

Staff Code of Conduct

Scope and intention

The Code of Conduct is intended to guide and protect the employee in some important situations, which they should be aware of beforehand. The Code applies to all employees in every sense of the word, including consultants, whatever their location.

The Director is obliged to review the Code together with the employee and should make certain the employee fully understands the Code, the consequences of not abiding by its standards as well as the measures and procedures to be followed on violation of the Code. In the contract of every (new) employee, the employee declares to have received, to endorse and to comply with this code of conduct.

Basic principles

Justice & Peace aims to work towards a world of solidarity and sustainability in which everyone, everywhere, has the right to human dignity and security, a world in which people respect each other's human rights and everyone is free to develop themselves, without distinction on the basis of origin, religion, political preference, race, gender, sexual orientation or other status. Justice & Peace does this by supporting local organisations or individuals (local 'change makers') in the Netherlands and globally. Justice & Peace is driven by its core values: innovation, collaboration and empowering.

Justice & Peace strives to be an organization with no tolerance for aggression, (sexual) intimidation or discrimination. Justice & Peace will do everything possible to prevent and counteract these. Discussions will not be avoided. Staff is expected to speak respectfully of Justice & Peace as well as her partner organisations.

Justice & Peace rejects every kind of (sexual) intimidation, aggression or discrimination based on race, age, convictions, religion, political ideas, gender, sexual orientation, civil status or disability. Definitions and/or descriptions can be found in the Policy (Un)acceptable Behaviour. Employees are expected to fulfil their duties and embody their positions in a neutral and non-discriminatory manner.

Specific Behaviours subject to disciplinary measures

Power Abuse

Human rights defence is a privilege. Justice & Peace continues to enjoy respect amongst her recipients, partly due to the high standards and strict criteria adopted.

- It is forbidden for staff to use the power invested in their position for their own profit or to profit friends or family.
- Under no circumstance may staff accept bribes or any kind of personal gain.
- Staff may not accept personal gifts from recipients or sub-contractors whether in cash, as services or products and with a monetary value exceeding €25.
- Whenever contracts and services provided for Justice & Peace arise partly through her own staff, these should be reasonable, drawn up in writing and signed by all parties involved. Only the Director can sign contracts on behalf of Justice & Peace.

Conflict of Interests

Situations can sometimes occur whereby personal and professional (Justice & Peace) interests may clash, particularly when involving services and formal contracts.

- Staff may not set up or negotiate formal business relations between relatives and Justice & Peace.
- Employees who own a business or financial assets in certain companies may under no circumstance sign contracts between Justice & Peace and these companies.

- As soon as an employee suspects a conflict of interests may occur, he or she should mention this to the manager immediately. In her quest for reason and neutrality, Justice & Peace will do everything in her power to prevent staff from undergoing any disadvantage.
- Staff may not continue a situation involving a conflict of interests.

Use of Justice & Peace Knowledge and Property

- Staff should use Justice & Peace material with great care and only use it for specific tasks and activities.
- Materials on loan are returned in good condition to Justice & Peace, in accordance with any agreements made. Unless otherwise agreed or unreasonable, the loaner will repair any damage to materials at its own expense.
- Using institutional knowledge for personal matters is forbidden.

Relationships with Other Employees

Justice & Peace encourages her employees to treat each other in an open and professional manner, respecting cultural, religious and political differences.

- While personal friendships can be expected among staff, these should never hinder programme aims.
- Managers may not enter into a marriage contract or comparable relationship with their own team members.
- If hierarchical relationships cannot be or are not changed, the labour contract must be terminated.

Weapons

- Justice & Peace staff may not own, carry or use any kind of weapons.
- Justice & Peace forbids the presence of weapons in any building or room owned by Justice & Peace, or on locations where staff reside.
- In the event of armed persons threatening to use violence, the safety protocol must be followed. The latest version of this protocol can be found in the quality handbook on the F-drive.

Alcohol and Drugs

- Staff may never work under influence of any kind of drug, whether legal or illegal, that could affect their ability to perform properly.
- Drugs are not permitted on the territory or in the offices of Justice & Peace.
- Working under influence of alcohol is considered a form of misbehaviour.
- On such locations where possession of or drinking alcohol is forbidden, staff and their relatives may not use or keep any alcohol.

Sexual Conduct

Justice & Peace requests her staff to exercise great decency in sexual relations.

- Employees should respect local legal regulations and restrictions.
- Regardless of the local law or absence thereof, Justice & Peace forbids all manner of sexual contact or relations with persons aged under 18. Wrongly estimating age is not an acceptable excuse.
- Sexual relations with programme recipients, their relatives or with persons working for organisations and companies contracted by Justice & Peace have to be reported to the Director. In case of a conflict of potential interest, the employee has to discuss this with their

- manager.
- Justice & Peace aims to reverse inequality in power and wealth. In this regard, staff may not procure any sexual services in exchange for money or other benefits.

Observation of the Code of Conduct

This Code of Conduct is part of the labour contract for Justice & Peace staff. Any employee that violates the Code will be subjected to disciplinary measures that could lead to dismissal. The nature and measure of the violation will be determined by the Director of Justice & Peace.

If the employee has broken the law of the respective country, he or she can be legally or civilly prosecuted. In case of the latter, the Director of Justice & Peace shall obtain legal advice.

If anyone mistakenly violates the Code and immediately reports it to the manager on becoming aware of it, this shall be taken into account in determining whether or not disciplinary measures apply.

Depending on the severity of the actions, the consequences for the victim, advice from experts (if applicable) and the views of the Director, the following sanctions exist:

- Giving a warning.
- Following a mandatory training or course.
- Suspension with pay.
- Termination of contract by mutual agreement.
- Immediate dismissal.