

Integrity Syllabus

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

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."

Table of Contents

1. Practicalities and basics	3
Introduction	3
§1.1 Concepts and definitions	3
§1.2 Values and principles	4
§1.3 Purpose of this syllabus	4
§1.4 Application of this syllabus	5
§1.5 Individual behaviour and the culture of Volt Europa	5
2. European Code of Conduct (ECC)	6
§2.1 Interpersonal behaviour	6
§2.2 Use of power	6
§2.3 Financial matters	7
§2.4 Communication / Public Relations	8
§2.5 Elected officials	9
3. Integrity entities	12
§3.1 Counsellor's Office	15
§3.1.1 Ombudspersons	15
§3.1.2 Confidant Persons	18
§3.2 Mediation Team	20
§3.3 Arbitration Committee	23
§3.4 Integrity Commission	26
§3.5 Integrity interaction models	29
3.5.1 Reports / complaints model	29
3.5.2 National and European Arbitration Committees model	31
4. General Reporting Procedure (GRP)	33

1. Practicalities and basics

Introduction

Members of Volt Europa act in an honest and ethical way, and rely on the values of honesty and good faith. In this document the framework for an integrity system will be formulated. However, each person has its own moral compass. Every person that is a member of Volt Europa should be aware of what they do, say or write in their role as a member. Members can ask themselves the following questions when they feel uncertain about their behaviour:

Does what I do, say or write fit in the framework of values, culture and policy of Volt Europa?

- Does it feel righteous?
- Is it legal?
- Can it negatively affect me, other members of the movement or the movement itself?
- Who else can be affected (employees of Volt, people outside the party and movement)?
- If my intended action creates (ethical) conflict, is there an alternative action which would not violate integrity?
- How would it look like for the press or social media?

§1.1 Concepts and definitions

Volt Europa: Volt Europa is an international non-profit organisation with full jurisdiction in Belgian law, founded on the 29th of March 2017. The terms 'organisation', 'association' and 'movement' refer to Volt Europa. With Volt Europa, all internal bodies, organs and functions are included.

Member of Volt Europa: every natural person, Member Association or Associated Member Association who has been admitted as a member or associate member of Volt Europa by the Statutes.

Board of Directors: the Board of Directors is the administrative organ of Volt Europa which manages the association. The Board of Directors is composed of three executive members and six non-executive members. The terms 'European Board' and 'Board' refer to the Board of Directors.

Integrity system: the integrity system of Volt Europa is composed of all the entities, regulations, policies, practices and instruments which are meant to contribute to the integrity of the party and its members.

Integrity: 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 the movement is defined by the sum of the behaviour of all members and organs of the party.

Code of conduct: the Code of Conduct is a guideline based on values and principles which promote upstanding behaviour.

Elected official: a member of Volt Europa who has been elected into a public office.

§1.2 Values and principles

Volt Europa is a political association based on moral values and principles. The culture within Volt Europa is defined by those moral values and principles, along with the behaviour of all members together.

The members of Volt Europa should have continuous and constructive conversations about the values and principles of the association. The core values and principles of Volt Europa, which emerge from article 3 of the Statutes, form the basis for such conversations. Additional values and principles will be reviewed and added to this paragraph. The outcome of the Values Project within Volt will also be added to this syllabus. The values that emerge from that project define our culture.

Based on these values and principles, members of Volt Europa should strive to achieve the following:

- To lead by example fostering a united federal Europe.
- To build on a future with the highest standards with regards to human rights, climate, sustainability, society and technology, in which everyone is presented with equal opportunities to develop as an individual and contribute to common commitments.
- Proper public governance on the European, national, regional and local levels.

§1.3 Purpose of this syllabus

The purpose of this syllabus is contributing to:

- Promoting integrity, including the proper handling of factual or apparent conflicts of interest in personal and professional relationships.
- Promoting compliance with all applicable laws, regulations, rules and administrative practices in the domain of Volt Europa's activities.
- Promoting a culture of honesty and accountability.
- Creating a culture in which members and employees can express their concerns and fully cooperate during investigations, without having to be afraid of retaliation.

- Offering guidelines and procedures to recognize, prevent, solve and report unethical behaviour.

§1.4 Application of this syllabus

This syllabus applies to all members of Volt Europa. Elected officials of Volt Europa and those who fulfil political or executive functions in the name of Volt Europa have a special responsibility to comply with and act by this syllabus. They have an exemplary role.

This syllabus also constitutes a guideline for all third parties and organisations who are associated with Volt Europa in any way

§1.5 Individual behaviour and the culture of Volt Europa

The sum of all individual behaviour of members defines the culture of Volt Europa. Individual members, as well as members acting in an organised fashion and executive or administrative organs of Volt Europa act in compliance with general legislature, regulations and the values, principles and codes of conduct of Volt Europa.

An ethical individual is someone who is primarily autonomous, honest and authentic: those who stand for a cause, strive for a cause and are loyal to a cause's values, principles and ideals. In the case of Volt Europa, this means that the members act in line with the values, principles and ideals of Volt Europa.

An ethical person is someone who is capable of implementing those values, principles, ideals and their effects in their life in a natural way.

An ethical member of Volt Europa is part of the movement, is sensitive to societal issues, which Volt tackles and is able to be 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 withhold themselves from abusing the power of their positions, privileges or influence for political or personal goals by providing rewards, threatening with sanctions or in any other way. Positions of power, privileges or influences can in this context be of any nature: familiar, friendly, professional, governmental, political, military etc.

2.2.2.

Members of Volt Europa withhold themselves from the use of public resources, funds or facilities for campaign purposes, unless such resources, funds or facilities are explicitly destined for campaign purposes.

2.2.3.

Members of Volt Europa withhold themselves from enforcing or offering monetary and any other advantages to individuals and organisations to achieve goals.

2.2.4.

Members of Volt Europa who are directly or indirectly confronted with abuse of power will actively resist such abuse. This can consist of declining offered advantages, confronting the person or organisation abusing their power, reporting abuse of power by the designated person or organ, or acting resistively in any other way reasonable for an upstanding person, depending on the nature of the abuse of power.

2.2.5.

Members of Volt Europa should avoid all possible conflicts of interest that can arise or be interpreted as such. A conflict of interest arises when a personal interest could potentially affect the independent execution of a task or tasks. Personal interests consist of, but are not limited to, every advantage or potential gain for the person in question, their partner, family, involved friends, acquaintances or professional relations.

2.2.6.

Members of Volt Europa withhold themselves from manipulating, abusing, obfuscating or leaking information and its accessibility.

§2.3 Financial matters

2.3.1.

Members of Volt Europa withhold themselves from acting in a fraudulent manner or stimulating fraud inside as well as outside of the association.

2.3.2.

Members of Volt Europa withhold themselves from the improper use of financial resources or facilities of Volt Europa, public institutions or other organisations.

2.3.3.

Members of Volt Europa withhold themselves from using methods to evade tax, applying investment policies which act contrary to the concerned organisation and other unwanted financial misconduct inside as well as outside of the association.

2.3.4.

Financial Professionals are strictly prohibited from directly or indirectly taking any action to coerce, manipulate, mislead or fraudulently influence Volt's internal or external auditors for the purpose of rendering Volt's financial statements.

2.3.5.

Volt expects its Financial Professionals to produce (or, as the case may be, assist in producing) full, fair, accurate, timely and understandable disclosure in reports and documents that Volt files with regulatory agencies and in other public communications to the best of their efforts.

§2.4 Communication / Public Relations

2.4.1.

Communication by Volt Europa and the members of Volt Europa is characterised by the values which Volt Europa cherishes and have been set out in the above sections. Honesty, transparency, respect and constructive thinking are characteristics of Volt Europa and its members.

2.4.2.

When multiple values, for example openness and confidentiality, seem or can be contradictory to each other, Volt Europa and its members carefully consider an ethical decision about what weighs heavier in that specific case. The assessment should take place in the following steps:

1. Identifying the goal
2. Gathering information for weighing the options
3. Considering what consequences all the options have
4. Making a decision
5. Evaluating the decision

2.4.3.

Volt Europa and all members of the Association campaign in line with the values and principles of Volt Europa.

2.4.4.

Members of Volt Europa are responsible for what they say, write or share on social media or in any other way on the internet. Members of Volt Europa are not allowed to communicate anonymously.

2.4.5.

Members of Volt Europa communicate only in the name of Volt Europa if they have been given permission to do so out of their function within the association or if they have been given explicit permission by an authorised organ of person within Volt Europa.

The use of Volt's logo is allowed unless:

- a) the use creates the incorrect impression or assumption that there is a connection between the user and Volt;
- b) the use leads the public to believe erroneously that the user benefits from the endorsement, support, sponsorship, approval or consent of Volt;
- c) the use is in connection with any objective or activity which is incompatible with the aims and principles of Volt
- d) The use is in connection with illegal activities.

2.4.6.

The members and organs of Volt Europa adhere to the General Communications Guidelines and other communication guidelines established by Volt Europa.

§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.

Blank

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

In order to promote and safeguard ethical behaviour within the association, a number of integrity entities are given mandates by the Board and General Assembly to execute a number of tasks. These integrity entities are responsible for creating a healthy and safe environment, in case ethical behaviour is at stake or being violated. These mandates are dynamic and will be a topic of continuous discussion by all members of Volt Europa.

To summarise the integrity system, the following figures have been made.

Figure 1 shows the integrity system from a member's perspective. It summarises what concrete actions a member can take and where a member can go within the integrity system.

Figure 2 shows a map in which it is made clear where the accountability lies for the integrity entities, and to what organ they have to report.

Figure 1: Integrity system from a member's perspective

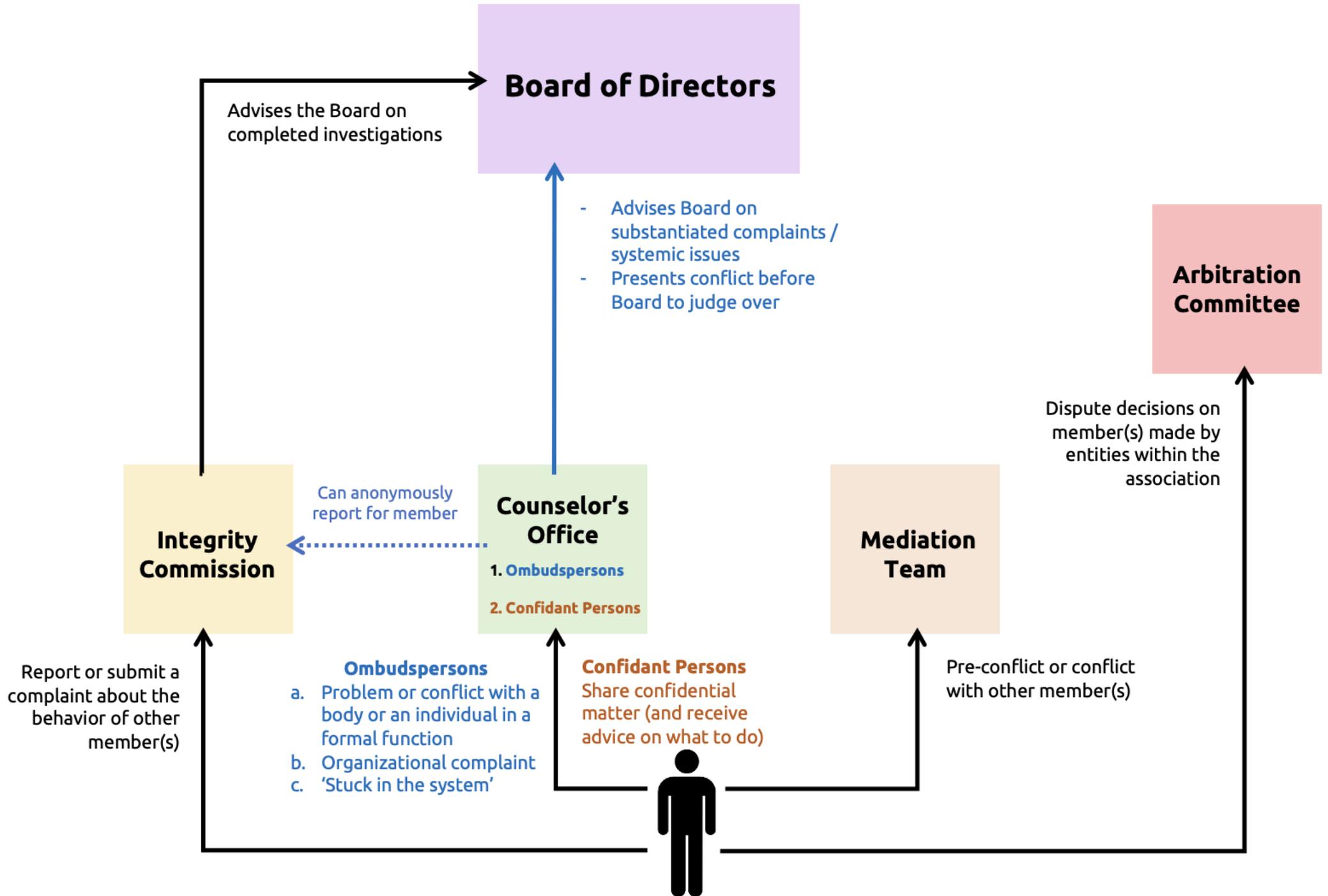
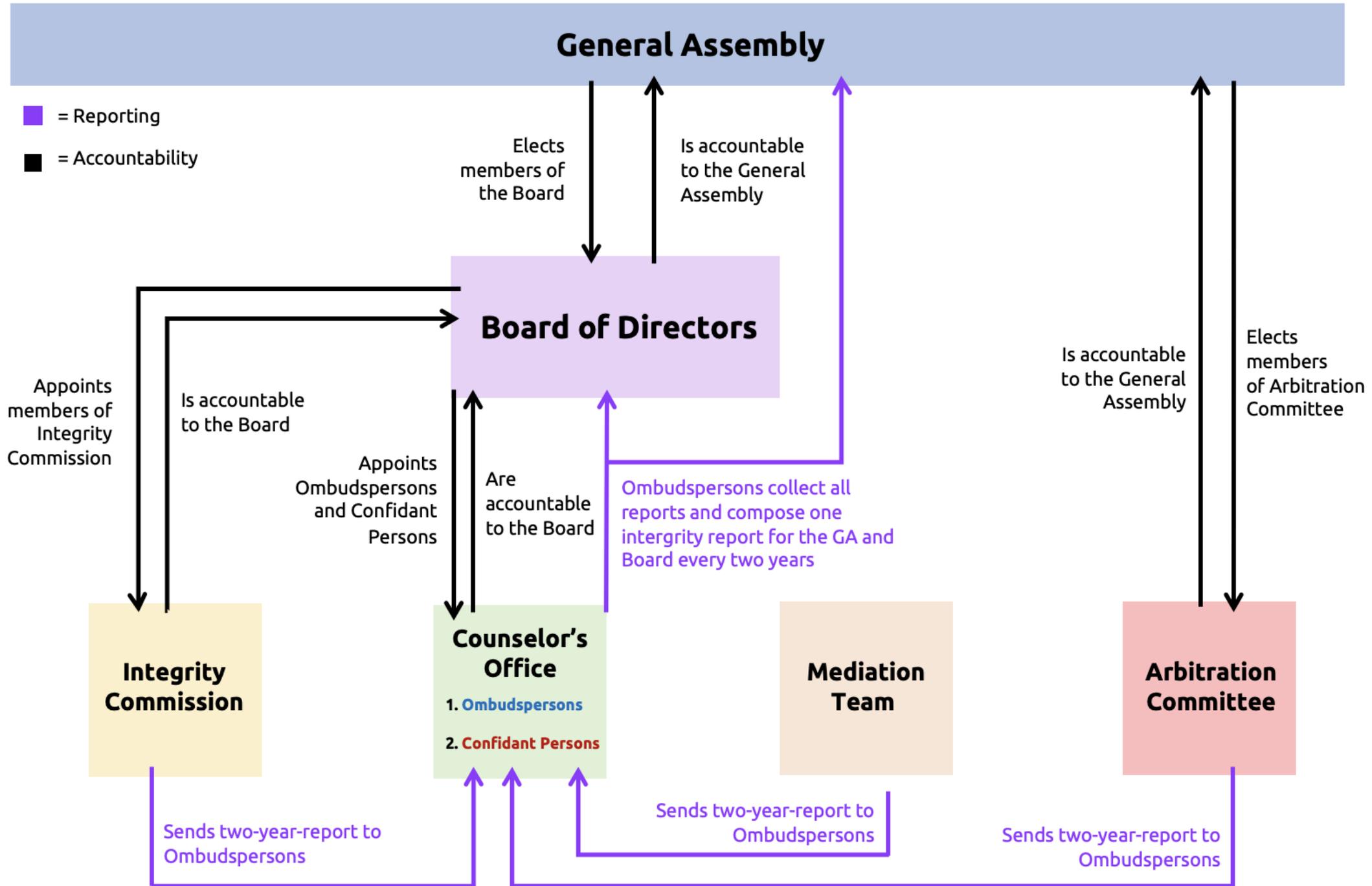


Figure 2: Integrity entities accountability and reporting map



§3.1 Counsellor's Office

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

§3.1.1 Ombudspersons

3.1.1.1 Purposes

The Ombudspersons are there to help and support members or groups of members when problems arise between members and the association by referring them to the right entities, advising members and conducting effective investigations. They also handle questions as well as complaints, and conduct further investigations if necessary. They have a signalling role and can also investigate possible structural problems within the association on their own initiative.

3.1.1.2 Composition

1. There shall be two Ombudspersons.
2. The positions of Ombudsperson shall be filled in a diverse and representative manner.
3. The Ombudspersons may appoint members to assist them in their efforts. Individual Members may apply for vacancies at the Ombudspersons directly.

3.1.1.3 Appointment, dismissal and suspension

1. Ombudspersons shall be appointed by the Board.
2. The appointment of Ombudspersons shall be for a period of three years.
3. Ombudspersons may at the end of their term be reappointed
4. The Board shall dismiss an Ombudsperson:
 - a. at their request;
 - b. when they are permanently unfit to perform their function due to illness or infirmity;
 - c. upon acceptance of an office or position declared incompatible with the office of Ombudsperson;
 - d. in the event of the loss of membership;
 - e. if they have been convicted of a crime by a final court decision, or if a measure has been imposed on them by such decision that results in deprivation of liberty;
 - f. when they have been placed under guardianship pursuant to an irrevocable court decision.
 - g. if, in the opinion of the Board, they cause serious harm to the trust placed in them through acts or statements.
5. The Board shall not dismiss an Ombudsperson on the grounds of paragraph 4 sub g if an investigation is underway against a member of the Board
6. The Board shall suspend an Ombudsperson if:

- a. They are in pre-trial detention;
 - b. They have been convicted of a crime by a court decision that has not yet become final, or he has been subject to a measure resulting in deprivation of liberty by such decision;
 - c. They have been placed under guardianship.
7. The Board may suspend an Ombudsperson if they are being prosecuted for a crime or if there is another serious suspicion of facts or circumstances that warrants dismissal, other than on grounds stated in art. 3.1.3 (4b).
8. In the case referred to in the seventh paragraph, the suspension ends after three months. The Board may however extend the measure each time for a maximum of three months.
9. The Board shall end the suspension as soon as the ground for the measure has expired.
10. An Ombudsperson may, should they become unavailable for a certain period, be temporarily substituted by a mediator of the pool of mediators. The Board shall appoint the substitute Ombudsperson.

3.1.1.4 Competences

The Ombudspersons shall have the following competences:

1. To investigate complaints, incidents and reports of (groups of) members, which includes:
 - a. identifying and tracking systemic issues within the organisation;
 - b. advising the Board on substantiated complaints and systemic issues;
 - c. suggesting organisational changes.
2. To mediate conflicts between (groups of) members as well as bodies or individuals in a formal function or the association as a whole.

3.1.1.5 Admissibility

1. The Ombudspersons are available for any member who has a problem with the association or with a body, organ or individual in a formal function within it.
2. A conflict is only admissible for mediation by the Ombudspersons when:
 - a. the conflict occurs between a member or a group of members and the association, a body or function;
 - b. both parties have tried every possibility of resolving the conflict and no more progress is made.
3. Ombudspersons shall not intervene when they know that a formal complaint procedure is ongoing.

3.1.1.6 Confidentiality

1. The Ombudspersons of Volt Europa shall maintain strict confidentiality in their activities and shall not be allowed to disclose any personal information or information which can be traced back to a specific person, complaint or case to anyone outside of the case being processed before issuing an advice, unless:
 - a. A life threatening situation occurs;

- b. Illegal activities take or will take place.
2. Ombudspersons have the specific responsibility to create and guarantee an adequate level of confidentiality in all of their procedures and archives. This includes not publishing more personal information than required in its advice and reports.

3.1.1.7 Independence

The Ombudspersons of Volt Europa shall be fully independent and act based on their expertise.

3.1.1.8 Transparency

3. Ombudspersons shall compose a report of their activities at least every two years.
4. Ombudspersons shall be responsible for collecting all reports of the other integrity entities within the organisation at least every two years and creating one single integrity report out of those to be shared with the Board and General Assembly.
5. Ombudspersons shall meet at least once a month, unless no cases are ongoing, and keep minutes of their meetings.
6. The Ombudspersons shall be responsible for organising a meeting with the Board and all other integrity entities together at least once every two years to reflect on their activities, any systemic developments that have occurred and what lessons can be learned from that.
7. The Ombudspersons shall have the responsibility to create and uphold their own internal procedures.

3.1.1.9 Procedural guarantees

To ensure that all complaints and advices brought before the Board are taken into consideration, the following guarantees shall be made:

1. The Board shall take every complaint and advice of the Ombudspersons into consideration and confirm receiving such cases within two weeks of issuing by the Ombudspersons.
2. The Board shall decide on cases brought before them by the Ombudspersons within four weeks after the case has been received.

3.1.1.10 Legal liability

The legal liability of the Ombudspersons shall lie with Volt Europa. Ombudspersons and any other members of their office cannot be held personally liable for their actions in their formal function.

§3.1.2 Confidant Persons

3.1.2.1 Purposes

Confidant Persons listen to, support and advise members when they want to disclose confidential matters, such as bullying, discrimination, transgressive behaviour, (sexual) intimidation, aggression or violence. A Confidant Person offers a safe space and listens to the member and helps the member explore their needs and possible next steps ahead. At all times, the member makes their own decision as to the next steps they want to take. Confidant persons are independent and do not contact anyone involved, nor pass judgement. They solely create space for the member's emotions in case the member just wants to tell their story, and the member can receive support in figuring out what to do next if they feel that the need arises.

3.1.2.2 Composition

There shall be at least two Confidant Persons. The Confidant Persons shall be organised as a network within the association.

3.1.2.3 Appointment, dismissal and suspension

1. Confidant Persons in Member Associations and associated Member Associations shall be asked to automatically enlist as a Confidant Person of Volt Europa.
2. Members may apply for vacancies for Confidant Person of Volt Europa directly at the Board. The Board shall then appoint Confidant Persons.
3. The Board shall dismiss a Confidant Person:
 - a. at their request;
 - b. when they are permanently unfit to perform their function due to illness or infirmity;
 - c. in the event of the loss of membership;
 - d. if they have been convicted of a crime by a final court decision, or if a measure has been imposed on them by such decision that results in deprivation of liberty;
 - e. when they have been placed under guardianship pursuant to an irrevocable court decision;
 - f. If, in the opinion of the Board, they cause serious harm to the trust placed in them through acts or statements.
4. The Board shall suspend a Confidant Person if:
 - a. They are in pre-trial detention;
 - b. They have been convicted of a crime by a court decision that has not yet become final, or he has been subject to a measure resulting in deprivation of liberty by such decision;
 - c. They have been placed under guardianship.
5. The Board may suspend a Confidant Person if they are being prosecuted for a crime or if there is another serious suspicion of facts or circumstances that warrants dismissal, other than on grounds stated in art. 3.1.4 (4b).

6. In the case referred to in the fifth paragraph, the suspension ends after three months. The Board may however extend the measure each time for a maximum of three months.
7. The Board shall end the suspension as soon as the ground for the measure has expired.

3.1.2.4 Competences

The Confidant Persons shall have the following competences:

- a. offering a listening ear;
- b. referring them to the correct integrity entity;
- c. advising the member(s) on the steps they can take;
- d. reporting complaints with regards to behaviour as set out in the General Reporting Procedure, should the member wish to stay anonymous.

3.1.2.5 Admissibility

There shall be no entry threshold for members who would like to share confidential matters at the Confidant Persons.

3.1.2.6 Confidentiality

1. The Confidant Persons shall maintain strict confidentiality in their activities and are not allowed to disclose any personal information or information which can be traced back to a specific person, complaint or case to anyone outside of the case being processed before issuing an advice, unless:
 - a. A life threatening situation occurs;
 - b. Illegal activities take or will take place.
2. Confidant Persons shall have the specific responsibility in creating and guaranteeing an adequate level of confidentiality in all of their procedures and archives. This includes not publishing more personal information than required in its advice and reports.

3.1.2.7 Independence

The Confidant Persons of Volt Europa shall be fully independent and act based on their expertise.

3.1.2.8 Legal liability

The legal liability of the Confidant Persons shall lie with Volt Europa. Confidant Persons cannot be held personally liable for their actions in their formal function.

§3.2 Mediation Team

3.2.1 Purposes

The Mediation Team of Volt Europa offers a structured process for the handling of disputes, in which one or more parties voluntarily attempt to reach an agreement on the settlement of their dispute with the assistance of a mediator.

3.2.2 Composition

1. The Mediation Team of Volt Europa shall be made up of a pool of mediators. This pool of mediators consists of mediators who:
 - a. are part of a national mediation team within Volt, or;
 - b. have been admitted directly to the pool of mediators of Volt Europa without being part of a national mediation team.
2. The pool of mediators shall have two Co-Leads. The mediators shall elect their Co-Leads by simple majority vote for a period of two years. They may be reelected.
3. The Co-Leads shall coordinate the mediators. The following applies for this function:
 - a. are diverse and representative;
 - b. coordinate the processing of cases;
 - c. nominate mediators for incoming cases;
 - d. take care of administrative work;
 - e. assist mediators in administrative efforts;
 - f. promote the Mediation Team across the organisation.
4. The Co-Leads shall compose criteria to assess whether an applicant is suitable for the role of mediator.

3.2.3 Application, dismissal and suspension

5. Mediators who are part of a national mediation team shall be asked to automatically join the pool of mediators (hereafter: pool) of Volt Europa through their own Member Associations and associated Member Associations.
6. Mediators who only want to be part of the Mediation Team of Volt Europa may apply at the Co-Leads directly.
7. Direct applications shall be processed by the Co-Leads.
8. The Co-Leads shall dismiss a mediator:
 - a. at their request;
 - b. when they are permanently unfit to perform their function due to illness or infirmity;
 - c. in the event of the loss of membership;
 - d. if they have been convicted of a crime by a final court decision, or if a measure has been imposed on them by such decision that results in deprivation of liberty;
 - e. when they have been placed under guardianship pursuant to an irrevocable court decision.

- f. if, in the opinion of the Co-Leads, they cause serious harm to the trust placed in them through acts or statements. This decision is voted upon with a simple majority. This decision has to be confirmed by the Board.
- 9. The Co-Leads shall suspend a mediator if:
 - a. They are in pre-trial detention;
 - b. They have been convicted of a crime by a court decision that has not yet become final, or they have been subject to a measure resulting in deprivation of liberty by such decision;
 - c. They have been placed under guardianship.
- 10. The Co-Leads may suspend a mediator if they are being prosecuted for a crime or if there is another serious suspicion of facts or circumstances that warrants dismissal, other than on grounds stated in art. 3.2.3 (4b).
- 11. In the case referred to in the sixth paragraph, the suspension ends after three months. The Co-Leads may however extend the measure each time for a maximum of three months.
- 12. The Co-Leads shall end the suspension as soon as the reason for the measure has expired.

3.2.4 Competences

The Mediation Team of Volt Europa shall have the following competences:

- a. To refer inadmissible members to the correct integrity entities;
- b. To mediate in conflicts between (groups of) members;
- c. To promote this Integrity syllabus and mediation throughout the association;
- d. To coach, train and assist other integrity entities in their efforts.

3.2.5 Admissibility

A request for mediation is admissible if the case meets the following criteria:

- a. Is in pre-conflict or conflict phase;
- b. Is between a member / group of members on one side and a member / group of members on the other.
- c. One or both members / or groups that are part of the conflict appeal for mediation and the other side agrees

3.2.6 Confidentiality

- 1. The Mediation Team of Volt Europa has strict confidentiality in their activities in the sense that is not allowed to disclose any personal information or information that can be traced back to a specific or case to anyone outside of the case being mediated, unless:
 - a. A life threatening situation occurs;
 - b. Illegal activities take or will take place.
- 2. Confidentiality cannot be violated by any other organisation, body, organ or function outside of the pool of mediators, unless the involved parties agree on a full or partial disclosure of the mediation process as part of the outcome of their mediation or their mediation agreement, if applicable.
- 3. The Mediation Team shall have the specific responsibility in creating and guaranteeing an adequate level of confidentiality in all of their procedures

and archives. This includes not publishing more personal information than required in its advice and reports.

4. The Mediation Team may share information on mediation cases as part of a "Supervision", for training purposes or if handing cases over from one mediator to another.

3.2.7 Independence

1. The Mediation Team of Volt Europa shall be fully independent and act based on its expertise.
2. Mediators must not act, or, having started to do so, continue to act before having disclosed any circumstances that may, or may be seen to, affect his or her independence or conflict of interests. The duty to disclose is a continuing obligation throughout the process. In such cases the mediator may only accept or continue the mediation provided that he/she is certain of being able to carry out the mediation with full independence and neutrality in order to guarantee full impartiality and that the parties explicitly consent.

3.2.8 Transparency

1. The Mediation Team shall have the responsibility to create and uphold their own internal procedures.
2. The Mediation Team shall compose a report of their activities at least every two years to be shared with the Ombudspersons.

3.2.9 Contract

Legal actions shall be prohibited after a Mediation contract has been signed, until a point where one of the parties declares the mediation as failed.

3.2.10 Legal liability

The legal liability of the Mediation Team shall lie with Volt Europa. Ombudspersons and any other members of their office cannot be held personally liable for their actions in their formal function.

§3.3 Arbitration Committee

3.3.1 Purposes

The Arbitration Committee of Volt Europa has the task of resolving legal conflicts within the Association, ensuring compliance with the Statutes and Internal Regulations and reviewing the legality of decisions made by the Board of Directors.

3.3.2 Composition

1. The Arbitration Committee shall consist of five members which meet the following conditions:
 - a. the members are independent and impartial;
 - b. they are members of five separate Member Associations or Associated Member Associations;
 - c. the members have an equal ratio of different genders.
 - d. all members of the Arbitration Committee must possess a law degree from a European university or must demonstrate experience in dispute arbitration.
 - e. members of the Arbitration Committee cannot be part of the Board, of the board of a Member Association, Affiliate Member Association, of the Country Council or of any other body of the Association created in the Internal Regulations and cannot hold an appointment or an elected position in a Member Association or an Associate Member Association. They also cannot hold public office in any form.
2. The members of the Arbitration Committee shall elect its Chair and Vice-Chair for the duration of its term by simple majority vote. The Chair and Vice-Chair are diverse, representative and of different genders.

3.3.3 Election, dismissal and suspension

1. Members of the Arbitration Committee shall be elected by the General Assembly of Volt Europa.
2. The elected mandate of the members shall be for a period of three years.
3. Members of the Arbitration Committee may at the end of their term be re-elected once.
4. The General Assembly shall dismiss a member of the Arbitration Committee:
 - a. at their request;
 - b. when they are permanently unfit to perform their function due to illness or infirmity;
 - c. upon acceptance of an office or position declared incompatible with the office of Arbitration Committee member.
 - d. in the event of the loss of membership;
 - e. if they have been convicted of a crime by a final court decision, or if a measure has been imposed on them by such decision that results in deprivation of liberty;
 - f. when they have been placed under guardianship pursuant to an irrevocable court decision.

1. The Arbitration Committee of Volt Europa shall maintain strict confidentiality in their activities and is not allowed to disclose any personal information or information which can be traced back to a specific person or case to anyone outside of the case being processed before issuing a decision, unless:
 - a. A life threatening situation occurs;
 - b. Illegal activities take or will take place.
2. Members of the Arbitration Committee shall have a special responsibility in creating and guaranteeing an adequate level of confidentiality in all of their procedures and archives. This includes not publishing more personal information than required in its decisions.

3.3.7 Independence

The Arbitration Committee of Volt Europa shall be fully independent and act solely based on the Statutes and Internal Regulations, its expertise and its conscience.

3.3.8 Transparency

1. The Arbitration Committee shall make a report of their activities at least every two years to be shared with the Ombudspersons.
2. Members of the Arbitration Committee shall meet at least once a month, unless no cases are ongoing, and keep minutes of their meetings.
3. The Arbitration Committee shall create and uphold their own internal procedures.

3.3.9 Deliberations

The Arbitration Committee shall deliberate with all of its members present. The Arbitration Committee may deliberate with a minimum of three of its Members in order to protect the right of the parties to conduct the proceedings as a whole in a timely manner. Either the Chair or the Vice-Chair must be present in order to conduct deliberations.

3.3.10 Final decisions

1. The Arbitration Committee, if not otherwise stated in the Statutes or Internal Regulations, shall take its final decisions with a simple majority of all of its elected members.
2. Any decision shall be published in a way that makes it accessible to all Members, Member Associations and Associated Member Associations.

3.3.11 Legal liability

The legal liability of the Arbitration Committee shall lie with Volt Europa. Members of the Arbitration Committee cannot be held personally liable for their actions in their formal function.

§3.4 Integrity Commission

3.4.1 Purposes

The Integrity Commission has the goal to promote this Integrity syllabus within the association and process reports of undesirable behaviour as set out in the General Reporting Procedure (Chapter 4 §4.1).

3.4.2 Composition

1. The Integrity Commission of Volt Europa shall consist of at least four Individual Members. Members of the Integrity Commission are called Integrity Commissioners.
2. Out of the Individual Members, two diverse and representative Co-Leads shall be appointed by the Board.

3.4.3 Appointment, dismissal and suspension

1. Integrity Commissioners shall be appointed by the Board.
2. The appointment as Integrity Commissioner shall be for a period of two years.
3. Integrity Commissioners may at the end of their term be reappointed once.
4. The Board shall dismiss an Integrity Commissioner:
 - a. at their request;
 - b. when they are permanently unfit to perform their function due to illness or infirmity;
 - c. upon acceptance of an office or position declared incompatible with the office of Integrity Commissioner;
 - d. in the event of the loss of membership;
 - e. if they have been convicted of a crime by a final court decision, or if a measure has been imposed on them by such decision that results in deprivation of liberty;
 - f. when they have been placed under guardianship pursuant to an irrevocable court decision.
 - g. if, in the opinion of the Board, they cause serious harm to the trust placed in them through acts or statements.
5. The Board may not dismiss an Integrity Commissioner on the grounds of paragraph 4 sub g if an investigation is underway against a member of the Board.
6. The Board shall suspend an Integrity Commissioner if:
 - a. They are in pre-trial detention;
 - b. They have been convicted of a crime by a court decision that has not yet become final, or he has been subject to a measure resulting in deprivation of liberty by such decision;
 - c. They have been placed under guardianship.
7. The Board may suspend an Integrity Commissioner if they are being prosecuted for a crime or if there is another serious suspicion of facts or circumstances that warrants dismissal, other than on grounds stated in art. 3.4.3 (4b).

8. In the case referred to in the seventh paragraph, the suspension ends after three months. The Board may however extend the measure each time for a maximum of three months.
9. The Board shall end the suspension as soon as the ground for the measure has expired.
10. An Integrity Commissioner may, should they become unavailable for a certain period, be temporarily substituted. The Board appoints the substitute Integrity Commissioner.

3.4.4 Competences

The Integrity Commission of Volt Europa shall have the following competences:

- a. To promote this Integrity Syllabus within the association;
- b. To receive and process reports as set out in the General Reporting Procedure;
- c. To investigate reports of undesirable behaviour;
- d. To advise the Board on performed investigations.

3.4.5 Confidentiality

1. The Integrity Commission of Volt Europa shall maintain strict confidentiality in their activities and is not allowed to disclose any personal information or information which can be traced back to a specific person or case to anyone outside of the case being processed before issuing a decision, unless:
 - a. A life threatening situation occurs;
 - b. Illegal activities take or will take place.
2. The Integrity Commission shall have a special responsibility in creating and guaranteeing an adequate level of confidentiality in their procedures and archives. This includes not publishing more personal information than required in its advice and reports.

3.4.6 Independence

The Integrity Commission of Volt Europa shall be fully independent and act based on its expertise.

3.4.7 Transparency

1. The Integrity Commission shall compose a report of their activities at least every two years.
2. The Integrity Commission shall meet at least once a month, unless no cases are ongoing, and keep minutes of their meetings.
3. The Integrity Commission shall have the responsibility to create and uphold their own internal procedures.

3.4.8 Legal liability

The legal liability of the Integrity Commission shall lie with Volt Europa. Integrity Commissioners cannot be held personally liable for their actions in their formal function.

§3.5 Integrity interaction models

3.5.1 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

(Associated) Member Association

The accused person is member of a (Associated) Member Association (hereafter (A)MA).

The report will be processed by the integrity commission of the accused member's (A)MA / the board of the accused member's (A)MA (if it does not yet have an integrity commission).

The integrity commission of the accused member's (A)MA advises their board on the outcome of the investigation / the board completes the investigation they performed themselves.

The board of the accused member's (A)MA decides on the case. This decision is adopted by the Board of Volt Europa.

Legal entity not yet associated with Volt Europa

The accused person is member of a legal entity which is not associated with Volt Europa.

The report will be processed by the integrity commission of the accused member's legal entity / the board of the accused member's legal entity (if it does not yet have an integrity commission).

The integrity commission of the accused member's legal entity advises their board on the outcome of the investigation / the board completes the investigation they performed themselves.

The board of the accused member's legal entity decides on the case. This decision can be adopted by the Board of Volt Europa.

National Chapter which is not yet a legal entity

The accused person is member of a National Chapter which is not yet a legal entity.

The report will be processed by the Integrity Commission of Volt Europa.

The Integrity Commission of Volt Europa advises the Board of Volt Europa on the outcome of the investigation.

The Board of Volt Europa decides on the case.

3.5.2 National and European Arbitration Committees model

As Volt is a movement which structures itself on multiple legal entities, members of Volt are all part of different National Chapters across Europe. These National Chapters organise their members as a General Assembly. The General Assemblies elect their respective Boards. Sometimes, however, the members want to have an extra check on the Board other than only electing them. That is where Arbitration Committees come in. These are defined as:

National Arbitration Committee: a body within a National Chapter of Volt with the task to review the legality of decisions which are made by their Board, or a body which acts similar to the Arbitration Committee of Volt Europa in any other way.

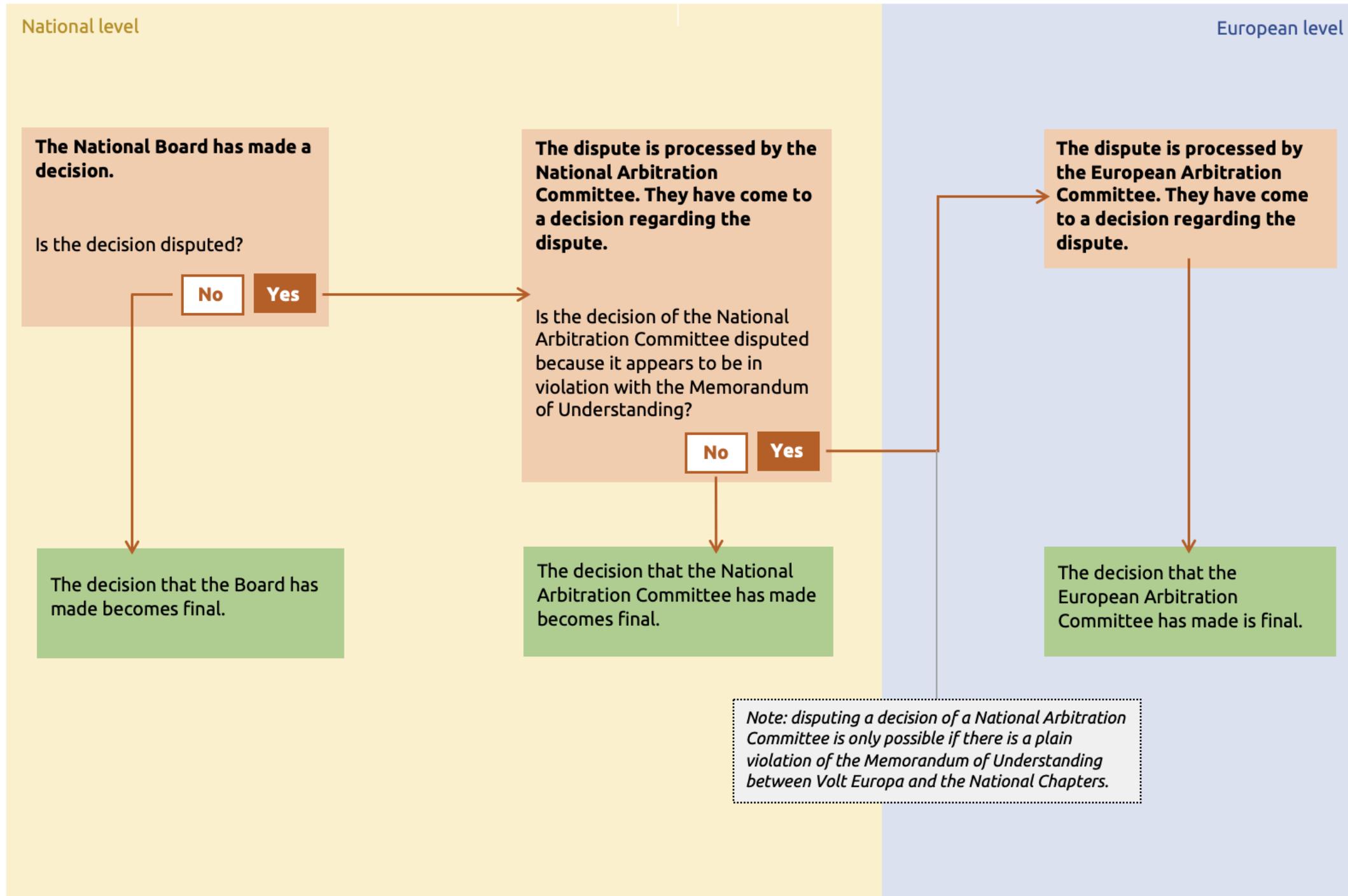
European Arbitration Committee: the Arbitration Committee of Volt Europa as defined in §3.3.

As there are National Arbitration Committees and a European Arbitration Committee, it is essential to define the way in which these bodies on different levels can interact with each other in their activities. To ensure definitive compliance with the Memorandum of Understanding between Volt Europa and the National Chapters, the following interaction is therefore necessary:

1. The decision of a National Arbitration Committee may be disputed at the European Arbitration Committee if there is a clear violation of the Memorandum of Understanding between Volt Europa and the National Chapters.
2. The European Arbitration Committee may annul decisions made by the National Arbitration Committees, should they be deemed in violation with the Memorandum of Understanding.

On the next page, Figure 4 shows a decision tree. This decision tree aims to visualise the position of the European Arbitration Committee with regards to National Arbitration Committees.

Figure 4: National and European Arbitration Committees



4. General Reporting Procedure (GRP)

4.1.1 Introduction

In cases where a member of Volt Europa (possibly) shows undesirable behaviour, the member who has experienced that behaviour to be undesirable can report it to the Integrity Commission. The Integrity Commission is also authorised to conduct investigations with regards to integrity within the association autonomously.

The Integrity Commission starts investigations on undesirable behaviour and makes a statement with regards to such behaviour. In its statement, the Integrity Commission can include advice about proposing possible disciplinary measures on the concerned member.

The accused member can appeal to the Arbitration Committee in cases where the Board accepts the advice of the Integrity Commission and imposes disciplinary measures. The accused member can also appeal to the Arbitration Committee in cases where the procedures of investigation by the Integrity Commission are to be disputed.

It is important to stress that the threshold to report undesirable behaviour can be experienced as high by the member who is reporting. For that reason, it is the responsibility of the Board and all integrity entities to create a safe culture in which the threshold can be made as low as possible.

4.1.2 Goals

The goals of this procedure are:

- To offer a transparent and effective procedure for investigating reports on undesirable behavior;
- To act as an instrument which ensures compliance with the European Code of Conduct;
- To contribute to an optimal integrity system.

4.1.3 Confidentiality

All members who have access to confidential information circulating within this General Reporting Procedure or receive information of which the confidential nature of it can be understood, have the obligation to remain confidential. Confidentiality also applies for the member who has submitted a report or is subject of investigation.

4.1.4 Submission of a report

- a. The report is to be submitted by mail to [emailaddress Integrity Commission].
- b. The report at least consists of:
 - i. Full name of the reporter;
 - ii. Full name of the accused;
 - iii. Motivated reason for accusation;
 - iv. Date(s) of incident(s).
- c. Should the reporter wish to remain anonymous, then an Ombudsperson can report on their behalf.
- d. There is a form available for reporting, which is preferably filled in before reporting to the Integrity Commission.
- e. The member reporting has a reasonable interest in the matter which the reporting is about.
- f. Should an accused be involved, then the Integrity Commission will immediately inform the accused member of the report against them.
- g. The accused and the reporter both have the right to be assisted.
- h. The confidentiality of the report is guaranteed.
- i. The sole reporting of possible undesirable behaviour should not put the reporter or the accused at a disadvantage.
- j. The reporter is at all times allowed to withdraw their report in a motivated announcement to the Integrity Commission.
- k. The Integrity Commission keeps an archive of received reports in which the date of admission, admissibility, appointed investigators, particularities with regards to the processing of the report and the date on which the Integrity Commission makes a statement are included.
- l. The report is reported to the Board no later than two days after reception by the Integrity Commission.

4.1.5 Admissibility

- a. The report is deemed inadmissible if the incidents which act as the nature of the report have taken place more than two years before the reporting.
- b. Anonymous reports are admissible and can be submitted by an Ombudsperson within the association.
- c. The report is inadmissible if it has already been processed, unless new facts occur or have become known.
- d. The report is inadmissible if the nature of the report does not fit within the framework of this procedure.
- e. The report is inadmissible if the reporter does not have a reasonable interest in the case.

4.1.6 Processing of a report

- a. The report is processed by the Integrity Commission.
- b. The Co-Leads of the Integrity Commission first check whether the Integrity Commission is authorised to process the report and whether the report is admissible.

- c. The Co-Leads of the Integrity Commission discuss their respective findings with the other members of the Integrity Commission, who altogether decide whether the findings are correct.
- d. The Integrity Commission confirms the reception of a report by mail within seven working days after receiving the report by mail and confirms within fifteen working days, after receiving the report, whether the report is admissible or not. The reporter gets the opportunity to fix any missing components of the report within fifteen working days.
- e. Should the report be admissible, then the two Co-Leads of the Integrity Commission appoint two members of different gender within the Integrity Commission to become Investigators.
- f. The Co-Leads can also become Investigators, but not both at the same time.
- g. A Co-Lead or member of the Integrity Commission who has involvement with the reporter, accused or the case itself cannot be appointed Investigator and will not partake in decision-making with regards to the case.
- h. In the confirmation to the reporter that their report has been deemed admissible, the names of the Investigators will also be mentioned. The reporter then gets five working days of time to submit a motivated objection to the appointment of mentioned Investigators. The Co-Leads or one Co-Lead, should the other be appointed as Investigator, decide on the objection with motivation. Should an objection be accepted, then an Investigator will be replaced with another.
- i. If after receiving an objection with regards to the appointment of an Investigator an impasse arises, then this impasse is presented to the Arbitration Committee, which decides on the matter in final terms.
- j. The Investigators collect the necessary information from the reporter and investigate and research the facts and circumstances of the report, as well as views and experiences of members involved. The goal of the investigation is to determine whether the behaviour of the accused were or were not ethical, or that there was any other violation of integrity. Members who are not the accused or the reporter can be called as a witness by the Investigators.
- k. The Investigators abide by the rules and regulations of ethical and lawful investigation. This includes hearings on both sides, equal treatment of all involved members and the safeguarding of the proper proceeding of the investigation.
- l. The Integrity Commission tests whether the report and the behavior of the accused violate the European Code of Conduct.
- m. Should a report not contain enough information in the view of the Investigators, then the reporter will be given the opportunity to deliver more information within ten working days.
- n. Should there be an accused, then the accused will be given the opportunity by the Investigators to respond by to the contents of the reports within fifteen working days in case the Investigators deem the report to be motivated adequately and relevant information has been gathered. The Investigators can also conduct hearings with the accused.

- o. The reporter is given the opportunity to respond to the defence of the accused within ten working days.
- p. The accused is given the opportunity to lastly respond to the response of the reporter on their defence within ten working days, as meant in point o. of this article.
- q. The investigation is closed when the response as meant in point p. of this article is given.
- r. The Investigators have the authority to organise a closed verbal processing of the matter, in which the accused, reporter and other involved members get the opportunity to explain their views and experiences. The Investigators decide autonomously whether such verbal processing should take place.
- s. The Investigators have the possibility to call witnesses and to hear them out. The reporter and the accused are ought to be given the opportunity to respond to testimonies in their responses as set out in point o. and p. of this article. Testimonies of witnesses should be brought in the procedure of investigation, before the accused gets the first opportunity to respond to the report as set out in point n. of this article.
- t. The Investigators have the authority to prolong the previously mentioned terms of ten or fifteen days one-time only. If one of the involved members has their term prolonged, then the other members have the right to a same prolongation.

4.1.7 Conclusion and final advice

- a. On the basis of a nomination for a statement by the Investigators, the Integrity Commission strives to make a statement within fifteen days after closing of the investigation.
- b. The Integrity Commission makes a statement on the legitimacy of the report based on their findings, reports the conducted research to the Board and advises the Board on possible disciplinary measures for the accused member.
- c. The Integrity Commission motivates their statement adequately.
- d. In urgent cases, the Integrity Commission can at each stage of the procedure make a preliminary statement, after which the report is processed by standard procedure. The Integrity Commission can also shorten the previously mentioned terms. This has to be motivated adequately and cannot affect the carefulness of the procedure.

4.1.8 Consequences of final advice

- a. The Integrity Commission advises the Board based on their investigation about the assessment of the report and possible disciplinary measures for the accused member.
- b. This advice can also relate to solutions for the case that has been researched and also to the possibility of disciplinary measures.
- c. Violations of the European Code of Conduct or any other unethical conduct can lead to disciplinary measures against the accused, such as warnings, temporary withdrawal of participation rights and exclusion, as set out in article 1.2.2. of the Internal Regulations.

- d. An accused can appeal to the Arbitration Committee in case there has been decided over their membership rights.
- e. Should it appear that a report has been done out of resentment, on improper grounds or to intentionally damage the accused, disciplinary measures can be taken against the reporter.

4.1.9 Registration

- a. The Integrity Commission archives written reports of all confidential discourses, statements and advises in a safe electronic environment.
- b. The archive of reported and processed reports does not contain names of persons or any other information which can be traced back to a specific case, with the exception of Investigators.

4.1.10 Reports on Integrity Commissioners

In cases where the Integrity Commission has received a report of undesirable behaviour against or by one of the Integrity Commissioners themselves, the Integrity Commissioner in question will not be allowed to participate in the assessment and/or investigation of that report in any way.

4.1.11 Reports on Board members

In cases where there are multiple reports of undesirable behaviour against members of the Board and the Integrity Commission has investigated this, the Arbitration Committee is advised and decides on the advice with a simple majority vote.

Figure 5: General Reporting Procedure (GRP)

