

A. Code of Conduct

Datum: 14 September 2022

Eigenaar: Hoofdproceseigenaar PMEL

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A. Introduction

Both ENDS strives for a world where long-term environmental sustainability and social equity take priority over short-term profits. Civil society in the Global South is at the starting point of everything we do. Together with our partners, Both ENDS translates the signals of harmful policies and investments into advocacy and alternatives in favour of sustainable development.

Integrity – defined as honest, accountable and competent conduct with adherence to strong ethical and moral values and principles – is key in achieving our goals and fostering professional relationships with civil society actors. These relationships are built on mutual trust and shared values. This Code of Conduct makes explicit what those values are, what we expect from the people that work for and with Both ENDS, and it instructs us on acceptable and unacceptable conduct.

This Code of Conduct applies to:

- Employees of Both ENDS
- Partner organisations that receive funds from Both ENDS
- Self-employed professionals (ZZP'er in Dutch) or freelancers for Both ENDS
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The code of conduct is signed by our employees when they start their employment with Both ENDS, alongside signing the company handbook that further specifies permissible conduct for employees of Both ENDS. The Code of Conduct is also included as an addendum to the Memorandum of Understanding (MoU) that our partners sign when entering into a partnership with Both ENDS.

Both ENDS commits to protecting individuals who wish to report improper or unethical conduct by staff members or partners of Both ENDS. We encourage you to speak to your employer, Both ENDS contact person or confidential counsellor about the misconduct you have experienced or witnessed. Individuals who wish to make a notification of a misconduct or wish to file a complaint can make use of the Internal or External Complaints Procedure, depending on the case.

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B. Core values and principles

This Code of Conduct is based on the core values and principles of Both ENDS. These values and principles guide us in our work and in our professional relationships with the people we work with.

Honesty, transparency and accountability

We value accountability and communicate in an open and honest way about the actions we undertake, the procedures we follow and the results we achieve.

Mutual trust and respect

We treat each other with trust, respect and care in order to create a safe and healthy working environment for all.

Professional attitude

We are committed to the mission and vision of Both ENDS and will conduct ourselves in a professional manner to achieve our shared goals.

Empowerment and personal growth

Both ENDS values ownership and autonomy in the workplace and strives to help its employees and the employees of partner organisations to grow within their professional capacities.

Equity, diversity and youth leadership

We strive to create equal opportunity and pay specific attention to stimulating, encouraging and fostering diversity, inclusivity and youth leadership in the workplace.

Respect for diverse cultures

We work in many different local contexts and with people with diverse cultural backgrounds. Respect for diverse cultures and customs is key to the work we do.

Following these values and principles, our employees and partners will observe the following rules of conduct, set apart in several categories:

C. Fraud and corruption

If fraud or corruption is suspected we expect you to inform Both ENDS through one of the complaint mechanisms¹. All forms of fraud and corruption are strictly forbidden and should be avoided by not engaging in acts of:

- Bribery, i.e. improperly influencing the actions of another party by offering them money, goods or services, or having one's own judgement and action influenced by accepting money, goods or services.
- Blackmail and extortion, i.e. impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence

1 *Mismanagement, fraud and corruption policy and procedures:* <https://nextcloud.bothends.org/f/260754>

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improperly the actions of a party.

- Fraud, i.e. any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.
- Tax evasion, i.e. facilitating tax evasion with funds, goods and services provided and acquired through the programs of Both ENDS.
- Deception, i.e. embezzling money or goods by forging or omitting facts from financial reports, activity reports or other documents that account for the use of money and goods.
- Unethical investments, i.e. investing funds provided by and acquired through the programs of Both ENDS in businesses or activities that conflict with the goals, interests or public image of Both ENDS or partner organisations of Both ENDS.
- Collusion, i.e. working together with another party to improperly influence the actions of Both ENDS or others, or to achieve an improper purpose.

D. Partiality and conflicts of interest

Actions can never be undertaken out of self-interest or the interest of an affiliated party, such as a family member or a friend. All forms of partiality and the appearance or partiality should be avoided by:

- Avoiding conflicts of interest, i.e. situations in which personal interests or those of affiliated parties interfere with the interests of Both ENDS or partner organisations of Both ENDS.
- Being transparent about personal relations (family bonds, friendships or romantic relationships) you have with colleagues, program beneficiaries or third parties involved in programs of Both ENDS or partner organisations of Both ENDS.
- Avoiding secondary employment or other actions (paid or unpaid) that conflict with the goals, interests or public image of Both ENDS or partner organisations of Both ENDS.
- Seeking advice or permission for secondary employment or other actions (paid or unpaid) if you are unsure whether they conflict with the goals, interests or the public image of Both ENDS or partner organisations of Both ENDS.
- Reporting any financial interests that you have in contracts, sales or other business transactions undertaken by Both ENDS or partner organisations of Both ENDS.

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E. Discrimination, aggression and sexual harassment

All forms of discrimination, aggression, sexual or any form of harassment are unacceptable and should avoided and dealt with by:

- Not engaging in any form of discrimination and treating everyone with equal respect, regardless of age, ethnicity, class, religion, belief, sex, sexual orientation, gender identity, health, ability or other status.
- Not engaging in any form of aggression, belittling, slander or other forms of intimidation.
- Not engaging in any form of physical, verbal, sexual or non-sexual harassment including bullying. Examples of improper conduct include, but not limited to: Unwelcome physical contact, using words that demean, stigmatize and intimidate, or offensive gestures or commenting of a non-sexual nature.
- Speaking out against discriminatory behaviour, aggression and harassment, and reporting them. Taking the responsibility to inform the organization about any incidents of discrimination, aggression or harassment.

F. Health and safety

The health and safety of the people that work for Both ENDS or partner organisations of Both ENDS should be upheld by:

- Not possessing and using any drugs during working hours, or during working trips.
- Not using alcohol during working hours, unless authorized to do so in case of a dinner, reception or other festivities.
- Following the travel and safety instructions provided by your organisation.

G. Information and confidentiality

All confidential information about Both ENDS, partner organisations of Both ENDS and about the people we work with, should be kept strictly confidential by:

- Keeping the information and carriers of information (documents, laptops, USB keys, etc.) secure and storing them in a secure location.

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- When using personal devices and/or when using public networks make sure that your information is secure and protected against phishing and malware.
- Not disclosing confidential information to the public, such as the media, except when explicitly required by law or your organisation to do so.
- Respecting the privacy of your colleagues and other people you work with, and adhering to internal and legal privacy laws and regulations.
- Seeking advice and permission if you are unsure whether or not the information is regarded confidential.

Signature

By signing this document I declare that I have read the Code of Conduct and that I will conduct myself according to the requirements of this Code.

Name:

Signature:

Date: