

RISK MANAGEMENT & ETHICS PROTOCOL

PRAHO! project

valid from 2025, reviewed annually

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Data Protection & GDPR

- All personal data is collected and processed in line with EU GDPR and national legislation.
- Data minimisation: only necessary information is stored.
- Secure storage with restricted access (encrypted drives, password protection).
- Clear consent forms for participants, with the right to withdraw at any time.
- Data retention policy: maximum 5 years, then anonymisation or deletion.

Safeguarding & Well-being

- Zero tolerance for harassment, exploitation, or abuse.
- All staff and volunteers sign a safeguarding and conduct code.
- A designated Safeguarding Officer within the HR Committee is responsible for handling concerns.
- Mandatory reporting procedures in cases of suspected abuse or risk to participants, particularly minors and vulnerable groups.
- Psychological well-being supported through regular supervision and care activities.

Anti-discrimination & Equality

- Commitment to non-discrimination on the grounds of gender, ethnicity, religion, disability, sexuality, socio-economic background, or age.
- Proactive outreach to underrepresented groups.
- Gender Equality Plan implemented across leadership, recruitment, and project outputs.
- Accessibility standards applied in physical and digital environments.

Ethical Standards in Research & Practice

- All participatory methods based on free, prior, and informed consent.
- Anonymisation of data in evaluation, unless participants request visibility.
- Independent Ethics Advisor (external) consulted when needed.
- Transparency: methodologies and results openly shared in project reports and publications.

Environmental & Green Policy

- Minimising travel-related emissions through digital tools and local engagement.
- Preference for train travel over air travel where feasible.
- Sustainable materials for artistic production (recycled, local, low-waste).
- Digital-first approach for publications and dissemination, with printed materials only when necessary.
- Annual carbon footprint review and offsetting plan.

Risk Management Framework

- **Risk Register** maintained and updated quarterly by the Executive Committee.
- **Mitigation measures** defined for each identified risk (financial, operational, reputational, ethical, environmental).
- **Likelihood & impact scoring**: each risk is assessed on a 1–5 scale for probability and impact, with priority actions defined for high-score risks.
- Clear crisis response protocol (safeguarding incidents, data breaches, public controversy).
- Annual review integrated into the organisation's Annual Report.