

CODE OF CONDUCT

This document is a guide for all employees of the "**Women's Center Užice**" (including male and female members of the Board of Directors, partners, interns and volunteers) on permissible and impermissible behaviour in the protection of children, as well as the reputation of the "Women's Center Užice".

All adults working in and with the "Women's Center Užice" should be familiar with the persons responsible for implementing the Child Protection Policy and Procedures (Vesna Bogdanović, Nevena Ostojić and Kristina Kostić) and must be familiar with the content of the Child Protection Policy and Procedure, as well as understand their duties and responsibilities related to the safety of children.

All employees of the "Women's Center of Užice" (including male and female members of the Board of Directors, partners, interns, and volunteers) are obliged to be familiar with and act according to the **Policy and Procedure of the "Women's Center of Užice" on child safety and protection** (rules related to behaviour, Internet, use of social networks, photos and video materials...).

General principles

The staff of "Women's Center Užice" (including male and female members of the Board of Directors, partners, interns, volunteers):

- are responsible for their own actions and behaviour and are obliged to avoid any illegal behaviour towards children
- are to inform the internal Team for the implementation of the Policy and procedures for the protection of children about all situations of suspected child neglect and abuse
- are to apply the same standard to all children, regardless of their sex, gender, ethnic and religious affiliation, personal characteristics, etc.
- are obliged to pay special attention to the protection of children with disabilities, bearing in mind their special vulnerability

The staff of "Women's Center Užice" (including male and female members of the Board of Directors, partners, interns, volunteers) are:

- To treat children and young people involved in the activities and programs of the "Women's Center Užice" equally
- To ensure that they approach children and young people in a way that is not sarcastic, as well as that they do not make jokes and remarks that refer to

children, and that they exclude any discriminatory, threatening or offensive speech and way of communication towards children

- Not to humiliate and expose children to shame
- Not to discriminate or favor any child
- To ensure that any contact with children remains on a professional basis
- Not to communicate with children and young people, and not to schedule meetings outside of work/activities of the "Women's Center of Užice" (this applies to social networks, electronic and other forms of communication)
- Not to have any kind of psychological, personal or sexual relationship with children

The main principle, when it comes to any contact with children, is that the staff of the "Women's Center Užice" (including male and female members of the Board of Directors, partners, interns, volunteers) are obliged to ask themselves and answer the following questions:

1. Is my behavior in line with the needs of the children?
2. Is there a professional reason for my action?
3. Can I perform the activity/duty in a safe way for me and the child?

Employees of the "Women's Center of Užice" (including male and female members of the Board of Directors, partners, interns, volunteers) must bear in mind that violation of the Child Protection Policy and Procedures will be punishable and sanctioned.