

The Prague Pride Festival (hereinafter referred to as the “Festival“) is the result of the work not only of the organizing team, but also of dozens of the volunteering persons. It would not have been possible to organize it without them, and we are very grateful to them. In order to ensure that the cooperation with the volunteering persons does not do more harm than good, all people are guided by a few rules and principles.

Each volunteering person shall be required to agree to the following Code of Ethics and the following Workplace Safety Policy before beginning cooperation with Prague Pride z.s. (hereinafter referred to as the “Organization”) at the Festival.

The volunteering person understands that a violation of any of the provisions of the Code of Ethics and/or the principles of occupational safety may be grounds for termination of cooperation with the Organization.

A volunteering person is a person over 15 years of age who, of the volunteering person's own free will, in volunteering person's own time and without entitlement to financial remuneration, carries out activities for the benefit of other persons or organizations.

The Festival is organized by the Organization and as such is governed by its [statutes](#). By signing this Code of Ethics, the volunteering person undertakes to abide also by the Statutes of the Organization, in particular Article 2 Characteristics and Purpose of the Association, which is as follows:

(1). „The association is a voluntary association of members governed by the provisions of Sections 214-302 of Act No.89/2012 Coll., the Civil Code, as amended, defining itself as follows:

‘We are a non-governmental non-profit organization for which the first place is the human being and his human dignity. Respect and diversity are our core values. We believe in democracy and the rule of law based on respect for human rights. Our mission is to create a respectful and safe environment where LGBT+ people can be themselves.’

(2). The purpose of the association is to create a respectful and safe environment in which LGBT+ people can be themselves.“

HOW VOLUNTEERING PERSONS PERFORM WORK?

- The volunteering persons respect good interpersonal relationships based on mutual honesty and courtesy and maintain good professional relationships with other volunteering persons and team members.
- The volunteering persons respect the knowledge and experience of other team members and their right to have different opinions. The volunteering persons express comments and objections in an appropriate place, in an appropriate manner and first directly to the persons to whom they relate.
- The volunteering persons understand that the foundation of our activities is teamwork, based on mutual support, assistance and the knowledge that our common success depends on the responsibility and quality of work of each of us, regardless of the position we hold.

- The volunteering persons are loyal to the Organization and avoid actions that could damage the Organization's reputation.
- The volunteering persons responsibly fulfill the volunteering persons' obligations under the volunteering persons' commitments to the Organization, take full responsibility for the volunteering persons' work, and strive to ensure that the standard and quality of the volunteering persons' work is as high as possible. Therefore while fulfilling these obligations avoid usage of any alcoholic beverages or intoxicating substances.
- The volunteering persons only accept tasks that are consistent with the volunteering persons' time availability and state of health.
- The volunteering persons do not hesitate to ask for help from other team members or the coordinator of volunteering persons if needed. If the volunteering persons are asked for help or advice, the volunteering persons will provide it to the best of the volunteering persons' ability.
- The volunteering persons follow the instructions of the person designated as the volunteering persons' immediate supervising person.
- The volunteering persons perform the tasks to which the volunteering persons have undertaken. If an unexpected event arises that prevents the volunteering persons from completing the task, the volunteering persons must inform the coordinator of volunteering persons immediately so as not to disrupt the smooth running of the Organization or the Festival.
- At the end of the cooperation with the Organization, the volunteering persons shall, after consultation with the coordinator of the volunteering persons, complete the work in progress and hand over to the coordinator of the volunteering persons all the documentation and objects the volunteering persons have used for the volunteering persons' work and which are in the ownership of the Organization.

ORGANIZATION GUARANTEES VOLUNTEERING PERSONS THE RIGHT TO:

- Be fully informed about the mission and activities of the Organization, as well as fully informed about the activities the volunteering persons are expected to carry out, including its content and time requirements.
- Have a designated supervising person who assigns, evaluates and provides assistance, advice or information to the volunteering person.
- Carry out activities that will meet the volunteering person's expectations. The volunteering person shall be entitled to refuse the volunteering activity offered if it does not suit the volunteering person's interests and abilities.
- Be respected by other team members, no matter what position any member holds.
- Ask at any time for the assistance the volunteering person needs in the volunteering activity and at the same time the volunteering person shall be entitled to be provided with the necessary facilities and equipment according to the possibilities of the Organization.
- Communicate the volunteering person's opinions, suggestions, feelings or problems related to the volunteering activities to the volunteering person's supervising person or the coordinator of the volunteering persons.

- Get feedback on the quality of the performance of the volunteering activity from the coordinator of the volunteering persons or other designated person.
- Be morally rewarded for a job well performed.
- Ask the coordinator of the volunteering persons for a letter of endorsement/recommendation for community performance of the volunteering activity (if the volunteering person needs it).

Of course, rules are important for achieving our goals together, but it is equally important for us that every team member feels comfortable in the team and that there is a sense of belonging, friendship and collegiality. This is why we organize Volunteer Meetups, whose purpose is to get to know each other from a non-working perspective, to connect members who work on different tasks and, most importantly – to have fun.

ALL EMPLOYED AND VOLUNTEERING PERSONS SHALL BE OBLIGED TO:

- Conduct themselves at work in such a way as not to endanger health of the employed, volunteering or other person, to comply with general regulations on health and safety at work and the established work procedures.
- Always keep safety in mind when working and do not overestimate the employed or volunteering person's personal abilities.
- Report without delay to the supervising person, if the employed or volunteering person's state of health permits, an work-related injury of the employed or volunteering person, or the work-related injury of another natural person which the employed or volunteering person has observed and cooperate in the investigation of its causes.
- Have any work-related injury properly treated and, if possible, immediately ask the employed or volunteering person's supervising person to record the injury.
- Not to operate a machine, appliance or equipment unless satisfied that doing so will not endanger the employed, volunteering or another person's health or life.
- Maintain order in the premises of the Festival and the office of the Organization.
- If, during operation, a defect in the equipment is detected (e.g. electrical tingling, rattling, excessive warming of any part, unusually noisy or jerky operation, damaged insulation, smoke, jerky start-up, smell of burning), switch off the electrical equipment immediately, secure it against further use and report the defect immediately to the employed or volunteering person's supervising person.
- Open electricity switchboards, switch on broken circuit breakers, fuses, etc. with the utmost caution and in situations where no obvious signs of damage are evident. Before switching on a tripped circuit breaker or fuses, make sure that they have not been switched off deliberately and that switching them on will not endanger employed or volunteering person's own health and life or the health and life of another person.

IT IS FORBIDDEN TO:

- use any alcoholic beverages or intoxicating substances.
- remove or damage safety devices, covers or signs.
- repair and clean machinery and equipment in operation.
- use loose or damaged sockets and switches.
- work with electrical appliances and equipment with wet hands or when appliances are wet.
- use electrical appliances with a missing protective cover.
- strain moving electrical leads by pulling.
- lead moving electrical leads over sharp edges.
- use electrical appliances for purposes other than those designed by the manufacture.
- overload electrical appliances or equipment beyond the specified technical parameters.
- enter the stage and backstage of the Festival.

FIRST AID PROCEDURE

1. Keep the safety of the rescuing person and the protection of rescuing person's life and health first and foremost at all times when providing first aid!
2. Act quickly, yet calmly and efficiently. Ensure safety for the rescuing person and prevent further potential health hazards.
3. Release the injured person from the reach of the electric current by switching off the current, moving the conductor, pulling the injured person away. For high and very high voltage, watch the step voltage - it is essential to follow the rule of very short steps when walking towards the injured person.
4. Determine the state of consciousness of the injured person (by shaking the shoulders and asking loudly - e.g. "Are you OK?").
5. If the injured person is unresponsive, try to call for help from the surrounding area - e.g. by shouting "Help!".
6. Turn the injured person onto the injured person's back, clear the injured person's airway by tilting the head and observe whether the injured person is breathing normally - i.e. whether the injured person is breathing regularly, we can feel the flow of exhaled air, hear breathing and see regular chest movement.
7. If the injured person is breathing normally, place the injured person in the recovery position (formerly known as the stabilized position).
8. If the injured person is not breathing normally, call the emergency medical services immediately (telephone number 155 or 112).

9. Start immediately indirect cardiac massage and artificial respiration in a ratio of 30:2. (Start with 30 chest compressions first!). In case of an injured person whose identity is unknown, artificial respiration may be omitted, e.g. for hygienic reasons.
10. Call a doctor and notify the head of the relevant department as soon as possible.

Thank you very much for the time and energy you put into the Prague Pride Festival and we hope you enjoy it and that working for Prague Pride, z.s. will bring you many unforgettable experiences, the joy of overcoming your personal limits and new friendships.

Thanks on behalf of the entire Prague Pride team!

Miro



PRAGUE
PRIDE
FESTIVAL