

Code of Conduct



Stichting Queertopia provides sporting and cultural activities for young people up to and including the elderly. This means that our employees and volunteers see many different colleagues, participants and parents every day. Stichting Queertopia believes it is very important that everyone feels safe, welcome, seen and valued. To achieve this goal, it is important that we know how we treat each other. Our values are listed below.

1. Definitions

1.1

Values can be described as the ideals or beliefs of a group of people. Things that are considered important and worthy of pursuit. Rules of conduct (norms) arise from values. Hence, these two words are so often used together. Our values determine our behavior and guide our decisions. The values aim to contribute to the sense of pride of all our employees and volunteers and to reinforce the will to get the best out of ourselves.

1.2

A **code of conduct** is a description of the desired behavior within Stichting Queertopia. This contains rules of conduct for all employees and volunteers of Stichting Queertopia. In this we record how Stichting Queertopia expects you to deal with colleagues, participants and property of the Foundation.

1.3

Rules are established agreements that we make with each other and that all those involved adhere to.

2. Conditions

2.1

- the code of conduct is known to all employees and volunteers
- stakeholders comply with the code of conduct
- the code of conduct is regularly reviewed
- there is a culture of communication
- employees and volunteers are aware of their exemplary role
- Stichting Queertopia takes complaints about undesirable behavior seriously and takes action against transgressive behaviour
- when undesired behavior is established, the nature, context and social-emotional development level of the person(s) involved are taken into account
- Stichting Queertopia has a complaints procedure and a confidential adviser

2.2

Our values and conditions are not without obligation: they are fixed and apply to all employees and volunteers. Every employee is responsible for adhering to the values and is expected to be



accountable for this. Our values compel us to constantly ask ourselves whether what we do is legally and ethically responsible and respectful to our colleagues and participants.

3. General rules of conduct and conduct for employees and volunteers

3.1

Employees and volunteers are expected to:

- treat each other with respect
- (pro) actively act in response to signs of bullying, racism, discrimination, sexual intimidation and all other forms of behavior that endanger social safety
- show exemplary behavior based on respect for each other and with room for differences.

3.2

The separate documents below discuss how to act in response to specific behaviour:

- bullying protocol
- regulations against racism and discrimination
- sexual harassment & social safety regulations

4. Use social media and imagery

4.1

Be aware of the use of social media.

Social media offers the opportunity to show that you are proud of Stichting Queertopia and can contribute to a positive image of the foundation and our activities. We make a clear distinction between your private opinion and the standpoint of Stichting Queertopia. Realize that messages on social media can (unconsciously) damage the good name of Stichting Queertopia and those involved. For this reason, we ask you to be aware of social media.

4.2

When visual material is made that is intended to be published online, Stichting Queertopia (sometimes with a form) always asks permission from those involved, or in the case of minors, the parent(s) or guardian(s) before it is published on our website, own social media channels. If you want to post images of participants as an employee or volunteer, always ask permission. If you want to post images of colleagues as an employee or volunteer, always ask permission first.

5. Clothing (jewelry, tattoos, piercings)

5.1

For Stichting Queertopia it is very important that everyone can wear clothes and express themselves in a way that is completely comfortable for you. However, this should not be at the expense of others.

5.2

Stichting Queertopia does not provide work clothes to employees and volunteers. You are free to wear whatever you want, but keep it presentable.

5.3

Wear clothes in which you can work comfortably. Clothing, or the way you dress, does have the requirement that it makes social contacts possible. Clothing must be appropriate in the context of a living/work situation where people from different faiths and convictions are together. Clothing must not lead to dangerous conditions for the person(s) involved or for others.



5.4

Employees and volunteers do not wear sexually oriented or sexually provocative clothing. Clothing, jewelry and/or tattoos that express racist and sexually explicit ideas are prohibited.

5.5

How you dress is basically a matter for the employee or volunteer. Distinction in the approach by and of employees and volunteers that has to do with the clothing is therefore rejected.

6. Property

6.1

We expect employees and volunteers to use the property and materials of in a professional and discreet manner Stichting Queertopia.

6.2

If something breaks, it can always happen, always report this to your manager.

7. Privacy

7.1

We treat personal information of colleagues and participants as confidential information. This information is therefore not shared with third parties or made public.

7.2

We comply with the 'General Data Protection Regulation' law (de wet 'Algemene Verordening Gegevensbescherming').

8. Confidential counselor

8.1

Stichting Queertopia always has at least 1 confidential advisor. You can always contact us here. What you discuss here remains between you and the confidential adviser. Together you decide what action to take.

8.2

If you do not feel safe with this person, speak to another professional from Stichting Queertopia, then contact one of the above organizations or someone from your own environment.

8.3

The confidential counselor can hear both parties to the complaint. Both the reporter and the person the report is about. The confidential counselor will not make both parties known to each other and will decide what the best action will be.

8.4

The confidential counselor informs the board of Stichting Queertopia at least once a year about the number and nature of reports and/or complaints submitted. This allows the foundation to adjust its policy to achieve a safer sports climate for everyone.

8.5

The confidential counselor does not provide any information about the reporter to others, unless with his/her explicit permission. The confidential counselor is obliged to maintain secrecy with regard to information that comes to their knowledge in connection with his work as a confidential advisor. This obligation does not apply to the board of the foundation insofar as necessary.

8.6

If the confidential counselor cannot find a solution, the foundation board may be called in, or the confidential counselor contacts a professional and specialized body.

9. Consequences of non-compliance with the code of conduct

9.1

In the event of a violation or violation of rules, we will discuss this and measures will be taken if necessary.

9.2

Repeated violations of the rules will lead to consequences such as being placed on hold or terminating the employment contract.

9.3

If necessary, a report is made or a report is made to the police.

10. Final provision

10.1

The foundation board ensures that an up-to-date copy of this code of conduct is available.

10.2

This regulation is accompanied by an annually updated appendix with the names of the secretary of the foundation board and the confidential adviser.

10.3

Proposed changes will be submitted to the foundation board for approval.