

Code of Conduct

(First version 2009, update November 2016)

Introduction

The Constitution and the Internal Rules and Regulations (IRR) of WfWP contain basic rules concerning responsibilities and obligations of the Steering Committee, the member organisations and the Secretariat.

In the Code of Conduct the main principles for behaviour are being defined as well as additional behavioural rules of the Steering Committee, member organisations or delegates of the General Assembly and the Secretariat.

Next to the code of conduct WfWP has a Fraud Policy and a Complaints Procedure; they all have to be acknowledged and adhered to by all stakeholders involved in WfWP.

General principles

Conduct of WfWP members, volunteers and staff will be determined by the following leading principles: Respect, Equity and Equality, Transparency, Reliability, Quality and Integrity.

- ✓ Respectful behaviour means to be polite and kind to all people;
- ✓ Equity recognises that some are at a larger disadvantage than others and aims to take extra measures by giving those who are disadvantaged more than others who are not;
- ✓ Equality means that everyone is given equal opportunities and accessibility;
- ✓ Transparency in terms of behaviour, implies openness, communication and accountability. Transparency is operating in such a way that it is easy for others to see what actions are performed;
- ✓ Reliability means that stakeholders can take for granted that the information provided is true and commitments are respected and adhered to;
- ✓ Quality means the constant pursuit of professional, efficient and cost conscious acting;
- ✓ Integrity means behaviours and actions consistent with a set of moral principles and standards.

Compliance with these principles means, that all people:

- ✓ Will be respected and treat others with respect;
- ✓ Will not be confronted with undesirable behaviour and refrain from undesirable behaviour e.g.:
 - Sexual harassment: unwanted approach in the form of requests for sexual favours or other verbal, non-verbal or physical conduct;
 - Aggression and violence: bullying, psychologically or physically harassing, threatening or attacking others;
 - Discrimination: in any way making statements, acting or making decisions about people that can be insulting because of their race, religion, sex, belief and / or sexual orientation, or making any distinction based on these factors.

Steering Committee

The Steering Committee members of WfWP are elected by member organisations. To ensure independence, Steering Committee members are elected in their personal capacity, independent from the nominating organisations and only liable to the General Assembly. To avoid any bias in their functioning, members of the Steering Committee, are obliged to give information about their functions in different organisations - paid and non-paid - term of office, responsibility within that organisation, possible relationship to activities of WfWP. Steering Committee members will be asked to declare these without reservations and to update this information every year. The information will be included in the annual report.

Members of the Steering Committee will:

- ✓ Not accept gifts, remuneration and/ or services from third parties. For practical reasons unsolicited gifts such as books, usb sticks, etc. are allowed to a value of € 50.
- ✓ Not use inside information of WfWP in favour of a third party;
- ✓ Not provide paid expertise to member organisations. Exceptions need prior reporting to and approval of all members of the Steering Committee;
- ✓ Not represent WfWP without a mandate of Steering Committee or overstepping the boundaries of the mandate;
- ✓ In case you represent WfWP as well as another organisation, make it clear on whose behalf you speak and be transparent;
- ✓ Report on (potential) occurrences as stated above beforehand – so a decision can be taken about possible conflict of interest;
- ✓ Steering Committee members have to abstain from decisions and discussions about matters concerning:
 - The member organisation of WfWP with whom they have formal connections;
 - Suppliers and/ or contractors with whom they are connected to in a formal capacity.

In case of a potential conflict of interest, an independent investigation will take place, following a decision of the majority of the Steering Committee. If a conflict of interest is confirmed, the Steering Committee member involved will be warned in writing. A second incident will lead to suspension of the Steering Committee member in question. The General Assembly then has to take a decision according to article 12.5 of the Constitution.

Member organisations

Member organisations and their delegates will show the following behaviour:

- ✓ Represent WfWP only with a mandate from the General Assembly or Steering Committee and refrain from overstepping the boundaries of the mandate;
- ✓ Observe the WfWP vision and mission in all activities that are carried out as a WfWP member;
- ✓ Are obliged to inform the Steering Committee through the Secretariat of any intention to reimburse a Steering Committee member for her time. The Steering Committee will decide whether or not this is appropriate;

- ✓ Will not give or except bribes or gifts that are intended to influence getting contracts etc. For practical reasons unsolicited gifts such as books, usb sticks, etc. are allowed to a value of € 50;
- ✓ Will sign a contract with WfWP for services to be rendered by them and/ or for implementation of activities financed by a grant of WfWP or other funds managed by WfWP;
- ✓ In case of a contract, make their internal bookkeeping and other relevant documents available for inspection by an auditor appointed by WfWP as stated in the contracts and/ or on request.

When infringements to this code of conduct (seem to) occur, the Steering Committee will have this investigated fully.

Secretariat

Staff of WfWP including freelancers and temporary staff will:

- ✓ Not accept gifts, remuneration and/ or services from third parties. For practical reasons unsolicited gifts such as books, usb sticks, etc. are allowed to a value of € 50;
- ✓ Will observe the rules and regulations (IRR) and code of conduct;
- ✓ Will inform the Steering Committee about honorary functions and other employment (parallel to the function with WfWP) they are intending to accept and ask for permission to do so.

Infringement of these rules will lead to suspension pending further investigation; this will then be dealt with according to the collective labour agreement and Dutch law.

Fraud

WfWP maintains a strict policy of zero tolerance to theft, fraud and misuse of resources as is stated in a specific anti-corruption and fraud policy. All involved in the work of WfWP have to acknowledge and abide to this policy.

Complaints

WfWP has established a procedure for complaints. Situations or practices that conflict with this code have to be reported to the Steering Committee of WfWP. They will handle the complaint according to this procedure.