

Integrity Syllabus

Volt Europa A.I.S.B.L.

[As updated on 24.11.2024]

Preface

This Integrity Syllabus is part of the integrity system of Volt Europa A.I.S.B.L. (hereafter: Volt Europa), as set out in the Internal Regulations.

An integrity system and the accompanying codes, procedures and mandates are dynamic and subject to change throughout time. Constant efforts and conversations among the members of Volt Europa lay the groundwork to continuously develop the integrity system.

Integrity is not only a responsibility of individual members and representatives of Volt Europa in political and administrative organs, but also a common endeavour which affects all organisations, on all levels. This Integrity Syllabus therefore affects all members, representatives, teams and organs of Volt Europa.

Integrity is not only made out of rules and regulations and is more so about the way in which we behave, interact and treat each other. These manners and the way in which representatives of Volt Europa behave outside of the organisation influence the culture of the movement. Integrity is also about values and principles, which co-determine the culture. A safe environment within Volt Europa is important. It allows members to speak up and be themselves.

This syllabus acts as supplementary to laws, regulations and general standards of human behaviour. The syllabus provides an assessment framework and acts as a guide in case of uncertainty, questions and discussions.

Integrity is a subject that takes on meaning through the behaviour of individuals. An integrity policy only on paper, is a document without meaning. This syllabus is an instrument that can be used to optimise all the conditions and circumstances for upstanding behaviour, though integrity cannot be fully captured in rules. In the words of author C.S. Lewis "integrity is doing the right thing, even when no one is watching."

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1. Practicalities and basics

§1.1 Introduction

Members of Volt Europa are expected to act with honesty, integrity, and good faith. This document outlines the framework for an integrity system, but it is important to remember that each individual has their own moral compass. Every member should be mindful of their actions, words, and writing or in other means in which it expresses itself.

When in doubt about their behaviour, members can reflect on the following questions:

- Does what I do, say, or write align with the values, culture, and policies of Volt Europa?
- Is it legal?
- Does it feel right?
- Could it harm me, other members, or Volt Europa as a whole?
- Who else might be affected (Volt employees, people outside Volt Europa)?
- If my intended action creates an ethical conflict, is there an alternative that respects integrity?
- How would it appear in the press or on social media?

§1.2 Values and Principles

Volt Europa is a political association grounded in shared moral values and principles. The culture of Volt Europa is shaped by these values, alongside the collective behaviour of its members.

Members are encouraged to engage in ongoing, constructive dialogue about the association's values and principles. The core values and principles outlined in Article 3 of the Statutes provide the foundation for these discussions. As additional values are identified, they will be incorporated into this syllabus, further defining the culture of Volt Europa.

In line with these values, members of Volt Europa should aim to:

- Lead by example in fostering a united, federal Europe.
- Promote a future built on high standards in human rights, climate, sustainability, society, and technology, where everyone has equal opportunities to grow as individuals and contribute to shared goals.
- Support proper public governance at the European, national, regional, and local levels.

Integrity is a personal trait of an individual. An ethical person is intrinsically sincere and reliable, has no hidden agenda and does not feign emotions. An ethical person

takes responsibility for their own actions, is approachable and addresses the behaviour of others. The integrity of Volt Europa is defined by the sum of the behaviour of all members and organs of the party.

§1.3 Purpose of this Syllabus

The purpose of this syllabus is to:

- Promote integrity, including the appropriate handling of actual or potential conflicts of interest in both personal and professional relationships.
- Promote compliance with applicable laws, regulations, rules, and administrative practices relevant to Volt Europa's activities.
- Foster a culture of honesty, accountability, and transparency.
- Create a safe environment where members and employees can raise concerns and cooperate fully in investigations without fear of retaliation.
- Provide clear guidelines and procedures for recognizing, preventing, addressing, and reporting unethical behaviour.

§1.4 Application of this Syllabus

This syllabus applies to all members of Volt Europa. Elected Volt officials and those in political or executive roles on behalf of Volt Europa hold a special responsibility to uphold and exemplify its principles.

It also serves as a guideline for third parties and organisations associated with Volt Europa.

§1.5 Individual behaviour and the culture of Volt Europa

The collective behaviour of all members shapes the culture of Volt Europa. Members – whether acting individually, in teams, or as part of executive or administrative bodies – are expected to align their actions with applicable laws, regulations, and Volt Europa's values, principles, and codes of conduct.

An ethical individual is autonomous, honest, and authentic, standing for a cause and being loyal to its values and principles. For Volt Europa, this means that members will want to act in harmony with Volt Europa's values, principles, and ideals.

An ethical member of Volt Europa naturally incorporates these values into their life, remains sensitive to societal issues that Volt addresses, and is accountable for their own actions.

2. European Code of Conduct (ECC)

§2.1 Interpersonal behaviour

2.1.1.

Members of Volt Europa are guided by [the Volt pledge](#), values and principles of Volt Europa and respect Volt Europa's reputation.

2.1.2.

Members of Volt Europa withhold themselves from any form of unwanted intimacy, sexual intimidation and sexual violence in their actions, verbally, written or in any other way.

2.1.3.

Members of Volt Europa withhold themselves from any form of aggression, discrimination and bullying in their actions, verbally, written or any other form.

2.1.4.

Members, organs and institutions of Volt Europa never ignore or act negligently in case of an abuse such as unwanted intimacy, sexual intimidation, sexual violence, aggression, discrimination or bullying.

2.1.5.

Volt Europa and all members of the association have the duty to prevent, de-escalate and try to solve all occurring conflicts within the movement with politeness and respectfulness. Conflicting parties should first look to contact each other, preferably face to face, and try to resolve the conflict themselves.

§2.2 Use of power

2.2.1.

Members of Volt Europa refrain from abusing their positions, privileges, or influence for personal or political gain, whether through offering rewards, threatening sanctions, or other forms of coercion. These positions of power, privilege, or influence can be familial, friendly, professional, governmental, political, military, or of any other nature.

2.2.2.

Members refrain from offering or enforcing monetary or other advantages to individuals or organisations in order to achieve personal or political goals.

2.2.3.

Members confronted with an abuse of power—either directly or indirectly—are expected to resist it, if within their power. This may involve declining offered advantages, addressing the abuse with the person or organisation involved, reporting

it to the appropriate body, or taking other reasonable actions to uphold integrity based on the nature of the abuse.

2.2.4.

Members should avoid conflicts of personal interest, including situations that could be perceived as such. Such a conflict of interest occurs when a personal interest might influence the impartial execution of a task. Personal interests include, but are not limited to, benefits or potential gains for the individual, their partner, family, friends, acquaintances, or professional relations. Members are encouraged to disclose any of the (potential) conflicts of interest to the appropriate body.

2.2.5.

Members refrain from manipulating, abusing, concealing, or leaking information and from obstructing its accessibility. Confidentiality and data protection must be respected at all times.

§2.3 Financial matters

2.3.1.

Members ensure the proper use of Volt Europa's financial resources and facilities and withhold from misusing them for personal or other unauthorised purposes. In particular, members of Volt Europa shall withhold themselves from using public resources, funds, or facilities for campaign purposes, unless such resources, funds, or facilities are explicitly designated for such purposes.

2.3.2.

Members of Volt Europa refrain from any financial misconduct within their roles, such as unethical financial practices, tax evasion, or conflicting investment policies and ensure that their financial practices align with the values and goals of the association.

2.3.3.

Members of Volt Europa refrain from engaging in any fraudulent activities and take no actions that could promote or enable fraud in the course of Volt Europa's operations.

2.3.4.

Members of Volt Europa are transparent to internal or external auditors and are strictly prohibited from directly or indirectly taking any action to coerce, manipulate, mislead, or fraudulently influence internal or external auditors involved in preparing Volt Europa's financial statements.

2.3.5.

In line with their roles and responsibilities within the association, members of Volt Europa aim to produce complete, fair, accurate, readable, timely, and transparent

reports and documents for regulatory agencies and in public communications, to the best of their abilities.

§2.4 Communication / Public Relations

2.4.1.

Members ensure that any communication made in the name of Volt Europa aligns with the association's values, principles, and policies, reflecting professionalism and respect in all forms of public outreach.

2.4.2.

Members of Volt Europa may only communicate on behalf of the association if explicitly authorised to do so. Those not explicitly authorised to communicate on behalf of the association must clarify in their communication that their opinions are personal and do not represent Volt Europa.

2.4.3.

Members of Volt Europa are responsible for what they say, write, or share publicly, including in (social) media, and should avoid communicating anonymously. Their communication should be respectful at all times, regardless of whether they communicate on behalf of Volt Europa or not.

2.4.4.

Members should refrain from sharing false or misleading information in any communication, whether on behalf of Volt Europa or personally. All public communications should be fact-checked to ensure credibility and accuracy.

2.4.5.

Members must respect confidentiality agreements and refrain from sharing internal, sensitive, or classified information without proper authorization.

2.4.6.

Members should refrain from any conduct, including public statements, that could harm Volt Europa's reputation unless they are addressing verified concerns in good faith.

2.4.7.

Volt Europa's logo may not be used in any way that falsely implies a connection to or endorsement by Volt Europa. It must not be used in contexts that are incompatible with Volt's values, principles, or legal standards and must not be associated with illegal activities or misleading communications.

2.4.8.

Members who are not authorised spokespeople should direct media inquiries to designated communication officers or leadership, and avoid providing unofficial comments.

§2.5 Elected officials

2.5.1.

As people's representatives, Volt's local, regional, national and European elected officials are guided by and observe the values and principles of Volt Europa and respect Volt Europa's reputation.

2.5.2.

Elected officials act solely in the public interest and refrain from obtaining or seeking to obtain any direct or indirect financial benefit or other reward.

2.5.3.

1. A conflict of interest exists where an elected official has a personal interest that could improperly influence the performance of their duties as an official. A conflict of interest does not exist where an official benefits only as a member of the general public or of a broad group of persons.
2. Any elected official who finds that they have a conflict of interest shall immediately take the necessary steps to address it, in accordance with the principles and provisions of this Code of Conduct. If the elected official is unable to resolve the conflict of interest, they shall report this to the Board. In cases of ambiguity, the elected official may seek advice in confidence from the Confidant Persons.

2.5.4.

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2.5.5.

In case there are no regulations or laws regarding the acceptance of gifts effective within the public authority itself:

1. elected officials shall refrain from accepting, in the performance of their duties, any gifts or similar benefits, other than those with an approximate value of less than EUR 150 given in accordance with courtesy usage or those given to them in accordance with courtesy usage when they represent Volt in an official capacity.
2. any gifts presented to elected officials, in accordance with the first paragraph, when they are representing Volt in an official capacity shall be handed over to the Board and dealt with in accordance with implementing measures to be laid down by the Board.
3. The provisions of the first two paragraphs shall not apply to the reimbursement of travel, accommodation and subsistence expenses of elected officials, or to the direct payment of such expenses by third parties,

when elected officials attend, pursuant to an invitation and in the performance of their duties, at any events organised by third parties.

The scope of this paragraph, in particular the rules designed to ensure transparency, shall be specified in implementing measures to be laid down by the Board.

2.5.6.

1. Where there is reason to think that an elected official may have violated this Code of Conduct, the Board may submit their case to the Integrity Commission.
2. The Integrity Commission processes a by the Board submitted case in accordance with the General Reporting Procedure.
3. If, taking into account the statement of the Integrity Commission after investigation, the Board concludes that the elected official concerned has breached the Code of Conduct, they shall, after hearing the elected official, adopt a reasoned decision laying down a disciplinary measure, which they shall notify to the elected official.
4. The decision of the Board and the procedures of the Integrity Commission in their investigation shall be open for the elected official to appeal at the Arbitration Committee.

3. Integrity entities

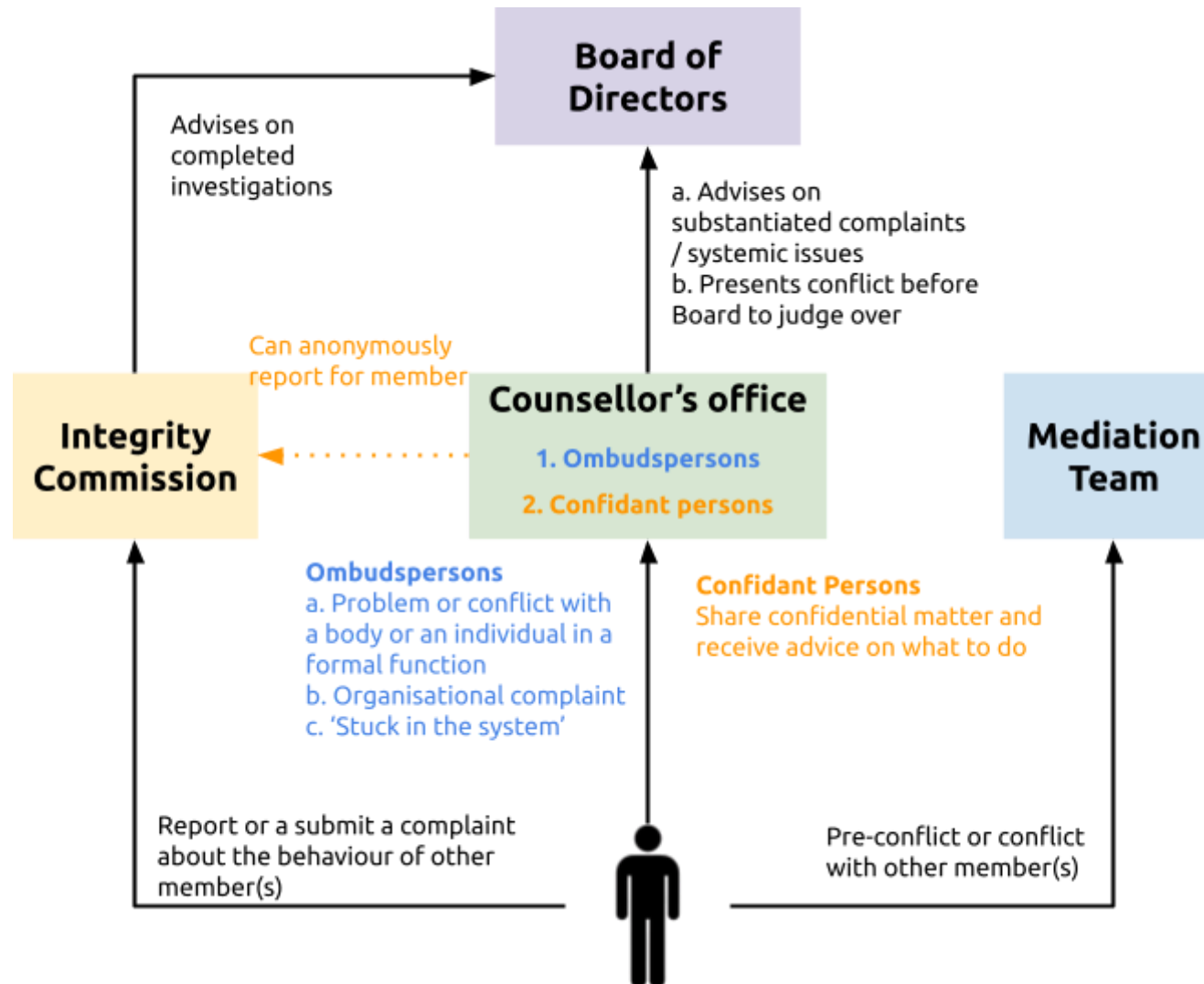
To promote and safeguard ethical behaviour within Volt Europa, several integrity entities are established by the Board and General Assembly. These entities are tasked with ensuring a healthy and safe environment, especially in cases where ethical standards may be at risk or violated. Their mandates are dynamic and subject to ongoing discussion and refinement by all members of Volt Europa.

For clarity, the integrity system is summarised in the following figures:

Figure 1 outlines the integrity system from a member's perspective, showing the concrete actions a member can take and where they can turn within the integrity framework.

Figure 2 illustrates the accountability structure of the integrity entities, indicating the organs to which they report.

Figure 1: Integrity system from a member's perspective



§3.1 Integrity Commission

3.1.1 Purpose

The Integrity Commission promotes ethical standards within Volt Europa by raising awareness of this Integrity Syllabus and processing reports of undesirable behaviour as outlined in the General Reporting Procedure (§3.1.7). It aims to foster a healthy and safe environment for members by addressing ethical violations and guiding the association on issues of integrity.

3.1.2 Composition

The Integrity Commission consists of at least four members, known as Integrity Commissioners. Two diverse and representative Co-Leads will be appointed by the Board.

3.1.3 Appointment and Dismissal

Integrity Commissioners are appointed by the Board for a term of two years, with the possibility of reappointment. Dismissal or suspension of an Integrity Commissioner requires a reasoned decision by the Board.

Integrity Commissioners cannot hold a different function within the organisation unless this has been approved by the Board.

3.1.4 Competences

The Integrity Commission has the following responsibilities:

1. **Promote ethical behaviour:** Raise awareness and promote this Integrity Syllabus across Volt Europa.
2. **Process internal and external reports:** Receive, investigate, and assess reports by members of Volt Europa of undesirable behaviour from within the organisation or external sources, as long as the behaviour impacts Volt Europa and/or its members.
3. **Conduct investigations:** Investigate reports of unethical or undesirable behaviour in a timely and impartial manner. The Integrity Commission is also authorised to conduct investigations with regards to integrity within the association autonomously.
4. **Advise the Board:** Provide reasoned advice to the Board on findings and possible disciplinary measures following investigations.
5. **Recommend sanctions:** Suggest disciplinary actions in line with the Internal Regulations, such as warnings, temporary withdrawal of participation rights, or exclusion.

3.1.5 Confidentiality

The Integrity Commission maintains strict confidentiality in all its activities towards others than the Board. Personal information will only be disclosed to others than the Board and the parties involved under the following circumstances:

1. A life-threatening situation arises.
2. Illegal activities are suspected or reported on sufficient grounds.

The Commission is responsible for ensuring proper confidentiality procedures in its investigations and safeguarding personal data in compliance with relevant legal privacy standards.

Any information received in the context of an investigation is considered confidential and must be treated as such by everyone with access to it. This confidentiality obligation applies equally to those who report information and to those who are the subjects of an investigation.

3.1.6 Independence

The Integrity Commission shall be impartial and shall operate independently, free from external influence, and make decisions based on ethical principles and expertise.

3.1.7 General Reporting Procedure

3.1.7.1 Submission of a Report

1. Only members or bodies of Volt Europa are entitled to submit reports. Reports are submitted by email to the Integrity Commission. Reports must contain the following information:
 - Full name of the reporter.
 - Full name of the person(s) concerned in the case
 - A detailed reason for the report, including the date(s) and place of the incident(s).
 - Outlining the reasonable interest in the case.
2. Anonymous reports are admissible and can be submitted through a Confidant Person (§3.2.2.), who will report on behalf of the reporter.
3. The reporter may withdraw their report at any time. In such a case, the Integrity Commission may still continue its investigation and report to the Board.

3.1.7.2 Admissibility of the Report

Any member of Volt Europa experiencing undesired behaviour of another member, or behaviour that is not in line with the values of Volt, may file a report with the Integrity Commission. Bodies of Volt Europa may submit a report if they have reason to believe that such behaviour has occurred.

A report is, according to the sole judgement of the Integrity Commission, considered inadmissible under the following conditions:

1. The incident occurred more than two years prior to the reporting.
2. The report has been processed before, unless new facts arise.
3. The nature of the report does not fall within the scope of this General Reporting Procedure.
4. The reporter lacks a reasonable interest in the case.

3.1.7.3 Processing of a Report

1. The Integrity Commission processes reports in a timely manner. The Co-Leads of the Commission first assess whether the Commission is authorised to handle the report and whether it is admissible. If admissible, two diverse Investigators are appointed from within the Commission. The reporter may submit a motivated objection to the appointment of mentioned Investigators. Should an objection be accepted by the Commission, the respective Investigator will be replaced by another.
2. The Investigators collect information, including testimonies from the reporter, the accused, and potential witnesses. Both sides are given the opportunity to present their version of events and respond to each other's statements, ensuring a fair hearing process.
3. Throughout the investigation, the Investigators:
 - Ensure all relevant parties are heard.
 - Apply ethical and legal standards in their investigation.
 - Gather and verify facts in a transparent, unbiased manner.
4. The Investigators have the authority to call witnesses, request additional information, and hold closed verbal hearings if deemed necessary.

3.1.7.4 Informing the Board

1. The Integrity Commission shall inform the Board of its ongoing investigations on a quarterly basis. In these updates, it shall not share more personal data with the Board than deemed necessary for information purposes.
2. The Integrity Commission will inform the Board member responsible for overseeing Integrity bodies about the report as soon as possible after its submission if, in the Commission's judgement:
 - the nature of the report requires Board awareness,
 - it is in the organisation's best interest for the Board to be aware immediately, or
 - the report may lead to PR inquiries or pose reputational risks.
3. If Board members are involved in or affected by a report, any information on that report shall only be shared with the remaining board members.

3.1.7.5 Conclusion and Final Advice

1. The Integrity Commission will use its best efforts to complete the investigation within a reasonable timeframe. Upon completing the investigation, the Investigators present their findings to the full Integrity Commission. The Commission strives to issue a report to the Board within fifteen days of the investigation's conclusion. In its report, the Commission will:
 - Recommend potential solutions for resolving the issue, if possible.
 - Advise on appropriate sanctions or disciplinary measures, in line with the Internal Regulations.
2. The Board shall properly consider the recommendations and advice by the Integrity Commission when taking its decision on the next steps in the matter. It will disclose an anonymised version report of the Integrity Commission to the reporter and the accused. If deemed in the interests of the organisation, it

may share an anonymised version of the report or recommendations with all members. The Board will always take into account the rights to privacy and data protection.

3. In urgent cases, the Integrity Commission may issue a preliminary statement to the Board before the full investigation is completed.
4. Decisions of the Board may be appealed before the Arbitration Committee in accordance with the Internal Regulations, which, inter alia, authorise the AC to resolve disputes over decisions by the Board and appeals by members against disciplinary measures imposed by the Board.

3.1.8 Handling Complaints Against Integrity Commissioners; Conflicts of Interest

1. If a report involves an Integrity Commissioner, the Commissioner in question is excluded from participating in any part of the investigation or assessment process.
2. The Commissioners must disclose any potential conflicts of interest and may only take part in the investigation if full impartiality is guaranteed.

3.1.9 Transparency and Accountability

The Integrity Commission meets at least once a month, provided there are ongoing cases, and keeps detailed minutes of its meetings. It is responsible for developing and maintaining its internal procedures to ensure consistent, fair, and transparent handling of reports. Reports received by the Integrity Commission will be kept and securely stored in line with data privacy rules.

If there are complaints about the (actions of the) Integrity Commission, a member can inform the Ombudsperson.

3.1.10 Legal Liability

Volt Europa assumes legal liability for actions taken by the Integrity Commission in its formal capacity. Commissioners cannot be held personally liable for their formal actions, except in cases where their actions constitute a criminal offence, or are performed with bad faith, recklessness, or deceit.

§3.2 Counsellor's Office

The Counsellor's Office of Volt Europa shall be made up of two formal functions: Ombudspersons and Confidant Persons.

§3.2.1 Ombudspersons

3.2.1.1 Purpose and Competences

Ombudspersons provide confidential, informal, independent, and impartial support to members or groups of members when issues arise between them and the association. They assist in resolving disputes through methods such as conflict

coaching, mediation, facilitation, and shuttle diplomacy. Additionally, they refer members to the appropriate entities when necessary. Ombudspersons have a signalling role, identifying and investigating potential structural issues within the association on their own initiative.

3.2.1.2 Composition

There shall be two Ombudspersons, ensuring diverse and representative appointments. Ombudspersons may appoint members to assist them in their efforts. Members may apply directly for vacancies within the Ombudspersons' team.

3.2.1.3 Appointment, Dismissal, and Suspension

Ombudspersons are appointed by the Board for a term of three years, with the possibility of reappointment. Dismissal or suspension of an Ombudsperson requires a reasoned decision from the Board.

Ombudspersons cannot hold a different function within the organisation unless this has been approved by the Board.

3.2.1.4 Admissibility

The Ombudspersons are available to any member who experiences a problem with the association, its bodies, or any individual in a formal position within it.

3.2.1.5 Confidentiality

Ombudspersons maintain strict confidentiality in all their activities and may not disclose personal information related to any case or individual without their consent unless:

- A life-threatening situation arises.
- Illegal activities are suspected or reported on sufficient grounds.

Ombudspersons are responsible for protecting the rights of privacy and personal data of the people involved in all their procedures and archives.

3.2.1.6 Independence

The Ombudspersons operate independently and make decisions based on their expertise without influence from the association or its entities. They must disclose any potential conflicts of interest and, in such cases, agree with the parties involved if they have to recuse themselves from the case.

3.2.1.7 Meetings and Reflection

Ombudspersons shall meet at least once a month, provided there are ongoing cases, and keep minutes of their meetings. Additionally, they are responsible for organising a joint meeting with the Board and all other integrity entities at least once every two years to reflect on their activities, systemic developments, and lessons learned. A report of this joint meeting will be made accessible to the members.

3.2.1.8 Procedural Guarantees

The Board and/or any other body of the Association related to the case is required to properly consider any complaints or advice submitted by the Ombudspersons. The Ombudspersons must be kept informed of any decisions and actions related to the case.

3.2.1.9 Legal Liability

The legal liability for actions undertaken by the Ombudspersons and members of their office lies with Volt Europa. Ombudspersons and members of their office cannot be held personally liable for their formal actions, except in cases where their actions constitute a criminal offence, or are performed with bad faith, recklessness, or deceit.

§3.2.1 Confidant Persons

3.2.1.1 Purpose and Competences

Confidant Persons provide a safe and supportive environment for members to disclose confidential matters, such as (sexual) harassment, bullying, discrimination, transgressive behaviour, (sexual) intimidation, aggression, or violence. They offer a listening ear, help members explore their needs, and advise on potential next steps without imposing judgement or taking direct action.

Confidant Persons will:

- Listen and provide emotional support.
- Refer members to the appropriate integrity entity.
- Advise on potential courses of action.
- Submit anonymous reports on behalf of members as part of the General Reporting Procedure, if the member wishes to remain anonymous.

Members are always in control of what steps to take, and Confidant Persons will respect their decision.

3.2.1.2 Composition

Volt Europa shall have at least two Confidant Persons. (Associated) Member Associations are encouraged to appoint regional and local Confidant Persons, who will form part of a broader network within the association.

3.2.1.3 Appointment, Dismissal, and Suspension

The Board appoints Confidant Persons for Volt Europa. Their dismissal or suspension require a reasoned decision by the Board.

Confidant Persons cannot hold a different function within the organisation unless this has been approved by the Board.

3.2.1.4 Confidentiality

Confidant Persons maintain strict confidentiality in all their activities and may not disclose personal information related to any case or individual without their consent unless:

- A life-threatening situation arises.
- Illegal activities are suspected or reported on sufficient grounds.

Confidant Persons are responsible for protecting the rights of privacy and personal data of the people involved in all their procedures and archives.

3.2.1.5 Independence

Confidant Persons act independently and based solely on their expertise, without external influence. They must disclose any potential conflicts of interest and, in such cases, agree how to proceed with the persons that came to them.

3.2.1.6 Legal Liability

The legal liability for the actions of Confidant Persons lies with Volt Europa. Confidant Persons cannot be held personally liable for actions taken in their formal capacity, except in cases where their actions constitute a criminal offence, or are performed with bad faith, recklessness, or deceit.

§3.3 Mediation Team

3.3.1 Purpose and Competences

The Mediation Team of Volt Europa offers a structured process for resolving disputes, where parties voluntarily attempt to reach an agreement with the assistance of a mediator.

The Mediation Team shall:

- Mediate conflicts between individual members or groups of members.
- Refer inadmissible cases to the appropriate integrity entities.
- Promote the Integrity Syllabus and mediation within the association.
- Coach, train, and assist other integrity entities in their efforts.

3.3.2 Composition

The Mediation Team shall consist of a pool of mediators, which may include regional or local mediators from (Associated) Member Associations ((A)MAs). Regional and local mediators are encouraged to join the Volt Europa pool of mediators.

Two Co-Leads, appointed by the Board of Volt Europa, will:

- Coordinate the case-processing.
- Nominate mediators for each case.
- Handle administrative tasks.
- Assist mediators with administrative efforts.
- Promote the Mediation Team throughout the organisation.

3.3.3 Appointment, Dismissal, and Suspension

Mediators from (A)MAs may join the Volt Europa pool directly. Other candidates will be appointed by the Co-Leads. The dismissal or suspension of a mediator requires a reasoned decision by the Co-Leads, which will be reported to the Board, or the dismissal or suspension of the Co-Leads requires a reasoned decision by the Board.

Mediation Team members cannot hold a different function within the organisation unless this has been approved by the Board.

3.3.4 Admissibility

A request for mediation is admissible if:

- It involves a conflict between members or groups of members.
- At least one party requests mediation and the opposing party agrees.

The Mediation Team has the right to assess whether a request is admissible and can be handled by mediation. If a case is deemed inadmissible, the team will refer it to the appropriate integrity entity.

3.3.5 Mediation Procedure

The mediation procedure follows these key stages:

1. **Request for Mediation:** Any member or group of members may submit a mediation request. The opposing party must agree to the mediation for it to proceed.
2. **Nomination of Mediators:** The Co-Leads will nominate mediators from the pool. Both parties will be informed of the appointed mediators and may raise any objections.
3. **Pre-Mediation Meeting:** An initial meeting will be held to explain the mediation process, set expectations, and confirm voluntary participation from both parties. The parties will be asked to sign a Mediation Contract (§3.3.6) confirming their commitment to the process and agreeing not to pursue legal actions while mediation is ongoing.
4. **Mediation Sessions:** The mediator will facilitate structured sessions where both parties have the opportunity to present their views, propose solutions, and negotiate. Sessions can be face-to-face or follow a shuttle diplomacy approach.
5. **Mediation Agreement:** If the parties reach a settlement, a Mediation Agreement will be drafted, outlining the terms of the resolution. Both parties must sign the agreement.
6. **Conclusion of Mediation:** If mediation fails or is terminated by either party, the mediator will document the outcome, and the case will be closed.

3.3.6 Mediation Contract

Before mediation begins, all parties must sign a Mediation Contract. This contract serves as a formal agreement that:

- The parties commit to engaging in the mediation process in good faith.
- No legal actions will be initiated while mediation is ongoing.

- The confidentiality of the mediation process will be respected.

The contract remains in force until the mediation is formally declared concluded or failed by one or both parties.

3.3.7 Confidentiality

The Mediation Team of Volt Europa has strict confidentiality in their activities and is not allowed to disclose any personal information or case-specific details to anyone outside of the mediation, unless:

- A life-threatening situation arises.
- Illegal activities are suspected or reported on sufficient grounds.

Confidentiality may be waived only if all parties explicitly agree as part of the mediation outcome or mediation agreement. The Mediation Team may share anonymised information on cases for training purposes.

The Mediation Team is responsible for protecting the rights of privacy and personal data of the people involved in all their procedures and archives.

3.3.8 Independence

The Mediation Team shall be impartial and operate independently, based on its expertise. Mediators must disclose any potential conflicts of interest and may only continue mediation if full impartiality is guaranteed, with explicit consent from the parties.

3.3.9 Internal Procedures

The Mediation Team shall be responsible for creating and maintaining its own internal procedures for case handling, mediation practices, and coordination with other integrity entities.

3.3.10 Legal Liability

The legal liability for the actions of the Mediation Team lies with Volt Europa. Mediators and other members of the team cannot be held personally liable for their actions in their formal capacity, except in cases where the actions of Mediators or other members of the team constitute a criminal offence, or are performed with bad faith, recklessness, or deceit.

§3.4 Integrity interaction models, Reports / Complaints Model

Volt is a pan-European movement whose members come from a variety of countries. Those members are all members of a National Chapter within Volt. Because Volt is structured on multiple levels and consists of multiple legal entities, members from different National Chapters interact with each other all the time. Sometimes however, an interaction between members of different National Chapters can be found undesirable by one of the members. Integrity Commissions are there to investigate complaints or reports of undesirable behaviour by members of Volt. Within Volt, there are different types of National Chapters:

(Associated) Member Associations: legal entities which are associated with Volt Europa.

Legal entities which are not yet associated with Volt Europa: legal entities which carry the name Volt, but are not associated with Volt Europa in a legal way.

National Chapters which are not yet a legal entity: any kind of organisation that carries the name Volt but is not a legal entity yet. Members of these organisations are, legally speaking, members of Volt Europa only.

The legal structure of these types of National Chapters require different approaches on the processing of reports by the National Chapters (see Figure 3)

Figure 3: Report processing

