

Wilde Ganzen - Code of Conduct

Introduction

The Code of Conduct is part of Wilde Ganzen's integrity policy and applies to all employees, interns, volunteers, as well as board members and project partners (Private Development Initiatives and Local Partner Organizations) of Wilde Ganzen. It is a protocol that describes rules of appropriate and inappropriate behaviour. The main purpose of this Code of Conduct is to protect vulnerable people, including children, in low- and middle-income countries from any form of damage we may cause. In addition it aims to protect people from false accusations of inappropriate behaviour and/or abuse.

Starting point code of conduct

This code of conduct is not exhaustive or exclusive. The starting point is that the individuals involved with vulnerable persons, including children, on the basis of the co-operation with Wilde Ganzen:

- are aware of and respect the values, norms and customs of other cultures
- that they are open to acquiring knowledge about local customs and relevant laws and regulations
- that they avoid all acts, behaviours and/or practices that are bad and harmful and not in the best interest of the vulnerable person, child and/or young person.
- that they avoid all acts, behaviours and/or practices which involve a violation of human rights in general or children's rights in particular.

Purpose of the Code of Conduct

We add the Code of Conduct as an appendix to the collaboration agreement of the first collaboration because Wilde Ganzen finds it important that our project partners also comply with this Code of Conduct. By signing the collaboration agreement, you agree, as a project partner, to all its annexes, including the Code of Conduct. Signing 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.

Developing your own code of conduct

We encourage project partners to draw up their own code of conduct and will actively discuss it. If my organisation works with children, I will make sure that a Child Protection Procedure is developed and implemented within the organisation. For setting up this procedure, you can use the Child Protection Toolkit: [Child protection policy \(changethegameacademy.org\)](https://www.changethegameacademy.org)

Measures in case of violation of the Code of Conduct

Wilde Ganzen has an integrity coordinator and procedures for reporting abuse and complaints. These are available through the website of Wilde Ganzen, among others. Through these procedures, questions or complaints about, among other things, breaches of integrity can be submitted, further investigated and dealt with.

As a project partner I will:

1. Respond according to established guidelines to all concerns, allegations and/or disclosures regarding the protection of vulnerable persons, including children.
2. In the event of any suspicion or observation of an act and/or behaviour that could be construed as undesirable or harmful, in the first instance I will 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 appropriate local authority (authorities) and the police may be informed if any actions are contrary to the law. It should also be reported to Wilde Ganzen's project advisor or integrity coordinator.
3. Be aware that -in case of a deliberate false accusation- disciplinary action and/or legal action will follow.

If an investigation of the notification shows that the collaboration cannot be continued, the collaboration agreement will be terminated.

Minimizing risk situations

As a project partner I will:

1. Read and comply with the contents of the Code of Conduct.
2. Commit to creating a culture of openness in the organization so that (potential) behaviours that are harmful to members of the target group can be reported and discussed and do not go unnoticed.
3. Treat all members of the target group with respect, regardless of their age, origin, gender, sexual orientation, colour, language, religion, political or other opinion, nationality, ethnic or social background, disability, etc.
4. Ensure that all people visiting institutions and/or communities on behalf of the partner organization are introduced by the appropriate officer of the partner organization.
5. If a situation arises that could be misinterpreted by a third party, in the first instance I address the person(s) involved in the situation. Depending on the seriousness of the situation and the nature of the reaction of the person(s) involved, I report the situation to the Integrity Coordinator of the partner organization or to Wilde Ganzen (the employee in charge of developing, monitoring and evaluating the integrity policy).
6. Be aware of and report high-risk situations that are harmful to members of the target group of our projects or staff, volunteers and board members of our partner organizations.
7. Be aware that especially vulnerable people, including children, are often more vulnerable than usual to maltreatment and/or may already be victims of maltreatment.
8. Follow the '2 adult rule'. This means that at least two adults should supervise and be present at activities involving children or other vulnerable persons. If this is not possible, I will look for alternatives to the '2 adults' rule.
9. To the extent possible, remain visible when working with vulnerable persons, including children. Whenever possible, I will meet with vulnerable persons, including children, at a location that they themselves have preferred and which is, as far as possible, a public location.
10. Do not hold any additional positions that may conflict with the interests of my organization.
11. Act in accordance with the laws and regulations and generally accepted social standards and values.

As a project partner I will never:

1. Tolerate or participate in behaviour that is illegal, unsafe and/or harmful.

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. Take vulnerable people, including children, with whom I have a working relationship home and/or to a place where I am alone with the vulnerable person or child.
4. Discriminate against persons, favour vulnerable persons, including children, and/or spend excessive amounts of time with one vulnerable person or one child with whom I have a working relationship.
5. Be part of corruption.

Psycho social behaviour

As a project partner I will:

1. Always be based on non-discrimination principles, including those relating to age, gender, 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 when mistakes are made.
3. Be aware of the inequality in power existing between myself and the people or organisations that are in a perceived dependent position towards my organization or towards me.
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 them open questions.
6. Encourage the partner organisation 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 the partner organisation to talk to vulnerable people, including children, about their contact with staff and/or others and encourage them to report any concerns.
8. Commit myself to creating a culture of openness and mutual responsibility in the workplace and encourage the partner organisation to do the same.
9. Ensure that when I take images (photos, film etc.) of people, including children
 - that they or their legal representative(s) or guardian(s) have given their consent
 - that these are decent and respectful
 - that the vulnerable people, including children, are dressed appropriately, and that sexually suggestive postures and images are avoided.

As a project partner I will never:

1. Abuse power and influence that I have because of my position.
2. Condemn, negatively and/or dismissively address vulnerable persons, including children, 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 behaviour and/or inappropriate relationships of any kind.
5. Behave in a manner that is embarrassing, humiliating, belittling, stigmatising and/or denigrating towards persons or in any other manner that involves emotional abuse.
6. Share confidential information about a person, several persons or his or her family without having a good reason.

Physical behaviour

As a project partner I will:

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

As a project partner I will never:

1. Hit a person and/or use other physical violence against them and/or physically abuse a person.
2. Hold, stroke, kiss, hug or touch a vulnerable person or child with whom I have a working relationship in an inappropriate and/or culturally sensitive manner.
3. Participate in activities that involve close physical contact with vulnerable persons, including children and young people, with whom I have a working relationship, other than that required by professional standards.
4. Use language, make suggestions or give advice that is inappropriate, offensive and/or insulting.
5. Make sexual remarks and/or perform acts with or in the presence of a vulnerable person or child, even as a joke.
6. Actively or passively participate in activities involving forms of forced labour, including child labour.
7. Participate in and/or perform harmful traditional, spiritual or ritual practices.
8. Engage in any form of bullying, discrimination, physical and/or verbal abuse, harassment and/or predatory behaviour, such as:
 - A. develop relationships with persons who are considered 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 behaviour

As a project partner I will never:

1. Start physical and/or sexual relations with vulnerable persons, including children.
2. Behave physically in a way that is inappropriate and/or sexually provocative.
3. Participate in or allow sexually challenging games with vulnerable people, including children.
4. Let a vulnerable person, including children, with whom I have a working relationship stay at my home unsupervised.
5. Sleep in the same room and/or bed as a vulnerable person, including children, with whom I have a working relationship.
6. Perform personal actions that the vulnerable person, including the child, can perform by themselves, including dressing, bathing and grooming the vulnerable person or child.
7. Buy sexual services of any kind, regardless of the age of the individual and regardless of the legality 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. Be personally involved in any way, including viewing, possessing, producing or distributing child pornography; (child) sex tourism; trafficking in persons, including children, and any other form of sexual exploitation.

By signing the collaboration agreement, I declare that I have read the above, and that I will abide by the prescribed standards of conduct at all times.

In addition, I declare that I have never been convicted of offences relating to any form of maltreatment of a vulnerable person or persons, including a child or children, nor have I ever been cautioned or officially reprimanded in any such case. I also declare that no civil or criminal proceedings are currently pending against me in respect of any allegation of maltreatment of a vulnerable person or persons, including a child or children.