

# CODE OF CONDUCT

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## 1 PURPOSE AND SCOPE

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This Code of Conduct guides the norms, attitudes, values, behaviour and practices in We Effect to ensure the organisation complies with all laws and regulations. It allows We Effect to have a common understanding of its norms, attitudes, values and behaviour within the organisation.

Code of Conduct applies to all employees, Board members, interns, trainees, volunteers, consultants and any other that at any time represent We Effect in any capacity, hereinafter commonly referred to as “staff”. It applies at all times and must be adhered to as long as the employment or assignment lasts.

We Effect Code of Conduct also applies to We Effect’s suppliers of goods, works and services, contracted by We Effect. The party entering into a contract or agreement with We Effect recognises the obligation to respect We Effect Code of Conduct and follow its provisions.

## 2 GUIDING PRINCIPLES AND GENERAL PRECONDITIONS

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We Effect is founded on the principles of the rights-based approach, participation, non-discrimination, equal opportunity and democratic organisational structures. We are guided by our values transparency, respect and togetherness.

As staff you are required to respect and comply with decisions taken within the organisation. You must always adhere to internal policies and regulations.

As staff your actions may affect the reputation and accountability of We Effect on and off duty. In order to protect and uphold the dignity and integrity of all staff and rightsholders, staff must never engage in any form of activity that can be directly harmful to the organisation and its staff, or that may harm the reputation of the organisation. In representing We Effect you are a representative of the entire community of organisations working in international development cooperation.

Never use information you may obtain as staff, for any purposes other than for which it is disclosed. Slander is not tolerated and will render disciplinary action.

We Effect maintains a strictly neutral profile in party politics and religious matters, therefore you shall never promote party political or religious views

while on duty. You are never allowed to use the We Effect brand in party political or religious matters.

You must always comply with local and national laws and regulations and international human rights conventions.

### 3 ABUSE OF POWER

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You must never take advantage of your position in order to gain benefits for yourself or another person. Ensure that your behaviour cannot be understood as if you expect favours or benefits of any kind. Corruption is defined as abuse of entrusted power for illegitimate individual or group benefit.

Be aware that situations of unequal power will arise when representing We Effect. Understand that situations may change or evolve and will be perceived differently among those involved.

Always be aware of risk of power abuse or potential conflict of interests when engaging in a personal, consensual relationship with staff at We Effect, staff at partner organisations or any person in the immediate professional network. Staff must always declare conflict of interests in any human resource process and if there are any conflict of interest with partner organisations. On duty travels staff never shares accommodation with superior managers.

### 4 SEXUAL EXPLOITATION AND ABUSE

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All forms of sexual exploitation and abuse are strictly prohibited. Sexual exploitation is defined as actual or attempted abuse of a position of vulnerability, power, or trust, for sexual purposes, including (but not limited to) profiting monetarily, socially, or politically from the sexual exploitation of another. Sexual abuse is defined as actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

All forms of sexual contact with a child or children under the age of 18 are prohibited, regardless of the local context, and will be treated as sexual exploitation and abuse. It is the responsibility of the staff to ensure the age of their sexual partner. When working with children, avoid actions or behaviour which may constitute poor practice and never act in ways that may place a child at risk of abuse.

Purchase of sexual services are prohibited, regardless of national laws. You are not permitted to receive sexual services in exchange for other services or favours. Visits to pornographic clubs, striptease clubs and similar clubs are prohibited.

Sexual exploitation and abuse by staff constitute acts of gross misconduct and are grounds for immediate termination of contract.

## 5 SEXUAL HARASSMENT

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We Effect has a zero-tolerance against sexual harassment, regulated in the [Policy Against Sexual Harassment](#). Failure to adhere to the policy will be investigated and can result in termination of contract and may be reported to the authorities in the country in which the incident takes place and in the individual's country of origin.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. It can take the form of a single incident, but typically it involves a pattern of behaviour.

## 6 PORNOGRAPHY

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All forms of pornographic material are strictly prohibited. Never use technical equipment including computers, phones, cameras that the organisation provides for work to consume or disseminate pornographic material. This includes equipment that is provided to you by a third party, when the purpose of the provision is to carry out an assignment related to We Effect.

Any kind of consumption of child pornography is prohibited and will be reported to the authorities in the country in which the incident takes place and in the individual's country of origin.

## 7 UNETHICAL BUSINESS PRACTICES

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We Effect has zero tolerance against corruption and fraud, as regulated in the [Anti-Corruption and Integrity Policy](#). Failure to adhere to the policy will be investigated and can result in termination of contract and may be reported to the authorities in the country in which the incident takes place and in the individual's country of origin.

Always follow transparent, accountable and honest practices at all times when dealing with money, goods, services or likewise. Never accept or offer bribes or favours in any form to secure contracts or agreements.

Follow the established regulations when purchasing goods and/or services, as stated in the [Procurement Policy](#), and ensure the authenticity of all purchases of goods and services.

Ensure, whenever possible, that acquired goods and services are produced and delivered in a sustainable, environmentally friendly way and under conditions that do not involve the abuse or exploitation of any person.

Staff should never accept gifts from rightsholders and/or partner organisations. Gifts can be (but are not limited to) material goods, services, travel, entertainment, and more. In respect of national and local traditions and conventional hospitality, minor token gifts such as pens, calendars, desk diaries and such are exempted from this rule.

## 8 TERRORISM AND ORGANISED CRIME

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Avoid all forms of contact with terrorism and organised crime. You should be aware of different forms of trafficking (trade with people) and be aware of its presence.

Be aware of the terrorism, money laundering, and organised crime and their forms and ensure that you are not participating in or contribute to terrorist activity, money laundering, and organised crime.

We Effect, its partner organisation, as well as parties contracted by We Effect shall take all reasonable means, including screening against the EU Sanctions List ([www.sanctionsmap.eu](http://www.sanctionsmap.eu)), to ensure that no funds shall be made available to, or used for the benefit of, persons, groups, and entities subject to restrictive measures and falling under the scope of the EU Sanctions List and/or any other similar Sanctions List when so required by the donor providing funds.

## 9 COMPETING ACTIVITIES

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You must not carry out work or activities that directly or indirectly compete with We Effect or undertake assignments or activities that can affect your work negatively.

If you intend to undertake an assignment or a spare time job of a more extensive nature, you shall consult with your immediate manager before doing so. Any remuneration for these assignments shall be approved by We Effect.

## 10 ALCOHOL AND NARCOTICS

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Adopt a restrictive approach to alcohol and the consumption of alcohol. Always adhere to the [Drugs and Alcohol Policy](#).

Always avoid all forms of involvement or contact with substances classified as narcotics. If substances classified as narcotics are needed for medical reasons you need to be able to show prescriptions and recommendations from a legitimised doctor.

Consumption of any alcohol or narcotic substances before or during driving is prohibited, regardless of national laws.

## 11 VIOLATIONS

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Violations of this Code of Conduct will result in appropriate measures being taken and may lead to disciplinary actions, termination of employment or criminal prosecution. We Effect encourages staff to speak out when witnessing or suspecting violations of Code of Conduct. Disclose information you may have regarding suspected cases of violations of the Code of Conduct to your immediate manager, or through the Whistleblowing system.

## 12 SIGNATURE

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I hereby confirm that I have read and understand the Code of Conduct and that I commit to follow it during my time as staff at We Effect.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name