



EuroClio

Inspiring History
and Citizenship Educators

European Solidarity Corps Volunteer Code

2026-2027



Disclaimer

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EuroClio Office, Bankplein 2, 2585EV
The Hague, the Netherlands

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Welcome to EuroClio

Welcome to the **European Association of History Educators – EuroClio!**

We are delighted to have you join us as a European Solidarity Corps (ESC) volunteer.

EuroClio aims to support the development of responsible history, heritage and citizenship education by promoting values such as acquaintance, critical awareness, mutual respect, peace, stability and democracy. It acknowledges the values of the Universal Declaration of Human Rights, the European Convention on Human Rights, and the United Nations human rights conventions. These values are reflected in the Manifesto, which, amongst others, stresses the importance of questioning traditional patterns such as social, generational, sexual, national, ethnic, racial, linguistic, and religious backgrounds.

Scope and Purpose

This Volunteer Code is a practical, day-to-day extension of the [EuroClio Code of Conduct](#) (2025) and applies to all people affiliated with or working for EuroClio. ESC volunteers are fully bound by that general Code of Conduct and are expected to read it alongside this document. Where this document is silent on a matter (including on harassment, discrimination, complaints procedures and professional conduct), the general Code of Conduct applies in full.

This Volunteer Code is part of a broader ecosystem of documents that aim to ensure a safe, welcoming, inspirational and professional environment for everybody working for and with EuroClio. This includes:

- [EuroClio's Code of Conduct](#) (2025)
- [EuroClio's Child Protection Policy](#) (2025)
- [EuroClio's Gender Equality and Diversity Policy](#) (2025)
- [EuroClio's GDPR Policy](#) (2025).

The purpose of this Volunteer Code is to address the specific circumstances of ESC volunteers, who occupy a unique position within the organisation: they work in the EuroClio office and, in many cases, live in accommodation on the same premises. This dual use of the space requires an additional set of practical rules to ensure the office remains welcoming, clean and functional for Staff, partners, guests and visitors at all times.

This document is therefore aimed specifically at ESC volunteers hosted by EuroClio. It covers:

- the use and upkeep of shared office and residential spaces,
- prohibited substances and activities on the premises,
- security and access responsibilities, and
- matters specific to the live-in volunteering context.

1. Professional Conduct

All ESC volunteers are expected to behave professionally and respectfully at all times, both in the office and in the accommodations on the EuroClio premises. This includes:

- Treating all Staff, Trainees, fellow volunteers, board members, partners and visitors with courtesy and respect.
- Refraining from any form of harassment, discrimination or intimidation, in line with [EuroClio's Code of Conduct](#) (2025) for Staff and affiliated people.
- Communicating openly and honestly with the EuroClio team, including raising any concerns or difficulties promptly. You can discuss this with your mentor or the confidants.
- Representing EuroClio positively in all interactions with external partners, participants and the public. You will most likely attend events in EuroClio's name; it is important that you keep in mind your role as a member of the team.
- Respecting confidentiality with regard to internal documents, correspondence and sensitive organisational matters. You will have access to GDPR sensitive information; this should in no case be shared with third parties, and you are expected to follow [EuroClio's GDPR Policy](#) (2025).

2. House Rules for the Accommodation & Office Premises

2.1 No Parties or Large Gatherings

EuroClio's premises serve a dual purpose: they are both a professional office space and, in part, a residential space for volunteers. To protect this shared environment, there are a few rules:

- Organising parties, large social gatherings or events in the building or any EuroClio-linked accommodation is strictly prohibited.
- Bringing guests onto the premises must be arranged in advance. Overnight guests are permitted under specific circumstances (family and friend visits).
- Noise levels must be kept considerate of neighbours (Calm Waters on the 1st floor and surrounding neighbours), colleagues and other occupants at all times, especially during evenings and early mornings.

2.2 Prohibited Substances

EuroClio enforces a strict no-drugs policy across all its premises, including any accommodation provided to volunteers. This means the use, possession, distribution or storage of illegal drugs or controlled substances is strictly prohibited on all EuroClio premises at all times.

Excessive alcohol consumption that affects your ability to work, disrupts others, or damages EuroClio's professional environment is not permitted. Smoking or vaping is not permitted inside the building. Volunteers who smoke must do so only in designated outdoor areas (balcony or 3rd floor terrace).

Violations of this policy will be treated as a serious breach of conduct and may result in immediate termination of the volunteering agreement and, where applicable, referral to competent authorities.

2.3 Cleanliness and Maintenance of Shared Spaces

The EuroClio office regularly receives guests, including project partners, funders, educators and visitors from across Europe and beyond. It is essential that all shared spaces are kept clean and presentable at all times. For this reason:

- All common areas, including your kitchen, bathrooms, corridors, the workshop room (3rd floor) and office spaces, must be kept clean and tidy at all times.
- Volunteers are responsible for cleaning up after themselves immediately following meals, coffee breaks or any personal use of shared facilities. Dishes, glasses and kitchen utensils must be washed and put away promptly after use.
- Personal belongings must not be left in common spaces, office areas or meeting rooms, particularly before and during office hours.
- Any damage to furniture, equipment or the building must be reported to EuroClio management immediately.
- Rubbish must be disposed of correctly and in accordance with the building's waste disposal system, including recycling where applicable. There are underground trash containers at two locations near the building; you can see them [here](#).

2.4 Scheduled Checks

To ensure the premises remain in good condition and that all house rules are followed, EuroClio will carry out regular checks of shared spaces and accommodation areas. Volunteers will be informed of the general schedule for such checks. These inspections are carried out respectfully and in good faith. Persistent failure to maintain adequate standards of cleanliness or order may result in a formal warning.

3. Use of Office Equipment and Resources

- Office equipment, computers, printers and other resources are provided for work-related purposes **only**. Personal use of office equipment should be minimal and must not interfere with the work of other Staff, Trainees, or Volunteers.
- Any technical problems, damage or losses must be reported to EuroClio Staff members without delay.
- Access to certain areas of the office may be restricted, especially after office hours; volunteers must respect any such restrictions.

4. Online Behaviour and Social Media

- Volunteers must not share internal EuroClio documents, correspondence or confidential information on social media or with third parties.
- Content posted online that references EuroClio, its projects, events, Staff, or Trainees must be respectful and accurate. If in doubt about whether something is appropriate to share publicly, volunteers should seek guidance from their EuroClio supervisor before posting.
- Any form of online harassment involving EuroClio colleagues, partners or participants will be treated as a breach of the Code of Conduct.

5. Health, Safety and Security

- Volunteers must familiarise themselves with the building's fire exits and emergency procedures. During office hours, Andreas Holtberget is the first point of contact.
- The front door and any access points to the Office must be kept locked at all times when not in active use. Make sure windows on the ground floor are closed before leaving.
- Keys must not be shared with or lent to third parties under any circumstances. You are responsible for your set of keys and will sign the key register upon receiving it.
- Any safety hazards observed in the building must be reported to EuroClio Staff immediately.
- In the event of a medical or security emergency, volunteers should contact emergency services (112 in EU countries) and notify EuroClio Staff as soon as possible.
- EuroClio has **2 confidants**, Paula O'Donohoe and Andreas Holtberget, to whom you can go for any issue you need support with.

6. Breach of Rules and Consequences

Breaches of EuroClio's Code of Conduct and the Volunteer Code will be addressed as follows:

- **Minor breaches:** A verbal warning will be issued by a Staff member, along with a discussion of expected conduct going forward.
- **Repeated or moderate breaches:** A formal written warning will be issued. The volunteer's sending organisation may be notified.
- **Serious breaches**, including but not limited to drug use, causing damage, threatening behaviour, or repeated violations, may result in immediate termination of the volunteering agreement. The sending organisation, the host National Agency and the National Agency from your country of origin will be notified. Where applicable, local legal authorities may be notified.

Volunteers who feel that a complaint has been raised unfairly, or who wish to report a concern about their treatment, are encouraged to first discuss with their mentor and contact the National Agency (erasmusplus@nji.nl) if necessary.

Declaration and Signature

I, the undersigned, confirm that I have read, understood and agree to comply with the EuroClio Code of Conduct and the Volunteer Rules as set out in this document. I understand that failure to comply may result in consequences as outlined in Section 6.

Volunteer's full name:

Nationality:

Volunteering period (from – to):

Date of arrival:

Volunteer signature:

EuroClio representative signature:

Date of signing: