

Code of Conduct

Approved by the Board: 2026-06-30.

HLE Network is committed to creating a respectful, inclusive, and collaborative environment. This Code of Conduct outlines the standards of behavior expected from all representatives of the organization:

1. Respect and professionalism

- Treat others with dignity and respect
- Communicate politely and constructively
- Avoid aggressive, offensive, or inappropriate language

2. Integrity

- Act honestly and transparently
- Avoid conflicts of interest
- Declare any personal interests that may affect decision-making

3. Inclusion and respect for diversity

- Treat all individuals fairly and without discrimination
- Be mindful of cultural differences and diverse perspectives

4. Representation of the organization

When representing the organization (in person or online):

- Act in line with our mission and values
- Avoid damaging the reputation of the foundation
- Use social media responsibly

5. Safeguarding and boundaries

HLE Network primarily engages with adults, including partners, community members, parents, and school staff. Representatives may occasionally be present in programs or activities where children are participating, such as:

- Visiting a language program in session
- Running a book recommendation contest
- Collecting magazine submissions or testimonials from children
- Photography for publications (with parental consent)

All representatives must:

- Maintain appropriate professional boundaries
- Avoid behavior that could be perceived as exploitative or inappropriate
- Follow consent requirements and instructions provided by language program staff when interacting with or observing children

6. Confidentiality

- Respect the privacy of members, partners and volunteers
- Protect personal data
- Do not share internal discussions publicly

7. Raising concerns

Individuals are encouraged to raise concerns about behavior that may violate this Code of Conduct. Concerns can be reported in accordance with the Complaints Procedure.

8. Breach of code

Failure to follow this Code of Conduct may result in appropriate action, including:

- Informal discussion
- Removal from activities
- Ending the volunteer or board relationship

9. Review

This document is reviewed periodically by the Board and updated when necessary.