

Kinderland

Code of Conduct

AUS GEBORGENHEIT
CHANCEN WACHSEN
LASSEN – FÜR
JEDES KIND



GENERAL PROVISIONS

This Code of Conduct establishes the binding standards for professional, ethical, and legally compliant behavior for all individuals working within the Kinderland organization, with the goal of ensuring a safe, inclusive, and professional environment focused on the well-being of the child.

The Code of Conduct helps us work together to better achieve Kinderland's goals. Kinderland's vision, mission, and values (see the document "Kinderland Mission Statement") form the basis of this Code. Compliance with the Code of Conduct is an essential part of our work to strengthen our organizational culture and Kinderland's image as a trustworthy, professional organization dedicated to serving children.

This Code of Conduct is an integral part of Kinderland's Child Protection Policy and Human Resources Policies and is binding on all employees, cooperation partners, volunteers, consultants, experts, members of governing bodies, contractual partners, service providers, visitors, and all other individuals who represent the organization or interact with it.

The organization promotes an environment free from harassment, intimidation, abuse of power, and retaliation. All decisions and actions reflect the organization's values and international standards in the areas of child protection and good governance.

CODE OF CONDUCT

GENERAL PROFESSIONAL CONDUCT

I commit to:

- treat all individuals with respect, without discrimination based on gender, age, ethnicity, religion, disability, sexual orientation, social status, or other criteria;
- to use appropriate, non-violent language without degrading connotations;
- to maintain clear professional boundaries in my relationships with beneficiaries;
- to avoid any behavior that harms the organization's reputation;
- to comply with applicable laws and internal regulations;
- not to report to work under the influence of alcohol or illegal substances;
- to avoid conflicts of interest and disclose them when necessary;
- to use the organization's resources and assets responsibly;
- to reject any attempt at corruption within my sphere of influence and to report it through the available channels.

CHILD PROTECTION AND EMPLOYEE PROTECTION

Kinderland's Child Protection Policy, as well as applicable national laws and regulations, must be complied with.

Protecting the children in our programs from physical, psychological, and sexual abuse is our top priority. Without in any way compromising the child protection guidelines, here is a summary of the most important rules:

We do not tolerate any

- form of physical, psychological, emotional, or verbal abuse;
- any form of sexual activity with persons under the age of 18, regardless of their consent;
- Behavior of a sexual nature toward children and staff members;
- intimate relationships with beneficiaries in a dependent or vulnerable situation—whether children or adults;
- inappropriate physical contact;
- Accepting money, goods, or services in exchange for favors of any kind;
- Humiliation, intimidation, mockery, or discrimination;
- The use of physical punishment;
- Photographing or filming children, as well as using such materials without permission and informed consent;
- Unjustified private communication with children—in any form;
- Inviting children to private premises without official authorization;
- Concealing or condoning acts of abuse committed by others.

CODE OF CONDUCT

RULES FOR DIRECT INTERACTION WITH CHILDREN

I agree to:

- work with children, as far as possible, in the presence of another adult;
- respect the child's personal space;
- encourage the child's freedom of expression;
- avoid situations that could lead to misunderstandings or risks;
- protect the child's dignity.

CONDUCTING IN CONFLICTS OF INTEREST

Employees and managers act exclusively in the best interests of the organization and separate personal interests from professional ones. A conflict of interest exists when personal or financial interests may influence objective decision-making or give the impression that they do.

I agree to:

- To disclose conflicts of interest immediately.
- To refrain from participating in relevant decisions if I am involved.
- Not to accept or offer any improper benefits (e.g., gifts, invitations). Responsibility:
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Managers ensure that conflicts of interest are handled transparently and are aware of their role as role models.

POWER DISPARITIES AND ABUSE OF POWER

Employees and managers are aware of existing power imbalances and handle them responsibly. Power must not be abused for one's own benefit or to the detriment of others. In particular, pressure, intimidation, discrimination, undue influence, or any form of exploitation is prohibited.

I commit to:

- make my decisions and conduct myself in a respectful, transparent, and fair manner.
- report any observed or experienced violations through the available channels.

Responsibility:

Managers bear a special responsibility to prevent the abuse of power, to ensure a safe and respectful work environment, and to set an example of responsible use of power.

CODE OF CONDUCT

USE OF IMAGES, VIDEOS, AND AUDIO MATERIAL FEATURING CHILDREN

- We are committed to ensuring that only material that preserves the child's dignity is used;
- No information will be published that would allow for the complete identification of an individual child;
- Cultural and contextual restrictions are respected.

CONFIDENTIALITY, DATA PRIVACY, AND THE USE OF INFORMATION TECHNOLOGY

I commit to:

- safeguard the personal data of children and families;
- use personally identifiable information only in accordance with applicable guidelines;
- use information exclusively for professional purposes; never use the organization's IT infrastructure to download, process, or transmit prohibited content, in particular any pornographic depictions of children;
- comply with cybersecurity and data protection regulations.

REPORTING OBLIGATION

Every employee is responsible for immediately reporting any suspicion or observed incident regarding a violation of the Code of Conduct to the appropriate supervisor, the organization's management, or through the anonymous reporting channels provided.

Reports are made in good faith and are protected from retaliation. The organization ensures that reporting channels are secure, confidential, and accessible.

Every reported case is documented, investigated if necessary, and concluded with a decision no later than three months after the report is received.

PREVENTION OF VIOLATIONS – POLICY AND MEASURES

PREVENTION OF VIOLATIONS – CONDUCT AND MEASURES

All employees are required to participate regularly in training sessions on the Code of Conduct, to contribute to improving the Code, and to help prevent violations.

RECRUITMENT AND VERIFICATION

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All individuals hired by Kinderland must submit an official criminal background check. Prospective employees who will be involved in activities with children undergo a selection process that, in addition to assessing professional qualifications, includes a background check, the collection of professional references, and the signing of a declaration of integrity.

VIOLATION OF THE CODE / RESPONSIBILITY

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A violation of these provisions may result in the following consequences:

- verbal warning;
- written warning;
- disciplinary action;
- suspension;
- Termination of the contract;
- Reporting to the relevant authorities.
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The severity of the sanction corresponds to the nature and extent of the violation.

The respective supervisor is responsible for regularly addressing compliance with this Code of Conduct, ensuring compliance, and setting an example by adhering to it themselves.

FINAL PROVISIONS

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The Code is binding for all employees—whether full-time or volunteer—and is reviewed regularly.

Participation in initial orientation and regular training sessions on child protection and professional ethics is mandatory.

By signing below, I confirm that I have read, understood, and accepted the Code and commit to complying with it.

Name: _____

Funtion: _____

Date: _____

Signature: _____



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