

## Code of Conduct Wilde Ganzen

Stichting Wilde Ganzen/Ikon (from now on: Wilde Ganzen) is a non-governmental development organization that primarily supports small-scale projects in a large number of low- and middle-income countries. Wilde Ganzen does this together with so-called Private Development Initiatives from the Netherlands. In addition, the organization has its own programs to strengthen the capacity of local development agencies in a number of these countries.

The Code of Conduct is a statement of the expectations that the organization has of its employees, volunteers, trainees and board members who come into contact with members of the target group in the target countries and for Private Development Initiatives with which we have a cooperation agreement. It is a protocol that describes rules of appropriate and inappropriate behavior. The main purpose of this Code of Conduct is to protect vulnerable individuals, including children, in low and middle income countries from any form of harm caused by us and to protect individuals from false accusations of inappropriate behavior and/or mistreatment. The Code of Conduct is part of the integrity policy of Wilde Ganzen. The director of Wilde Ganzen is authorized to take necessary measures if the Code of Conduct is not complied with.

This code of conduct is not exhaustive or exclusive. The starting point is that the persons involved in vulnerable persons from Wilde Ganzen, including children, are aware of and respect the values, norms and customs of other cultures; that they are open to learning about local customs and relevant laws and regulations; and that they avoid all actions, behavior and/or practices that are bad and harmful, not in the best interest of the vulnerable person, the child and/or the youngster and/or that violate human rights in general or children's rights in particular.

This Code of Conduct applies to all employees of Wilde Ganzen and other persons involved with Wilde Ganzen: trainees, volunteers and members of the Supervisory Board. For Private Development Initiatives with which we enter into a cooperation agreement, this agreement contains the following clause: "Signing this agreement also implies that you agree to the code of conduct and the contact protocol of Wilde Ganzen (to be found on our website).

This code of conduct is signed by all employees upon commencement of employment and every three years thereafter. Signing the Code of Conduct commits the signatory to actively participate in building and maintaining an environment that is safe for vulnerable people, including children, in general and for other members of the target group of our projects, plus the staff, volunteers and board members of the partner organizations we work with in particular.

All employees of Wilde Ganzen and other persons mentioned above at Wilde Ganzen are obliged to sign and comply with this Code of Conduct.

### Minimizing risk situations

I will:

1. Read and comply with the contents of the Code of Conduct.
2. I am committed to creating a culture of openness among employees so that (potential) behaviors that are harmful to members of the target group can be reported and discussed and will not go unnoticed.

3. Treat all members of the target group with respect, regardless of their age, origin, gender, sexual orientation, skin color, language, religion, political or other conviction, nationality, ethnic or social background, disability, and so on.
4. Ensure that all people who visit institutions and/or communities on behalf of Wilde Ganzen are introduced by the appropriate Wilde Ganzen employee or a partner organization.
5. If a situation arises that may be misinterpreted by a third party, first address the person(s) involved in this situation. Depending on the seriousness of the situation and the nature of the reaction of the person(s) involved, I will report the situation to the Integrity Officer (the employee charged with developing, monitoring and evaluating the integrity policy), so that a note can be made of this report in the logbook.
6. I am aware of risky situations that are harmful to members of the target group of our projects or staff, volunteers and board members of our partner organizations and report these situations.
7. To be aware of the fact that especially the vulnerable persons, including children, who are involved in the work of Wilde Ganzen are often more vulnerable than usual to mistreatment and/or may already be victims of mistreatment.
8. Follow the '2 Adults' rule. This means that at least two adults supervise and are present at activities in which children or other vulnerable persons participate. If this is not possible, I will look for alternatives to the '2 Adults' rule.
9. As far as possible, remain visible in work with vulnerable persons, including children. If possible, I will make arrangements with vulnerable persons, including children, at a location that they themselves have preferred and which, as far as possible, concerns a public location.
10. Do not perform any additional functions that may conflict with the interests of Wilde Ganzen.
11. Act in accordance with the regulations of Wilde Ganzen as well as within the laws and regulations and generally accepted social norms and values.
12. Use resources owned by Wilde Ganzen carefully and in accordance with the applicable standards and rules.

I will never:

1. Tolerate or participate in people's behavior that is illegal, unsafe and/or harmful in nature.
2. Be alone with a vulnerable person, including a child, with whom I have a working relationship, out of sight of others, behind a closed door and/or in a secluded space.
3. Being alone with a vulnerable person, including a child, with whom I have a working relationship to take home and/or to a place where I am alone with the vulnerable person or child.
4. Discriminating persons, vulnerable persons, including children, procrastinating and/or spending excessive amounts of time with one vulnerable person or one child with whom I have a working relationship.
5. Being part of corruption

## **Psychosocial behavior**

I will:

1. Always adhere to non-discrimination principles, including age, sex, race, language, sexual orientation and/or gender identity, religion and disability.
2. Be a positive role model, for example by treating boys, men, girls and women equally and by apologizing if mistakes have been made.
3. To be aware of the inequality in power that exists between myself and the people or organizations that are in a dependent position with respect to Wild Geese or myself.
4. Treat all vulnerable people, including children, with respect and always take their reactions into account. I will adjust the tone of my voice (in the case of children) and the way I approach them.
5. Listen attentively to vulnerable people, including children, and ask open questions of them.
6. Encourage our partner organizations to empower vulnerable people, including children, by discussing with them their rights, what is acceptable and unacceptable and what steps they can take if there is a problem ('empowerment').
7. Encourage our partner organizations to talk to vulnerable people, including children, about their contact with staff and/or others and encourage them to report any concerns.
8. Engage in creating a culture of openness and mutual responsibility in the workplace and encourage our partner organizations to do the same.
9. Ensure that when I create images (photographs, film, etc.) of persons, including children, they or their legal representative(s) or caregiver(s) have given their consent; that they are decent and respectful; that vulnerable persons, including children, are appropriately dressed; and that sexually suggestive attitudes and images are avoided.

I will never:

1. Abuse power and influence that I have because of my position.
2. Be judgmental, negative and/or dismissive towards vulnerable persons, including children, react and/or insinuate things and/or openly doubt the credibility of that person's story.
3. Use language that is inappropriate, offensive and/or insulting and/or make suggestions in that direction.
4. Suggest inappropriate behavior and/or inappropriate relationships of any kind.
5. Behave in a way that is embarrassing, humiliating, demeaning, stigmatizing and/or denigrating towards persons or in any other way that involves emotional abuse.
6. Sharing confidential information about a person, several people or his or her family, without having a good reason.

## **Physical behavior**

I will:

1. Wait for appropriate physical contact with the vulnerable person or the child, such as holding the hand, and participate in appropriate physical contact only if the child or vulnerable person has initiated this contact himself/herself.

I will never:

1. Beat a person and/or use other physical violence against him or her and/or physically abuse a person.

2. Hold, caress, kiss, cuddle or touch a vulnerable person or a child with whom I have a working relationship in an inappropriate and/or culturally sensitive manner.

3. Participate in activities where there is close physical contact with vulnerable persons, including children and young people, with whom I have a working relationship, other than professionally required.

4. Use language, make suggestions or give advice that is inappropriate, offensive and/or offensive.

5. Making sexual comments and/or acts with or in the presence of a vulnerable person or a child, even as a joke.

6. Participating actively or passively in activities related to forms of forced labor, including child labor.

7. Participating in and/or carrying out harmful traditional, spiritual or ritual practices.

8. Participation in any form of harassment, discrimination, physical and/or verbal violence, intimidation and/or provocation, such as:

A. Developing relationships with persons who are considered to be exploitative, abusive or otherwise harmful in any way; or

B. act in a way that may be harmful and/or increase the risk of mistreatment of a person.

## **Sexual conduct**

I will never work for poverty alleviation:

1. Start physical and/or sexual relationships with vulnerable persons, including children.

2. Behave physically in a way that is inappropriate and/or sexually challenging.

3. Participate in or allow sexually challenging games to be played with vulnerable persons, including children.

4. Letting a vulnerable person, including children, with whom I have a working relationship stay in my home unsupervised.

5. Sleeping in the same room and/or bed as a vulnerable person, including children, with whom I have a working relationship.

6. Performing personal actions that the vulnerable person, including the child, can perform himself/herself, including dressing, bathing and caring for the vulnerable person or child.
7. Purchase sexual services of any kind, regardless of the age of the individual and regardless of the lawfulness of the exchange, online or offline.
8. Participate in any form of activity of a sexual nature with a person under the age of eighteen, online or offline.
9. Being personally involved in any way in, inter alia, viewing, possessing, producing or distributing child pornography; (child) sex tourism; trafficking in persons, including children, and any other form of sexual exploitation.

### **Reporting damage and ill-treatment**

I will:

1. Respond to all concerns, accusations and/or revelations concerning the protection of vulnerable persons, including children, according to the established guidelines.
2. In the event of any suspicion or observation of an act and/or conduct that could be construed as undesirable or harmful, address in the first instance the person(s) involved in this situation. Depending on the seriousness of the situation and the nature of the reaction of the person(s) involved, I will report the situation to the integrity officer of Wilde Ganzen.
3. Bring every suspected case of abuse of vulnerable persons, including children, to the attention of the integrity officer and the director of Wilde Ganzen. The Director will in turn take action and, if necessary, refer the matter to the competent local authorities who will decide on the appropriate action to be taken. I am aware that if I intentionally make a false accusation, I will face disciplinary action and/or legal action.

### **Sanctions for cross-border behavior**

Depending on the type of report/type of violation, the report will be dealt with through one of the schemes: Complaints regulation Undesirable behavior or Reporting procedure Wrong/Whistleblower regulation

In case of cross-border behavior, the management of Wilde Ganzen has the following sanctions at its disposal:

1. A (written) warning
2. A (written) reprimand
3. A suspension
4. A final warning before dismissal follows
5. Dismissal

In addition, Wilde Ganzen can report to the police in case of acts that violate the law.

I hereby declare that I have read the above, that I have understood the integrity policy of Wilde Ganzen and that I will at all times adhere to the prescribed standards of conduct.

In addition, I certify that I have never been convicted of any wrongdoing regarding any vulnerable person or persons, including a child or children, nor have I ever been warned or officially reprimanded in any such matter. I also certify that there are currently no civil or criminal proceedings pending against me regarding any allegation of mistreatment of a vulnerable person or persons, including a child or children.

Name: .....

Date: .....

Signature: .....