

CODE OF CONDUCT CORDAID

Cordaid believes that a world where everyone can live life in dignity is possible. Where people can break through barriers of poverty and exclusion, and influence decisions that affect them. A world with an economy not driven by greed and growth, but by inclusivity, social justice, and gender equality. That world is our goal. We work towards it in everything we do. In our work towards this reality, Cordaid is led by the core values of Accountability, Diversity & Inclusion, Sustainability and Respect. Any type of harm, misconduct or resources diverted from our mission jeopardizes our efforts.

As we work towards achieving our Cordaid vision, we will use this Code of Conduct as our guide to help us manoeuvre through the ethical dilemmas that may arise in the course of our work. This Code of Conduct defines the shared standards of behaviour that every Cordaid representative should be able to expect leadership, staff and other representatives (incl. consultants, volunteers and interns) to adhere to at all times. Complying with this Code of Conduct will help us ensure that Cordaid is a safe and welcoming workplace for everybody, that we treat everyone who comes into contact with Cordaid with respect and dignity, and that we use all powers, authorities, assets, resources, and funds entrusted to us appropriately.

AS CORDAID REPRESENTATIVES:

WE REPRESENT CORDAID

- We know that we are viewed as representatives of Cordaid at all times – both on- and offline, within and outside of the office, as well as during and outside working hours.
- We therefore behave in a professional way that is sensitive to local customs, values, culture, dress and religion.
- We adhere to national and international laws within the bounds of conscience.
- We understand and respect the core values and identity of the organization.

WE ENSURE THE SAFETY AND WELLBEING OF EVERYONE WHO COMES INTO CONTACT WITH CORDAID

- We assess and reduce potential risks of our activities and, in line with our role, take appropriate measures to prevent harm to children, young people and adults.
- We will not knowingly use or distribute unsafe products or supplies, or act against Cordaid's safety and security regulations and the professional and ethical standards of our job.
- We will not use, carry, or store any weapons or ammunition. Armed civilian or military personnel is not permitted in Cordaid cars, offices or accommodation. Exceptions can only be granted by the CSSC (Committee for Safety, Security and Crises).
- We will not perform Cordaid's business under the influence of any nonprescription drug related substance (including alcohol), legal or illegal, that may affect our ability to perform our duties effectively, as such influence could jeopardize our own safety including that of our co-workers, members of the public and negatively affect the reputation of Cordaid. We do not use, purchase, sell, possess or distribute illegal drugs.

WE ACT PEACEFUL TOWARDS ALL

- We act in good faith and ensure our behaviour reflects fairness, respect, courtesy, dignity, and honesty.
- We act with sensitivity and do not stereotype people based on their gender identity and expression, race, ethnicity, religion, culture, sexuality, age, marital status, (dis)ability, health status, looks, or a combination of any of these factors.
- We celebrate diversity and challenge any prejudice, structural barrier and unconscious bias we encounter whenever it is safe to do so. We do not accept discrimination, in particular hostile behaviour, comments, or differential treatment of people based on their identity.
- We will not shout at, threaten, curse, bully, insult, alienate, intimidate or otherwise harass colleagues or others. We contribute to a psychologically safe work environment. Supervisors at all levels have a particular responsibility to promote this and act with care when concerns are expressed.
- We do not use aggression or physical violence against anyone.
- We practice self-awareness of the power we hold in society and in our job, commit to use our powers responsibly, and share our powers where possible.

WE PREVENT AND ACT ON SEXUAL EXPLOITATION, ABUSE AND HARASSMENT

- We will not sexually exploit, abuse, or harass any individual. We do not engage in sexual acts or unwanted intimacy obtained by an unequal power position or forced or pressured in any way, or any relationship that can be perceived to be exploitative in nature.
- We will not engage in sexual acts with children under 18 years old (regardless of the age of majority or age of consent locally). Mistaken belief in the age of a child is not a defense. We do not produce, consume, purchase, sell, possess and distribute child pornographic material.

- We will not have sexual relations – paid or unpaid – with people who currently participate in Cordaid’s programmes or benefit directly from Cordaid’s work (including immediate family members of direct beneficiaries) since such relationships risk being based on dependency and undermine the credibility and integrity of our work.
- We will not ask for or accept sexual acts or other favors in exchange of money, promise or provision of jobs, aid, or other benefits, goods or services.
- We will not make sexual remarks, ‘jokes’ and the like which can be interpreted as degrading, misogynistic, transphobic, downplaying or apologetic of sexualized violence, or blaming the victim.
- We can have intimate relationships with consenting co-workers as long as no hierarchical or *de facto* power imbalance is involved and a separation in work duties is in place. To avoid any Conflict of Interest, we disclose relevant relationships proactively so that where required, role adjustments can be made.

WE RESPECT AND DEFEND THE FUNDAMENTAL HUMAN RIGHTS OF ALL, ESPECIALLY CHILDREN, AND YOUNG PEOPLE

- We will not participate in or tolerate exploitative practices, including forced and child labour, illegal employment, modern slavery, human trafficking.
- We ensure to the extent possible that goods and services purchased are produced and delivered under conditions that do not involve the abuse or exploitation of any person and have the least negative impact on the environment.
- We will not intentionally or negligently contribute to environmental damage and will, within the scope of our role, work to prevent it.

WE USE TECHNOLOGY, DATA AND MEDIA RESPONSIBLY AND ETHICALLY

- We use the organization’s computers and other equipment in line with our job responsibilities. Reasonable personal use is accepted as long as it does not interfere with Cordaid’s work.
- The intentional viewing, download, creation, distribution, or otherwise processing of inappropriate material, including but not limited to, pornographic, defamatory, abusive, sexist, racist, or otherwise prejudiced messages, on Cordaid equipment is not allowed.
- We use social media in line with this Code of Conduct and applicable (security) guidelines.
- We represent results and data accurately.
- We process data in line with relevant regulations, and protect any personal information collected from individuals that could put them at risk.
- We ensure the dignity and authenticity of portrayals in media expressions and seek informed consent of those we portray.

WE TAKE CARE OF CORDAID PROPERTY, RESOURCES, FUNDS, ASSETS AND INFORMATION

- We will not willfully or negligently damage, misappropriate or steal Cordaid property, resources, funds, assets or information. We use these responsibly, in line with their intended purpose and account accurately and transparently for it.
- We will not engage in fraud or corruption, including accepting or offering bribes or exercising undue influence to obtain a benefit for ourselves, Cordaid, or a third party.

- We conduct our activities in accordance with national and international laws and standards. We do not contribute to financing of terrorism, nor engage in money laundering, nor evade taxes.
- We maintain appropriate confidentiality of information and knowledge and protect intellectual property rights.

WE AVOID ANY ACTUAL AND PERCEIVED CONFLICT OF INTEREST

- We will not use our position of power or authority for our own personal, financial, professional, political or social benefit or that of family and friends.
- We refuse monetary gifts offered to us as a result of being representatives of Cordaid. This includes items that are used in a similar way as money (e.g., vouchers) or items that can easily be converted to money. We refuse offers of gifts and hospitality that may result to potential, perceived or actual conflict of interest.
- Giving and acceptance of small token gifts and hospitality may be allowed provided such gifts do not exceed the locally specified monetary limit or a value of € 25 (whichever is lower) and are one- off or irregular in nature. We will politely decline any token gifts that exceed the specified monetary value. However in instances where declining such gifts is considered insensitive, we will have them declared in the gift registry and hand them over to Cordaid.
- We will not start a business relationship between members of our (extended) family and Cordaid or partner organizations without following procurement procedures, declaring the potential Conflict of Interest and recusing ourselves from the selection process.
- We ensure that recruitment and procurement procedures follow relevant processes and are based on merit.

WE REPORT BREACHES OF THE CODE OF CONDUCT AND HANDLE THEM APPROPRIATELY

- We recognize that promoting the standards set out in this Code of Conduct is a shared responsibility for all Cordaid representatives.
- Whenever we suspect a breach of Code of Conduct by a Cordaid representative, we have a duty to report this via **EthicsPoint** or using one of the reporting lines described in **Cordaid’s Integrity Standard Operating Procedures (SOPs)**.
- Whenever we are the ones affected by inappropriate behaviour, we know we are encouraged to report it as well. This will enable Cordaid to fulfil its responsibility to stop any harm, support all affected by the breach, and take appropriate measures.
- We understand that for Cordaid employees, this Code of Conduct is directly linked to the contract of employment. Where a breach is established, proportionate disciplinary measures – ranging from warnings up to and including dismissal – will be taken in line with our Integrity SOPs.

WE DISCLOSE PROACTIVELY ANY TENSIONS

- We will disclose proactively asap and upon request any potential tensions between our behaviour and this Code of Conduct to HR, in particular any relevant integrity misconduct history, existing relationships (e.g. where upon recruitment or during the time of employment, the staff member is in a relationship with another Cordaid representative, grantee, contractor, community member or

got married to a child under 18 years prior to employment with Cordaid), any own history with or relevant connections to government representatives and the military, and any actual or perceived Conflicts of Interest.

- We acknowledge that Cordaid is open to discuss the risks and employability options of individuals who openly disclose (potential) tensions, and that the provision of misleading information including omission of relevant disclosures can constitute misconduct in itself.

Cordaid also adheres to the IFRC/ICRC Code of Conduct that is applicable in all humanitarian/conflict contexts.

Cordaid and ICCO have joined forces as of 1 January 2021.

This Code of Conduct consolidates the Cordaid and ICCO Codes of Conduct (dated 2018 and 2020, respectively), and all previous versions thereof. It also consolidates the Cordaid Code of Conduct for Using Means of Communication dated 2009. Where Cordaid is mentioned, ICCO is also included as ICCO is part of Cordaid.