



CODE OF CONDUCT FOR KFF EMPLOYEES

OUR MISSION: Every KFF employee
is responsible for creating a safe, respectful
and inclusive environment for all participants in football activities



Safety



Respect



Integrity and
Professionalism



Accountability



Right to be
Heard

✓ KFF EMPLOYEE MUST

- ✓ Comply with the Safeguarding Policy and internal KFF documents
- ✓ Respect the rights, dignity and personal boundaries of every person
- ✓ Create a safe and inclusive working environment
- ✓ Uphold the principles of integrity, professional ethics and confidentiality
- ✓ Immediately report any incidents of violence, discrimination, bullying or other violations
- ✓ Handle personal data of football activity participants with care
- ✓ Comply with the legislation of the Republic of Kazakhstan and internal KFF regulatory documents
- ✓ Complete mandatory training on Safeguarding and Child Protection

✗ KFF EMPLOYEE IS PROHIBITED FROM

- ✗ Allow any forms of violence, discrimination or harassment
- ✗ Use official position for personal gain
- ✗ Ignore reports of possible violations
- ✗ Disclose confidential information
- ✗ Violate personal data protection requirements
- ✗ Show disrespect to participants of football activities
- ✗ Make decisions that create a conflict of interest
- ✗ Take actions that could damage the reputation of KFF or the safety of participants

IF YOU WITNESS A VIOLATION

1

Ensure the safety of the
victim if possible

2

Stay
calm and objective

3

Do not conduct an
independent investigation

4

Document
the facts you know

5

Immediately notify the
Safeguarding
Officer

6

Act in accordance with
KFF procedures

WHAT TO DO IF...

? You witnessed bullying or discrimination

- Report to your direct supervisor
or Safeguarding Officer

? You were informed of possible violence against a child

- Listen → document the information →
immediately forward it to the Safeguarding Officer

? You discovered a violation of the Code of Conduct

- Report through the established submission procedure
for appeals

? You have a conflict of interest

- Immediately notify your direct supervisor
and act in accordance with KFF internal procedures