assumptions, including but not limited to:

1. A person's background or opinions based on their skin colour, other external features, or their accent and vocabulary;
2. A person's country of origin, whether this be its political status, economic status, or any other elements of their culture;
3. A person's religious or political affiliation, and what this means for their opinions, convictions, and beliefs on a range of issues;
4. A person's gender or sexual identity, noting that neither are binary nor are people required to place themselves on a spectrum upon request;
5. A person's ability to do the same things as someone else, especially in the case of hidden disabilities;

117 **6. A person's good health or otherwise.**

118 While making assumptions is not necessarily against the CoC on the basis that
119 people can make the wrong judgements on the appropriate comments in a particular
120 context and that this does not require intervention, failure to apologise if
121 prompted would constitute a potential breach of 1A.

122 **4. Power Relations**

123 Members of any of the JEF statutory bodies (Executive Board, Federal Committee,
124 Arbitration Board, Auditors Committee), the Secretariat, Permanent Contact
125 People, and the Pool of Trainers are considered to be in a relative position of
126 power and therefore in a special and unique position of trust.

127 The words someone in a relative position of power speaks, the actions they take,
128 and the environment they create can carry more influence and pressure than other
129 members of the group.

130 Individuals in a relative position of power must take extra care to ensure they
131 are not unduly influencing or pressuring members of the group, especially with
132 regard to consent.

133 Ways these individuals may take extra care include self-reflection, deferring to
134 the organisers and ensuring that they are not seen as having more power than
135 they have, and being open to feedback.

136 The CoC applies to these individuals in the same way as it would anyone else,
137 and no claim of a breach of the CoC may be investigated either by themselves or
138 someone who has a close relationship with them.

139 **5. Relations with the Secretariat**

140 The office hours of the Secretariat are 09:00 to 18:30 Central European Time.
141 These need to be respected, with no pressure exerted to work outside of office
142 hours.

143 The Secretariat should not be contacted on their personal phone number, email
144 address, or social media accounts for work-related purposes without express
145 prior agreement.

The relationship between the Secretariat, the other JEF statutory bodies and positions of power, and the national sections, must be founded on mutual trust. If issues cannot be resolved by the Executive Board and the Secretariat, the issue will be elevated to the Permanent Contact People.

6. Obligations

Presenting the Code of Conduct

1. The Code shall be circulated ahead of and in every JEF Europe event and activity where applicable. The Code shall be presented on the first day and when deemed necessary reminders to the code shall be given by the appropriate party;
2. The Code shall be introduced using the Code of Conduct presentation;
3. The presentation of the Code of Conduct shall:
 1. ensure that participants understand its content and obligations;
 2. be appropriate to the purpose of the document;
 3. consider the type and duration of the event;
 4. The Code shall be presented by one of the organisers, facilitators, or the Contact Persons, and the means to report to the Contact Persons shall be presented at the same time;
 5. The Code shall be accessible for reference throughout the event or activity.

Permanent Contact Persons

1. Permanent Contact Persons are dedicated to ensuring safety and feeling of safety across the association and can be contacted online at anytime;
2. At least three (3) Permanent Contact Persons shall be elected by the upcoming Federal Committee and have a two-year mandate;

- 171 3. The number of Permanent Contact Persons shall be uneven in order to enable
172 clear decision-making in cases where differing opinions arise, without the
173 option of abstaining or not voting on the issue if that would impede
174 making a decision;
- 175 4. The Permanent Contact Persons shall represent different gender identities;
- 176 5. The Permanent Contact Persons shall, to the greatest extent possible,
177 reflect the diversity of JEF's membership, including different gender
178 identities and, where possible, different backgrounds with regard to
179 disability, ethnicity, sexual orientation, and geographical origin, so
180 that all members can find a Contact Person with relevant lived experience;
- 181 6. The Permanent Contact Persons shall be familiar with the Code of Conduct
182 and charged to interpret and act in accordance;
- 183 7. In case the Permanent Contact Person is unable to continue in the role or
184 resigns, a new Permanent Contact person shall be elected by the Federal
185 Committee for the remainder of the term.

186 **Contact Persons**

- 187 1. Contact Persons are dedicated to ensuring safety and sense of safety and
188 to being available for participants in person and online;
- 189 2. At least two (2) Contact Persons shall be appointed by the organisers for
190 every event and activity of JEF Europe. For smaller activities with fewer
191 than ten (10) participants, the appointment of one (1) Contact Person
192 shall be considered sufficient;
- 193 3. For online meetings of task forces, political commissions, and similar
194 groups, the chair(s) may act as Contact Persons unless another person is
195 designated;

- 196 4. The Contact Persons shall be selected so that they are available
197 throughout the event or activity and they cannot hold a position of
198 President, Vice President or a Member of FC Presidium;
- 199 5. The organising team of an event where two or more Contact Persons are
200 appointed, must ensure that Contact Persons represent different gender
201 identities;
- 202 1. In exceptional cases when people of multiple gender are not directly
203 available e.g. in the organising team, contact person can be one of
204 the participants in the event or one of the permanent contact
205 persons can assist remotely.
- 206 2. Wherever possible, Contact Persons should not be part of the main
207 organising team of the event in order to ensure independence and
208 approachability for participants.
- 209 6. The organising team must ensure that Contact Persons represent different
210 gender identities and, wherever possible, reflect broader dimensions of
211 diversity relevant to the event's participant profile, including
212 disability, ethnicity, and LGBTIQ+ experience;
- 213 7. The Contact Persons shall be trained by persons familiar with the Code of
214 Conduct in interpreting and acting in accordance with it, as well as in
215 facilitating the follow-up of a breach;
- 216 8. The Contact Persons shall be appointed and trained ahead of the event or
217 activity in question;
- 218 9. If you do not feel comfortable reporting to the Contact Person, if you do
219 not feel your rights have been ensured, or if you have any complaints,
220 please contact one of the Permanent Contact Persons;
- 221 10. When multiple organisations are collaborating in organisation of an event
222 or other activity covered by this Code, the Contact Persons should
223 represent multiple organising parties.

Code of Conduct form

1. A specific form is made for each individual event or activity and is only accessible by the Contact Persons and shall be actively monitored during the intended event or activity and for four (4) weeks after the end of the event or activity by the Contact Persons;
2. The form shall provide the possibility to state what happened and what they wish that the next steps are;
3. The form shall have the possibility to provide one's contact details or opt for anonymity;
4. There shall be a permanent form available on JEF website through which the Permanent Contact Persons can be contacted anonymously.

7. Application

This section outlines the scope of application of the Code of Conduct, including to whom it applies and in which contexts, settings, and circumstances it is to be observed.

[To whom this Code of Conduct apply:](#)

As outlined in the Introduction chapter and chapter on power relations , the CoC applies to all JEF events and those in a position of power.

The CoC does not apply to events of national sections and other affiliated organisations of JEF, unless the European bodies are involved as co-organisers, as enforcement does not fall under the responsibility of the statutory bodies.

National sections and other affiliated organisations of JEF are entrusted to comply with their legal responsibilities in all events and if this is in any question then appropriate measures will be taken, including the recommendation of disaffiliation pending a vote.

JEF Europe encourages national sections and affiliated organisations to adopt

and enforce their own Codes of Conduct or comparable safeguarding policies adapted to their national context. In cases where such a document does not exist, this Code of Conduct may be used as a guiding framework for ensuring safe, respectful, and inclusive participation in their activities until a dedicated document is developed and adopted at the national level.

When registering for or participating in a JEF event, each participant accepts and commits to these rules by default.

JEF Europe requires that the behaviour of an individual participating in any offline or online activity of JEF Europe, or representing JEF Europe in external events, meetings, public communication, or online spaces, must be consistent with and follow these rules.

Participants in JEF activities are encouraged to report any potential violations of the Code of Conduct. At the beginning of each event, organisers must clearly explain the reporting procedures and ensure that any reported concerns are reviewed according to the established process.

As a participant in JEF Europe activities, you are expected to understand and follow the Code, as well as your obligations under the law applicable wherever you are. JEF Europe recognises that its network is conducting activities that also involve the participation of minors on occasion. The Protection Guidelines for Minors of JEF Europe¹ detail the additional safeguarding measures to be applied in case of the participation of minors.

The organisers of an event have a duty of care for anyone who is involved in a potential violation of the CoC and must follow the accordant safeguarding procedures.

As JEF events may occasionally include participants who are legally considered minors (defined for the purposes of JEF as individuals under 18 years of age), organisers have additional safeguarding responsibilities.

If you are ever in doubt about how to follow the rules set in the Code of Conduct, you are encouraged to ask for guidance from any of the Contact Persons (as defined in Section 11).

¹ The Protection Guidelines for Minors of JEF Europe, 2023, available on the internal area of JEF Europe website,
<https://drive.google.com/file/d/19AvgeWbUmsfGPuN7ziWy-M8KE1xqCGRd/view?usp=sharing>

Where and when this Code applies:

The Code of Conduct applies during both online and offline activities of JEF Europe, in both formal and informal settings. The Code also applies between JEF Europe events, including in all communication channels affiliated with JEF Europe, such as messaging platforms, social media, email communication, and other digital spaces used by the organisation, as well as in communications with the staff of the JEF Europe Secretariat.

This Code may apply or act as a guide, at the discretion of the organisers, within events hosted by more than one JEF section where no similar document has been adopted. When collaborating with other organisations with their Codes of Conduct or comparable documents, the organising parties will decide which document shall apply but the JEF party involved needs to ensure that the minimum standards set in this document are a reality also in the given collaboration.

A formal setting shall be understood as including any part of the working programme of an event, Task Force or Political Commission meetings, and statutory bodies' meetings.

Informal settings shall be understood as including any activities happening in connection to a formal meeting or any other JEF Europe event, including social media interactions directly related to JEF Europe activities, or other informal get-together clearly linked to JEF Europe activities. Activities surrounding the working programme, including, but not limited to, social events and online communication, shall be considered as informal settings.

8. Reporting

The Code of Conduct applies to every member of JEF Europe and every participant in a JEF activity, regardless of their role in the organisation. If you observe or experience behaviour that concerns you, or that may represent a violation of our Code, please raise the issue with one of the Contact Persons promptly, provided you feel comfortable doing so. You may choose to report anonymously or be accompanied by a person you trust when making a report. This will allow JEF Europe an opportunity to deal with the issue and correct it, ideally before it becomes a violation of law or a risk to health or security.

Situations can be reported to the event Contact Persons up to four weeks after the event, and the anonymous form will remain open for the same period. The Permanent Contact Persons may be contacted at any time, with no fixed deadline, and their route is fully equivalent to the event-specific route.

Inappropriate or unwanted behaviour or action can be reported through:

- 1. One or more of the Contact Persons presented at the beginning of the activity, in person or online;**
- 2. A Code of conduct form that can be used to report anonymously;**
- 3. Other means mentioned in the beginning of the event or activity.**

JEF Europe is committed to ensuring that reporting processes are accessible to all participants, including those with disabilities. Where necessary, reasonable accommodations should be provided to ensure equal access to the reporting process. Reports may be made verbally (in person or by call) as well as in writing. The reporting form shall be available in plain language and, where possible, easy-read format. A support person of the reporter's choosing may accompany them throughout any reporting or follow-up process.

9. Enforcement

In case of any breach from the Code of Conduct, the dedicated contact persons at the event or activity are required to, on their best judgement and with the consent of the person affected by the conduct, in proportionate and progressive measures and depending on the severity of the action:

- 1. Remind participants of their obligation to act in accordance with the present Code of Conduct and give them advice on how to do so;**
- 2. Engage in a one to one conversation with the person in breach of the Code to make sure that there is a mutual understanding of the nature of the inappropriate action, including clarifying and explaining possible misunderstandings and intercultural differences;**
- 3. Inform, only when necessary, the other organisers of the event or the meeting chairs about the problematic behaviour or the violation of the Code;**

345 4. Facilitate a structured conversation between parties to resolve the
346 situation, should the affected party in the situation consent to such
347 conversation;

348 5. In consultation with the organising team and the facilitators of the
349 activity, suspend the session and/or ban the person in breach of the Code
350 from attending the remainder of the event or activity;

351 6. In consultation with the organising team and the facilitators of the
352 activity and the Arbitration Board, the Executive Board may impose
353 sanctions up to and including restrict or ban participation temporarily or
354 permanently in future JEF Europe activities.

355 In the case of violent or other potentially illegal behaviour, contact the
356 police in consultation with the person affected in accordance with the national
357 law.

358 The Executive Board in consultation with organisers and contact persons of the
359 event may decide to suspend or permanently ban the person in breach of the Code
360 from future attending JEF events or activities. The decision shall be taken
361 within a month after the report is received.

362 In situations where the person reporting is known, they should be communicated
363 with as soon as practical about reception of their report. In any case, the
364 action agreed on by the contact persons and the person reporting should be taken
365 as soon as possible and when possible, during the event. The case is closed when
366 all of the agreed on steps have been taken to resolve the situation and all the
367 parties involved in the report have been made aware of the steps taken and of
368 the closure. When applicable and the reporting person is known, the Contact
369 Persons may encourage them to seek professional advice or help.

370 If a report leads to a formal follow-up or investigation, the person whose
371 behaviour is being examined shall be informed of the concern raised and the
372 nature of the alleged breach of the Code of Conduct. This communication shall
373 take place as soon as reasonably possible, while ensuring that the identity of
374 the reporting person remains confidential if anonymity has been requested. All
375 parties involved shall be treated fairly and respectfully throughout the
376 process.

10. Legal steps

This Code applies to all participants, organisers, trainers, elected representatives, staff members, and any other individuals involved in JEF Europe activities.

They are expected to comply with the Code of Conduct as well as all applicable laws, rules and regulations. In a case where the provision of the Code of Conduct should conflict with applicable law, the law prevails.

In cases where behaviour may constitute a criminal offence under applicable national law, including but not limited to physical violence, threats, harassment, or discrimination prohibited by law, the Contact Persons, in consultation with the person affected whenever possible, may contact the relevant law enforcement authorities where required or appropriate under national legislation.

Such measures do not limit or interfere with the right of the affected person or group to independently pursue legal action or seek protection through the appropriate legal channels.

11. Privacy

To protect the privacy of all parties concerned, the Contact Persons and other persons involved in the process are bound to confidentiality and discretion regarding any information they become aware of during the reporting process, except if any legal procedure requires it or for the safety of the individual.

The Contact Persons and other persons involved in the process shall not disclose the identities of the parties concerned without their prior consent.

The Permanent Contact Persons shall develop and maintain an internal guidance document for Contact Persons. This document shall contain anonymised descriptions of cases and practical guidance on how different situations have been handled in the past. All information included in this guide must be fully anonymised and written in a way that prevents any case from being traced back to specific individuals, events, or locations. The purpose of this document is to support future Contact Persons in responding appropriately to potential breaches of the Code of Conduct while preserving the privacy and confidentiality of all parties involved.

409 **In the cases where the Executive Board may decide to ban or suspend someone from**
410 **attending further JEF events, the decision may be reflected in the minutes of**
411 **that meeting in a way so as to guarantee the anonymity of the persons involved**
412 **in that Code of Conduct breach.**