

## Code of Conduct for staff and consultants

*This Code of Conduct applies to all staff who will be working and/or travelling on behalf of Woord en Daad, including flexible staff, consultants, etc.*

Woord en Daad works from a Biblical perspective of justice and mercy on sustainable change for people in poverty. We connect people, organisations, companies and local partners from different sectors. In this way we work towards a decent life for everyone, and together we create hope and new opportunities to overcome poverty. We thereby focus on reaching the poorest of the poor to build a decent life for them. With this, our work focuses on vulnerable people and not on personal gain. We receive resources from private individuals, companies, granting bodies and funds that trust us to use these resources for our work in an honest, careful and responsible manner, in accordance with our mission, vision and core values. We expect all those involved (staff, volunteers, partners, consultants) to show that we are worthy of this trust. In this code of conduct, we describe, based on our core values, which ethical behaviour we expect from people involved in our work. The code of conduct does not provide an answer on how to behave in every situation. Therefore, we always act in line with our core values: co-responsibility, fellow creature, compassion, stewardship and interdependence. Therefore, as a staff member involved in Woord en Daad's work I subscribe to the following:

- 1. In both a professional and personal capacity, I act in accordance with our core values and am aware that my actions influence how we are perceived as equally the sector and the work we do. I also realise that I can be seen as a representative of Woord en Daad in my private dealings.**
  - I always act in the interests of Woord en Daad and the poorest person I want to serve with my work. In doing so, I conform to our house rules which, among other things, describe that those involved do not work under the influence of alcohol and drugs.
  - Within our core values, I respect differences in culture and customs, I adjust my actions accordingly, and I am open to gaining knowledge and experience about other cultures. If differences lead to unacceptable behavior, I will distance myself from this and report this through the reporting system.
  - Integrity requires a professional responsibility and attitude towards colleagues, donors, partners and other stakeholders. I maintain a certain professional distance in my work so that I can continue to address stakeholders about behaviour.
  
- 2. I believe that I and my fellow human beings are creatures of God. I therefore respect everyone's dignity, treat everyone equally, and see everyone as a unique fellow creature.**
  - Regardless of nationality, gender, age, religious belief, (physical) disability and social background, I treat everyone equally. Because equality is the basis of cooperation, I actively contribute to form cooperative relationships based on mutual respect, equality and integrity.
  - Given the nature of my work, I regularly meet people, including children, who are vulnerable or are victims of unacceptable behaviour. I will show them my respect and by showing interest and listening carefully, I try to express my empathy with them.
  - Because I see my neighbour as a unique fellow creature, I will never behave in a way that can be emotionally, physically or mentally harmful to my (vulnerable) neighbour. I also reject discrimination, unwanted and/or cultural unusual intimacy, (sexual) intimidation, bullying, aggression, (sexual) violence, abuse, exploitation, use of inappropriate (including unwelcome flattering) language and any other form of unacceptable behavior, in word and deed, I ensure that I am in no way involved in such behaviour.
  - In our work, we also in particular focus on creating hope and new opportunities for children. Given their extraordinary position in (some of) our programmes I actively contribute to the equal treatment of every child and stand for protecting children against all kind of unacceptable behavior and abuse. I encourage measures on the dignity and appreciation of children and vulnerable adults and teach children and vulnerable adults' responsibility.
  - When I meet children or vulnerable adults during my project visits, I will avoid situations in which I am alone with, or traveling with, a child or vulnerable adult. I also will never take a child or vulnerable adult along to my accommodation. I also will not search for or accept an accommodation with any community member.
  - I am aware that I can end up in situations where unequal power relations arise with regard to people who are dependent on our work. If such situations occur, I will not abuse my position in any

way, and I will treat everyone equally and with respect. For this reason, I will never touch, kiss or hug children, vulnerable adults and/or youth in an inappropriate or cultural unusual way. I avoid flirting. I will never enter a physical or sexual relationship with children and vulnerable adults I meet in my work.

- We have a legitimate interest in being aware of criminal convictions, official warnings and disapproval if this can harm our work and (can) hinder my functioning. If I have previously been convicted, warned or reprimanded for undesirable behaviour towards vulnerable persons, I will inform Woord en Daad of this so that consideration can be given to how to deal with it. This also applies if I am prosecuted during my relation/involvement with Woord en Daad.
- 3. As a good steward, I deal with (financial) resources and information entrusted to me in the context of my work for Woord en Daad.**
- I reject and oppose abuse of power, corruption, fraud, theft, exploitation and other financial violations when I come across forms of this in my work. I will also not offer, give, promise or accept a bribe. In doing so, I act in accordance with the anti-corruption policy and Donor Manual.
  - We can do our work due to financial support from donors. I handle the financial resources available to me with due care, and I am transparent and honest in accounting for the use of funds, regardless of the size.
  - In my work, I act with pure motives and do not seek personal gain. I also prevent conflicts of interest and the misuse of my position or powers. Transparency about outside activities and other matters of a financial or relational level is essential if there is a connection with our work. I inform the organisation about existing or future outside activities and do not accept them if they (now or in the future) conflict with the work and interests of Woord en Daad.
  - I communicate in an open, transparent and substantive way without condemning or rejecting people. I am also aware that my professional or personal communication may have (unintended) adverse consequences for the organisation. I only communicate in the name of Woord en Daad if that is expected from my role. If it does not belong to my role, I will not publicly participate in political, racial, religious or ideological discussions as an employee.
  - I handle confidential information that I have at my disposal in a careful and responsible manner. This means that I will not share (access to) that information with others if I have no good reason to do so. I will not manipulate the content of information and will act in accordance with the relevant privacy legislation. I only collect images of (vulnerable) persons if they are depicted in a respectful, humane and non-sexually suggestive manner and the persons concerned have no objection to the collection of images.
  - Help and support that Woord en Daad offers are not provided in exchange for a favour from the other. That is why I do not give and/or accept any gift or other favour that may influence my independent judgement / roll. I will never accept cash gifts. I also do not enter into (sexual) relationships with children or other (vulnerable) beneficiaries in exchange for help or support. If refusing a gift is culturally undesirable, the gift will be reported to the integrity officer and handed over to Woord en Daad.
- 4. I am jointly responsible for the well-being of everyone who is involved in our work and the proper functioning of our system for integrity.**
- I actively contribute to a well-functioning system for integrity and an environment that is safe for vulnerable people. I make a positive contribution to the organisational culture of openness and mutual responsibility in which the discussion of ethical dilemmas that I experience and encounter in my work and how to act in certain situations, assume an important place.
  - If I come across forms of unacceptable behavior, I will take my responsibility by making this open for discussion and reporting this. In addition, I will first address the person (s) involved to rule out the wrong interpretation of the situation. If the actions deviate from the desired behaviour as described in this code of conduct, I will report it via the reporting system to stop or prevent abuse of power or financial or interpersonal violations as quickly as possible.
  - When I see the possibility or necessity to improve the functioning of the integrity system, I will inform Woord en Daad about this. In that context, I encourage partners during project visits in the South, in consultation with the project leader or the Executive Board, to create an open culture with mutual responsibility. I will talk with them about integrity issues, and I ask partners how they place this in their work among vulnerable target groups. Also, I will encourage them to report any

abuses via Woord en Daad if there is no opportunity for that with the partner or if they find no response there.

- Acting with integrity cannot be described in one document. That is why I always act in accordance with the core values of Woord en Daad and this code of conduct, even when things are not described. In addition to this code, I subscribe to the guidelines, procedures and policies which are related to the integrity policy of Woord en Daad and as I can find them in the Organisation Handbook of Woord en Daad.
- There are [various channels](#) within the reporting system where victims or persons involved can report unacceptable behavior. Confidentiality, care and protection of the reporter are important principles in this regard. Various regulations that jointly form the reporting system describe how victims and persons involved are protected.

### Signature

Upon signing, I confirm that I will adhere to the content of this code of conduct. I am aware that in the event of a violation of this, disciplinary action will be taken by our Executive Board. The disciplinary measures and sanctions are described in the integrity policy.

Agreed and signed in Gorinchem / **<place name>** on **<date>**:

R.F. Molenaar MSc  
CEO

**<Initials + surname>**  
*Person concerned*