

Code of Conduct and Respectful Working

The minimum standards for working together with dignity, honesty and care.

ADCN (Albanian Diaspora Civic Network) is a volunteer-led civic network, not a registered organisation or separate legal person. **ADCN** uses its own governance, safeguards and public-facing standards. References to “**ADCN**” in this document describe the network’s agreed rules and working practices.

EXPECTED CONDUCT

- Treat people with dignity, courtesy and good faith, including during disagreement.
- Critique ideas, evidence and conduct without humiliating or attacking people.
- Respect people’s time, boundaries, expertise and volunteer capacity.
- Credit authors, researchers, designers, translators, photographers and contributors accurately.
- Protect confidential discussions, draft material and personal information.
- Use shared documents, accounts and group spaces only for their intended purpose.



WHAT IS NOT ACCEPTABLE

- Bullying, harassment, stalking, threats, intimidation or retaliation.
- Discrimination or degrading treatment based on a protected or personal characteristic.
- Doxxing, impersonation, malicious sharing of private information or deliberate exposure of another participant to harm.
- Knowingly false statements, fabricated evidence, plagiarism or deliberate misattribution.
- Unauthorised representation of ADCN, misuse of logos or unauthorised disclosure of confidential documents.
- Repeated hostile behaviour that makes participation unsafe or unreasonably difficult.

DISAGREEMENT AND CONFLICT

ADCN expects disagreement, however, in our aim to create a fair, democratic and safe civic network space, our aim is to treat all instances with seriousness, mutual respect and an expectation of maturity from all individuals. Where safe and appropriate, concerns should first be addressed directly and respectfully. If that is not suitable or does not work, a coordinator or unconflicted person may facilitate. No one is required to confront a person directly where there is a power imbalance, safety concern or serious allegation.

CONFIDENTIALITY AND ATTRIBUTION

Internal discussion is not automatically public. Contributors should check the status of draft documents and private groups before sharing. Confidentiality is not a tool for hiding wrongdoing: protected concerns may be reported through the designated route. Work should be credited in proportion to contribution. Editing, coordination or publication does not justify removing the contribution of the original author or expert.

ACCESS AND CONSEQUENCES

Responses should be proportionate and may include a reminder, mediation, restricted access, reassignment, formal warning, removal from a role or ending participation. Serious safety, harassment, data-protection or integrity concerns may justify immediate temporary restrictions while the matter is reviewed.

RAISING A CONCERN

Concerns may be raised with a coordinator or through the designated concern route. If the concern involves the usual contact, it should be sent to another unconflicted coordinator or to **team@albaniandiasporacivicnetwork.com**. Retaliation against a person who raises a concern in good faith is prohibited.

This policy is a ADCN governance standard. It does not create a separate legal personality for the network or replace obligations imposed by applicable law.