

# Cordaid Code of Conduct

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Cordaid is a civil society organisation and is expert in the area of development cooperation and humanitarian aid. We are inspired by the Gospel and the Catholic Social Teachings based thereon. The focus is on the value of every human being and the solidarity to provide a dignified existence for everyone, regardless of age, gender, sexual orientation, origin, religion or political conviction.

We know that the overriding challenge in fragile and (post-)conflict countries is restoring trust and social cohesion, at community level and between communities and the state. This is what we do, right in the heart of communities, by mobilizing global networks, resources and knowledge. By doing this, we help people move beyond survival and live in dignity.

## **As Cordaid employees...**

### **...we represent Cordaid**

- We know that we are viewed as representatives of Cordaid when we are in our duty station or on duty travel. We therefore behave in a way that is not offensive in the local context
- We have a respectful attitude towards local laws, culture and politics
- We uphold the Cordaid values which are inspired by Catholic Values and Principles, in particular: Human Dignity, Subsidiarity, Solidarity and the Common Good

### **...we avoid conflict of interest**

- We do not use our position of power for our own benefit (or that of family and friends).
- We will never take bribes in any shape or form.
- We refuse personal gifts exceeding a monetary value of € 25.
- We do not start a business relationship between members of our (extended) family and Cordaid

### **...we do not have inappropriate intimate relationships**

- We do not have sex with people against their will or who are forced in any way
- We do not have sex with people obtained by an unequal power position neither do we have transactional sex
- We do not have sex with minors (<18)
- We do not make sexual remarks, jokes and the like that could be experienced as degrading
- We may have intimate relationships with consenting adults (when it concerns a co-worker in an hierarchical position, position adjustments will be made)

### **...we do not allow weapons**

- We do not have weapons in the Cordaid buildings (including staff accommodation) and cars
- We do not allow armed civilian or military personnel in Cordaid cars
- In exceptional cases we may make use of armed guards and/or escorts, to be decided by the CSSC (Committee for Safety, Security and Crises).

### **...we do not misuse drugs and alcohol**

- We do not work under the influence of any drug related substance, legal or illegal, that affects our ability to perform our duties
- We do not allow illegal drugs on Cordaid property, offices or in cars

### **...we treat everybody equal**

- We do not discriminate on the basis of gender, race, religion or beliefs, ethnic or social origin, disability, sexual orientation, marital status or other aspects of personal status
- We do not discriminate in any way against people who are HIV-positive or other diseases that stigmatise
- We do not treat people or groups of people unfairly or even only differently (directly or indirectly), on the basis of aforementioned personal characteristics

### **...we act peacefully**

- We do not threaten co-workers with repercussions of any kind
- We do not curse, insult, make hurtful remarks or discriminatory remarks
- We do not bully (that is repeated and/or severe aggressive behaviours that intimidate or intentionally harm another person physically or emotionally) co-workers
- We do not use physical violence against Cordaid staff or Cordaid relations, including, spitting, throwing with objects, attempt to wound, attack with objects, etc.

### **...we take care of Cordaid property**

- We do not wilfully damage Cordaid property (for example, cars, office equipment, etc.)
- We do not steal Cordaid property, however small it is

### **We enforce this Code of Conduct**

For Cordaid employees this document is directly linked to the contract of employment. Any employee who fails to comply with the Code of Conduct will be subject to disciplinary action, up to and including dismissal from employment. The nature and extent of the action to be taken will be decided by the Supervisor of the employee or depending on the gravity of the breach, by the Board of Directors and Human Resources Director at Cordaid The Hague, in cooperation with the Supervisor in the field.

Where the laws of the country have been broken by the employee, he or she may also be subject to criminal or civil proceedings. In case of civil proceedings, the Supervisor and HR

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Director at Cordaid The Hague will seek legal advice on the matter. In case of serious crimes Cordaid will not hesitate to involve the legal authorities.

Where an individual unintentionally breaches the Code of Conduct and, realising this, informs his/her supervisor, this will be taken into account when deciding on what , if any, disciplinary action will be taken.