

solidar
solidar 

SOLIDAR

Safeguarding

Policy



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1. A POSITIVE ENVIRONMENT FOR SAFEGUARDING

SAFEGUARDING VISION STATEMENT (Do No Harm Principle)

SOLIDAR understands 'safeguarding' to mean taking all reasonable steps to prevent harm that might arise from coming into contact with our staff, members, and/or through our programs delivered directly or through members. SOLIDAR is committed to upholding the 'Do No Harm' principle in all our activities and interactions both online and in person. This policy includes steps to protect vulnerable people (especially children and at-risk adults) from harm, and steps to respond appropriately in the event any incidences of harm occur, including sexual exploitation and abuse.

THE CODE OF CONDUCT

This safeguarding policy is fully aligned with and provides an overarching framework for SOLIDAR's Code of Conduct and organisational values. The Code of Conduct describes the behaviours promoted by the organisation and how the 'Do No Harm' principle is put into practice. All staff, volunteers, and members must comply with the Code of Conduct and Safeguarding Policy:

• Required Conduct:

1. Uphold the Code of Conduct and this Safeguarding Policy at all times
2. Treat adults at risk and children respectfully,

without prejudice or discrimination

3. Challenge unacceptable behavior and report all allegations and suspicions of abuse
4. Respect privacy rights but never agree to keep information relating to harm fully confidential (meaning that any risks of harm must be disclosed to the Designated Safeguarding Officer to enable a response including protection of the person-at-risk, but the information will not be shared with any other person)
5. Ensure all interactions with vulnerable people are safe and respectful and relevant to SOLIDAR's work
6. Use respectful, non-discriminatory language, in all communications, including online
7. Maintain respectful appropriate conduct and avoid threatening behavior
8. Value contributions of vulnerable people and involve them in planning where possible
9. Consider carefully any physical contact and ensure it is safe, necessary and respectful.
10. Secure consent for use of images, photographs or videos.

• Prohibited Conduct:

1. Developing exploitative or abusive relationships with vulnerable people
2. Using inappropriate, offensive or abusive language
3. Condoning illegal, unsafe or abusive behavior
4. Discrimination

5. Having sexual contact with children (prohibited regardless of local age of consent)
6. Sending sexually explicit communications to/from children or adults.
7. Aiding others in inappropriate behavior with vulnerable people.
8. Using and sharing images, photographs or videos for other purposes that that for which consent has been given.

WORK REGULATIONS

This safeguarding policy also complements and reinforces SOLIDAR's Work Regulation ("Règlement du Travail"), ensuring that all workplace practices uphold the highest standards of safety, dignity, and respect for all. In the event of any overlap, the most protective measure for individuals applies.

2. SCOPE OF THE SAFEGUARDING POLICY

Who this policy applies to:

This policy applies to all SOLIDAR staff, volunteers, interns, board members, and member organisations.

Why safeguarding is crucial:

SOLIDAR has a zero-tolerance approach towards harm, including abuse, exploitation and neglect of children and at-risk adults.

Key Definitions:

- **Child:** Someone under the age of 18, regardless of local age of adulthood.
- **At-risk adult:** Person over 18 who may be more likely to be adversely affected or unable to protect themselves from harm due to age, gender, ethnicity, religion, disability, social status, sexual orientation, economic disadvantages, indigenous status, or migration status.
- **Abuse includes:** Sexual abuse (any unwanted contact, harassment or inappropriate exposure), physical abuse (acts such as hitting, slapping,

pushing or any physical force causing harm), psychological abuse (intimidation, coercion, harassment, bullying, isolating someone socially, threats and humiliation., online abuse (grooming, cyberbullying, sexting, online sexual abuse and exploitation, trolling, threatening, fake profiles etc.), domestic abuse (controlling, coercive, threatening or violent behavior between people who have a personal connection, even if it originates outside of work, especially when its effects follow the victim into their workplace) and discriminatory abuse (unequal treatment based on personal characteristics – such as race, gender, age, disability – and resulting in exclusion, harassment or denying rights).

3. LEGAL AND POLICY BASIS

Solidar is committed to complying with all applicable EU, national, and international laws concerning safeguarding and protection. Where and when required, SOLIDAR reports violations of the law to competent authorities, including law enforcement and child protection agencies.

This policy is aligned with the UN Convention on the Rights of the Child, the EU Charter of Fundamental Rights, GDPR, and Belgian labour laws where SOLIDAR operates.

4. ROLES AND RESPONSIBILITIES

All SOLIDAR team members must:

- Report suspected or actual incidents of abuse immediately to Designated Safeguarding Officer (DSO) (to be appointed by SOLIDAR):
- Alerting DSO when planning programmes involving children or risk adults
- Complete a safeguarding induction training
- Cooperate fully in investigations when necessary
- Respond to vulnerable persons in their best interest and safety
- Identify and minimise potential risks in their area of work.

SOLIDAR DSO responsibilities (with the help of management if needed):

- Develop and revise the safeguarding policy when and if necessary
- Conduct risk assessments: this assessment will identify the potential risks of SOLIDAR's

activities and programmes to children and at-risk adults, likelihood of risks, potential severity of the impact of such risks and actions that could help mitigate the risks. The risk assessment will be aligned with 'Do No Harm' principles. The risk assessment of SOLIDAR's overall activities will be reviewed and updated annually and also conducted when a new type of activity or programme is developed which is distinct from the activities included in the latest risk assessment.

- Facilitate staff discussion on safeguarding issues once per year.
- Manage allegations and incident records, regularly provide reports of safeguarding incidents anonymised and safeguarding awareness raising actions to the Board. and support organisational learning on safeguarding.

5. PREVENTION MEASURES

Recruitment: Integrate safeguarding aspects during interviews and reference-taking: Validate educational and professional background:

Communication: Reinforce safeguarding standards and expectations through regular messaging.

Use of Images: Obtain written consent for all images/videos featuring children or at-risk adults. All uses of images must respect privacy and dignity.

Regular (once per year) awareness raising sessions to increase understanding of safeguarding risks and how they can be reduced, for all SOLIDAR staff, volunteers, interns, consultants, board members, member organisations

6. RESPONSE MEASURES

IDENTIFYING AND REPORTING CONCERNS

Reporting procedure:

- Take emergency action if needed (contact police, medical, social services)
- Record information using the incident reporting form, here attached in Annex 1
- Report immediately to DSO
- If concerns relate to Secretary General, report to Board Chair
- Do NOT investigate yourself
- Investigation of Concerns Immediate Action: All safeguarding concerns or incidents—however minor they may seem—must be reported as soon as possible to the Designated Safeguarding Officer (DSO) or, if unavailable, to the Secretary General or Board Chair.

- Confidentiality: All information shared will be treated with the strictest confidentiality and handled according to data protection and legal requirements.
- Support: SOLIDAR will prioritise the safety and wellbeing of the person affected and offer access to appropriate support (internal or external), ensuring that they are kept informed throughout the process.

Disciplinary/legal action proportionate to the seriousness of the incident and transparent responses

- Assessment and Investigation: The DSO (or Board) will review reports in a timely manner—ensuring a fair, sensitive, and proportionate response.
- Assessment of the seriousness of the reported incident based on 6 criteria:

- a. Mutual agreement or consent;
 - b. Equality in terms of age, intelligence, maturity, power;
 - c. Extent the behavior is voluntary;
 - d. Appropriate for age and development;
 - e. Contextually appropriate;
 - f. No negative impact
- Not every incident is equal, so responses will match the seriousness of the incident and the nature of the misconduct, as follows:
 - a. Awareness-building and minor misconduct: Where an investigation finds that misconduct resulted from a lack of awareness or sensitivity, and where harm is minor and non-criminal, consequences may include:
 - i. Written warning
 - ii. Requirement to undergo additional training or coaching
 - iii. Change of responsibilities or removal from a specific role
 - b. Serious or Repeated Non-Criminal Misconduct: For repeat offences or those with more serious consequences (but not criminal), measures could include:
 - i. Formal written warning
 - ii. Suspension or removal from role
 - iii. Referral to external mediation or other remedial action
 - c. Criminal Misconduct or abuse: Where abuse or misconduct is criminal, and if SOLIDAR has direct control of the person's engagement, the individual will be removed from their function. If the person is formally engaged by a SOLIDAR member, SOLIDAR will follow up with the counterpart organisation to ensure

appropriate action. Incidents of criminal nature will be reported without delay to the appropriate local authorities.

Confidentiality, Recording Information and Information Sharing

- All information handled with strict confidentiality
- Information shared only on need-to-know basis
- Compliance with GDPR and applicable data protection laws.

Learning from Safeguarding Incidents

- Annual policy review incorporating lessons learned
- Continuous improvement of procedures and training
- Organisational learning shared appropriately with members and partners

7. SERVICE DIRECTORY

Internal Contacts:

- SOLIDAR DSO: [contact details]
- Board Chair: [contact details]

External Support Services:

- Local child protection authorities
- Police emergency numbers by country
- Legal advice services

Monitoring and Review:

This policy will be reviewed annually by May 30th, with updates based on incidents reported and opportunities to strengthen procedures. The Board will review the policy and any updates annually.

Declaration of Acceptance:

All SOLIDAR team members must sign acknowledgment of reading, understanding, and agreeing to comply with this safeguarding policy.

SAFEGUARDING INCIDENT REPORTING FORM (ANNEX I)

Section	Details
Date of Report	[DD/MM/YYYY]
Name and Position of Reporter	
Contact Details	
Name/Details of Person Affected	
Nature of Concern/Incident	[Brief description: what happened, where, when]
Details of Incident	[Describe in detail using only factual information. Include date, time, location, witnesses.]
How did this concern come to your attention?	[E.g. witnessed, disclosed, reported by someone else]
Immediate Actions Taken	[Describe any steps taken to support or protect the individual. Include if authorities were contacted.]
Names of Any Other Witnesses	
Has this been reported to authorities? (If yes, specify whom, when, and reference/ incident number if known)	
Additional Relevant Information	
Signature of Reporter	
Date	

Declaration:

I confirm that the information provided is true and factual to the best of my knowledge.

Guidance:

- Complete as soon as possible after becoming aware of an incident.
- Submit to the Designated Safeguarding Officer confidentially.

Only factual information – do not include assumptions or personal opinions

CODE OF CONDUCT

Solidar and Solidar Foundation, hereinafter SOLIDAR, and our member organisations represent progressive civil society in Europe and beyond and have a long and proud history of international solidarity cooperation. This work has given us a sound reputation within the European community, in many individual countries of the world and among past and present partners. We are considered to be a reliable, effective, democratic and transparent European network and partner.

The code of conduct reflects the fundamental values of the European progressive movement and provides guidance on how to act as a representative of SOLIDAR. The purpose of the code of conduct is to maintain the good reputation of our movement, to ensure that all those who represent the organisation in different ways demonstrate a high level of professionalism in their work and to make accountability possible.

A number of other steering documents express the basic vision and objectives of SOLIDAR and should be seen as an integral part of this code of conduct. These include SOLIDAR 's by-laws, operational strategy, and internal rules.

The code of conduct covers all individuals and organisations that in any form enter into agreements with SOLIDAR. This means that in all cases, you must behave and act in accordance with the code of conduct and be alert and act to reduce the risk of violations.

GENERAL PRINCIPLES

Solidarity, equality, and participation are fundamental values of SOLIDAR and a prerequisite to achieve social justice and sustainable development.

Our work is based on relationships. These relationships between different actors: staff, member organisations, partner organisations and other international organisations, networks and institutions are essential for our work and should be characterised by mutual respect and sensitivity. Those covered by the code of conduct are expected to set an example in this respect and to be constructive and respectful in any conflict situations. There is a duty to act professional and to do everything in your power to ensure that the relations within your area of responsibility are the best they can be.

The financial, material, and human resources of SOLIDAR shall be managed responsibly. Acting responsibly refers to three main aspects (without any individual order): guaranteeing cost-efficiency, respecting the rights of every individual, and giving due consideration to the climate and the environment.

RULES OF CONDUCT

Conflict of interest

When decisions are taken that are not in the best interest of the organisation or its operations, a conflict of interest might be the reason. A conflict

of interest arises irrespective of something happening or not, as long as there is a risk that it is perceived to exist. The existence of family ties, friendly relationships, or financial relationships between persons in our activities may affect the perception of SOLIDAR's credibility, impartiality, and independence. The existence of a conflict of interest is particularly sensitive in relation to those who are in any way involved in our project activities. This applies to the management of financial resources, contracting, procurement, travel, assignment of missions and participation in activities. Those covered by the code of conduct shall report possible conflicts of interest to SOLIDAR's coordinators, Secretary General or Board. It is important to be particularly careful and abundantly clear if there is any uncertainty.

Improper use of position of power

The activities of SOLIDAR are characterised by power relationships. This applies both in Europe as well as in other countries. A position of power must never be used improperly for someone's own benefit or at the expense of others. An economic, or other close relationship with a person who is, or may be perceived to be, dependent on you is inappropriate and shall be avoided, as through such a relationship you risk exposing the other party to negative consequences, both in the current relationship and in the future. Should such a relationship arise, the programme coordinator or the Secretary General of SOLIDAR shall be informed as soon as possible. In addition, a position of power must not be used to give other people advantages they would not normally have enjoyed. Conduct and relations shall be carried out in such a way that there can never be

a perception that different services or benefits are expected or required.

Corruption

SOLIDAR defines corruption as an abuse of trust or power which results in undue profit, often financial, for a person, an organisation, or a political party. Corruption includes bribery, embezzlement, and fraud, as well as conflict of interest, nepotism, and cronyism. What is perceived as corrupt behaviour is partly subjective and culturally determined and it is therefore important to have a dialogue on these issues with everyone involved in the activity. Corruption goes hand in hand with a lack of transparency and participation. SOLIDAR, our member organisations and our partners all have an important role to play in the anti-corruption work. Those covered by the code of conduct shall therefore act proactively and react to suspected irregularities in the projects or organisation with which they are working. If such are found, contact your immediate manager or the Secretary General of SOLIDAR.

To protect those covered by the code of conduct from suspicions of impropriety, gifts, remuneration, services, or other financial benefits with more than a purely symbolic value should not be accepted. Consult with your immediate manager in case of uncertainty.

Security

Security concerns the work environment, safety, health and well-being of employees and partners, as well as the sustainability of the activities. SOLIDAR has the organisational security responsibilities for

its employees and is responsible for discussing security aspects and measures with member organisations and partner organisations. But safety and risk awareness are also a responsibility of the individual employee.

Security must be considered when planning accommodation and travel and must also be considered outside of working hours. Those covered by the code of conduct should do their utmost not to expose themselves or others to risk when travelling for work. It is important to be aware of, and avoid, risk behaviours that could lead to yourself, your colleagues or partners facing situations of conflict or reprisals by authorities, threats, violence, blackmail, or other dangers. Information shall be handled with care. This applies to all communications and information, especially digital. Carelessness could directly endanger colleagues, partners, and yourself.

Information and data management

For SOLIDAR information and data management forms an essential part of our organisation, the tools we have at our disposal, and the way we strive for impact. Adherence to GDPR is key to be able to guarantee the integrity of our staff, members, and partners.

The dissemination of information through various channels is a central part of SOLIDAR's operations. Those covered by the code of conduct are expected to follow some key principles in relation to the media and the public. If you express yourself in the name of SOLIDAR or could be viewed as a representative of SOLIDAR, the views you express shall be in line with SOLIDAR's values and positions on a specific policy or process. Public platforms, such as social

media, where applicable, shall not be used to reveal sensitive information or otherwise used in such a way as to put SOLIDAR's reputation at risk.

Disclosure of sensitive information, including personal information related to human resources, risks seriously compromising the security of staff, partners and activists, compromising SOLIDAR's effectiveness, and reducing our credibility. Discretion is therefore expected, and sensitive information must not be disseminated. Information that has not been made public and that is known to you because of your position may not be used for private benefit. It is understood that this does not affect the exchange of information among colleagues and to carry out programmes.

Alcohol and drugs

A restrictive approach to alcohol shall be observed in all operations in Belgium and in other countries. Alcohol consumption is only permitted in exceptional cases, such as public dinners and similar events. On these occasions, it is important that alcohol consumption is moderate. An 'alcohol relationship' must not be developed within the framework of SOLIDAR's activities. Meetings and decisions must not be moved to the pub or similar establishments. When on trips on behalf of SOLIDAR, you should also restrict your alcohol consumption during your leisure time since you are a representative of SOLIDAR throughout your stay. Alcohol consumption is strictly forbidden when travelling by car and, as a passenger, you should always react if you suspect that the driver is under the influence of alcohol. All forms of involvement with and consumption of substances classified as illegal narcotics are prohibited both during

working hours and leisure time. Exceptions are made if the substances relate to prescription medicine for personal use.

Discrimination and harassment

SOLIDAR condemns all forms of harassment, bullying, discrimination, or any similar occurrences and will never tolerate such actions. No single person or group, regardless of gender, gender identity, age, ethnicity, religion, sexual orientation, social status, political opinion, or functional variation may be discriminated against. Within the framework of international solidarity, this commitment is also important as a proactive approach and cooperation should promote the participation of all people on equal terms and must not make participation more difficult or impossible for anyone.

Sexual harassment, abuse, and sexual exploitation
No individual shall in any way be subjected to sexual harassment, whether in physical or mental form. Sexual harassment is a behaviour in working life of sexual nature that violates a job seeker or worker. It can involve touching, groping, jokes, suggestions, glances, and images that are sexually evocative and devaluing. It is the victim who decides whether the behaviour is unwelcome. All forms of sexual abuse and exploitation are prohibited, as are all forms of sexual contact between adults and children. It is unacceptable to exploit the vulnerability of a person or group.

Purchase of sexual services and use of pornographic material

During work hours or when on a mission for the organisation, all transactions, money, employment, goods, or services, in exchange for sexual acts

or other forms of degrading behaviour and exploitation are prohibited. These activities are strictly prohibited where deemed illegal also during leisure time. The purchase of sexual services here does not only refer to the purchase of sexual services in the traditional sense, it also includes what is sometimes called “private assistance”, that is, payment of bills, rents, clothing, school fees, and so on in exchange for sexual services. Visits to brothels, porn or strip clubs and similar establishments should be avoided and is prohibited when on a mission. Furthermore, pornographic material must not be consumed using the technical equipment provided by SOLIDAR, where applicable. Finally, any involvement with child pornography material is strictly prohibited.

Organised crime

Activities linked to organised crime exist in many parts of society. These may include, for example, purchasing cheap capital goods in markets, exchanging money, choosing accommodation, visiting restaurants, and booking hotels and conference facilities. It is important to be aware of the existence of organised crime to do your utmost to avoid indirectly supporting it.

WHEN THE CODE OF CONDUCT IS INSUFFICIENT

In situations that are perceived as grey areas and are not described in the code of conduct, you should ask yourself: Is it legal, fair, and ethical? Are you sure that SOLIDAR, as an organisation, would not be damaged if the situation became known to the outside world? Would you accept the situation if you were a partner of SOLIDAR, a colleague, a representative of a donor organisation or other

interested party? If there is still uncertainty, contact your immediate manager to discuss the issue further.

VIOLATIONS OF THE CODE OF CONDUCT

Violations of the code of conduct or any suspicion of such shall be reported to SOLIDAR's employees, Secretary General, or members of the board, who are required to investigate the matter and act accordingly. Given that information regarding violations may be very sensitive, it shall always be handled with care, both by the person providing the information and by the person receiving it.

It might not always be clear what is to be regarded as an infringement or not. If this is the case, those covered by the code of conduct are encouraged to consult SOLIDAR's employees, management, or relevant members of the board for advice. An active and open dialogue is essential.

The code of conduct is an integral part of all the agreements signed by SOLIDAR. This means that SOLIDAR can take contractual action in the unlikely event of a breach. Violations may result in disciplinary sanctions, the most extreme effect of which is dismissal or the end to a contract. The employee suspected of an infringement shall be informed in writing of the accusation and be given ten days to respond before any disciplinary action is taken.

National legislation shall be complied with by those covered by the code of conduct resident in Europe or in other countries if it does not conflict

directly with international conventions. If an infringement of the code of conduct concerns a suspicion of a crime, the person concerned may also be reported to the police in Belgium or elsewhere.

OWNERSHIP AND FOLLOW-UP

The content of this policy is reviewed and adopted annually by the Board of SOLIDAR. The Secretary General is responsible for ensuring that the policy and related documents are known and complied with in the organisation and that follow-up of compliance with the policy is conducted annually.

ORGANISATIONAL VALUES

The values below constitute guiding principles for all employees and representatives of Solidar and Solidar Foundation, hereinafter SOLIDAR. They should define the way that we relate to each other within the organization as well as inform the way that we carry ourselves when representing SOLIDAR externally. These values are key to create a working environment where staff can help each other to become a better version of themselves and to achieve the ambitious goals we set for ourselves, as such it forms an integral part of all employment contracts, as well as guiding principles for all elected officials.

SOLIDARITY

The work that we do aspires to foster and support solidarity as a basic principle in our societies. It is thus paramount that we place this principle at the heart of our organization to stay true to ourselves. Solidarity in the workplace implies assisting your colleagues when needed, showing empathy in relation to other people's circumstances, and working together as a collective to help one another for the betterment of the organization. It further implies that we as an organization take responsibility for everyone's wellbeing in the workplace.

EQUALITY

Ensure that everyone can achieve their best potential, at personal and professional level, independently of their sex, gender, sexual orientation, disability status, ethnicity etc. Everyone in our organization deserves to be treated with respect as an individual and employee, always. This relates to the effort

they put into their work, and the role and mandate they have been entrusted. As an organisation we value and respect the diversity of our workplace in terms of backgrounds and identities, we make sure that we are considerate and empathetic when we articulate ourselves and when talking to and about a colleague that is not present as well as when giving feedback on proposals, presentations, and work tasks.

AUTONOMY AND PARTICIPATION

We have the freedom and responsibility to act according to our values and principles in relation to others as well as towards each other in the organisation. Autonomy is the basic principle for participation and interaction, and free and autonomous participation is key to access the collective intelligence of the organization, as well as to demonstrate the boldness needed to stand up for our principles in all our relationships, with partners, allies and among members. For participatory and collective efforts to be efficient and constructive everyone is thus expected to demonstrate individual responsibility, autonomy, and a high degree of integrity in meeting the expectations of your assignment guided by the objectives and values of SOLIDAR.

TRUST

Everyone in our organisation deserves the trust of their colleagues, in relation to their efforts and their professionalism as well as their assigned roles and mandate. Trust is the building bloc of the change that we aspire to and the glue that keeps

our network and alliance together, this means to trust your colleagues' best intentions, efforts and to be able to trust people to stay true to their word. Trust and transparency go hand in hand, one cannot get the one without the other and a high degree of transparency in relation to decision making is therefore fundamental. As a Secretariat we have the trust of the board and our members to advance and develop the network to further their goals and vision. It is key that we stand by our word and take responsibility for our actions when things go well and when they do not. This increases trust and is fundamental to accountability. We depend on each other for our work, mistrust can be highly destructive. Trust therefore needs to be earned as well as cherished.

AMBITION

The tasks that we have set for ourselves demand from us that we are bold and ambitious as an organization and alliance. This further implies that we as employees shall carry out our respective duties with the highest quality and ambitions equal to the ones that we have set for the organisation and for our movement. You should be able to expect to be encouraged and empowered when taking initiatives. It is expected by everyone that they do their very best, to embrace change, welcome constructive feedback, and strive for creative solutions.

PROFESSIONALISM

As an organisation we set the highest professional targets for ourselves, as well as strive to be a learning and constantly evolving organisation that offers the possibility to our employees to develop

professionally. To safeguard the reputation of our organization and alliance in relation to members, partners, donors, and colleagues in the field, it is expected of everyone that we show the highest level of professionalism both in relation to each other, and when representing the organization.

DIVERSITY

Our progressive family is diverse and rich as it involves a multitude of different organisations, in terms of character, objectives, size and structure. Diversity in terms of geography, language, gender, background, identity, age, and organization, is fundamental to create a representative, creative, balanced, and inclusive network. We value and cherish our diversity also in terms of the internal organisation of our network, when we recruit staff members, establishing criteria for electing board members, setting up working groups, and task forces, and when facilitating access to information in the languages of the network.



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ABOUT SOLIDAR

SOLIDAR is a European and worldwide network of Civil Society Organisations (CSOs) working to advance social justice through a just transition in Europe and worldwide. With over 50 member organisations based in 26 countries (19 of which are EU countries), member organisations are national CSOs in Europe, as well as some non-EU and EU-wide organisations, working in one or more of our fields of activity.



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SOLIDAR

Safeguarding Policy

