



Code of conduct

The code of conduct is based on our ethical principles as included in the integrity policy and has the following objectives:

- Inspiring and supporting employees, interns and volunteers to act in line with the mission, vision and values of PAX;
- Protecting partners and vulnerable groups in the conflict areas where PAX is active;
- Promoting the security of employees, partners and others working for or with PAX;
- Promoting professionalism;
- Formulating a common vocabulary to discuss expectations and dilemmas with each other.

A code of conduct has been drawn up for operationalization of these ethical principles, which is also part of our safety policy. This code of conduct is included here in its entirety. Moreover, additional rules of conduct may also apply per region or country, which are discussed and laid down in the teams.

As a representative of PAX you must abide by this code of conduct which requires you to:

1. Conduct yourself in a manner consistent with your position as a positive role model to adults and children and as a representative of the peace movement PAX.
2. Comply with the security framework of PAX, and actively participate in the reporting process.
3. As employee, trainee or volunteer you must consider (local) customs and cultural, religious, gender and other sensitivities in the environment in which you work and make a maximum effort to prevent that others are offended or feel treated unfairly or improperly. You must refrain from what you may judge in reason as discriminating or transgressive behaviour or manifestations.
4. You must comply with the legislation that applies on a local, state and national level in the country where you are employed, as well as Dutch legislation, regarding working with adults and children.
5. If, as part of your role, you are required to work with adults and children in any capacity, you should:
 - Be respectful of human rights, background, culture and beliefs as set out in the UN Convention of Human Rights and the Convention on the Rights of the Child;
 - Ensure that you behave and dress in a way that shows respect for local culture and does not cause offence to local communities;
 - Use language and topics appropriate to the situation avoiding suggestive comments to an adult or children. Avoid any actions or words intended to humiliate or belittle humans;
 - Ensure that your relationships with adults and children are not exploitative or abusive.
6. You must comply with the local, state and national legislation regarding the use and possession of alcohol and drugs. During work it is not allowed to use alcohol and drugs, with the exception of a limited alcohol consumption during receptions, meals and drinks that are related to work partly or wholly. During official trips a limited alcohol consumption is allowed in leisure time, unless the local legislation prohibits this.
7. Photography is normally permitted, but you should check with your local partners and local people before taking photographs, in connection with possible security risks and/or with legislation and customs that apply to the country or region in question. Ask specifically for permission if the intention is to publish these photos in connection with the protection of the privacy of the person(s) whose photos you are taking and the applicable legislation in the field of privacy.
8. Employees, interns and volunteers carry out their work without making a distinction based on religion, philosophical beliefs, political persuasion, race, gender or other personal characteristics. This applies to everyone with whom an employee comes into contact: partners, colleagues, members of the broader group of supporters they represent, etcetera.



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Collegiality and a positive work climate: colleagues must be treated in a positive and correct way in order to create a good work climate. PAX does not allow any undesired behaviour such as bullying, discrimination, sexual discrimination, aggression and violence or intimidation.

The prohibition on Discrimination concerns both direct and indirect distinction, as well as orders issued thereto.

We refer to 'direct distinction' if a person is or would be treated in a different manner to another person in a comparable situation, based on: religion, philosophical beliefs, political persuasion, race, gender, nationality, sexual orientation and gender identity, marital status, age, handicap or chronic illness. Gender-based direct distinction also includes distinction based on pregnancy, childbirth and motherhood.

We refer to 'indirect distinction' when an apparently neutral condition, criterion or procedure has a particular effect on persons with religious beliefs, philosophical beliefs, political persuasion, race, gender, nationality, marital status, sexual orientation and gender identity, or with a handicap or chronic illness, in comparison with other persons.

'Intimidation' is taken to mean: behaviour with the purpose or consequence of damaging the person's dignity, and which creates a threatening, hostile, insulting, humiliating or offensive situation.

'Sexual intimidation' is taken to mean: any form of verbal, non-verbal or physical behaviour with a sexual connotation with the purpose or consequence of damaging the person's dignity, particularly when creating a threatening, hostile, insulting, humiliating or offensive situation.

'Aggression and violence' is taken to mean: incidents whereby an employee is harassed, threatened or attacked under circumstances directly related to the work carried out.

'Bullying' is taken to mean: any form of intimidating behaviour of a structural nature, by one or more employees (colleagues, superiors) aimed at an employee or group of employees unable to defend themselves against this behaviour. An important element regarding bullying at work is the repetition of such behaviour in time.

9. Employees, interns and volunteers strictly separate their business and private interests. In all activities developed by employees, interns and volunteers within the scope of their employment, the interests of the organization must set the standard.
10. It is customary within certain cultures and in certain situations to give and receive small gifts. This is not necessarily a problem, certainly not with small gestures that fit in the local context, but there may be integrity risks when gifts are accepted. This is why gifts or invitations must be handled with great care. It is never allowed to accept a gift when something has to be done in return and the independence of the employee is at risk. This is why this should be assessed on the basis of the following criteria, which may be an indication for possible integrity risks:
 - at what moment is something offered? (for example, before or after rewarding a partner contract);
 - is the gift or service proportionate to the service actually provided? (requirement of proportionality and reasonableness);
 - is there a risk that something will have to be done in return?
 - does it concern an incidental case or does the person in question receive something from the same contact more frequently?
 - what is the value of the gift or service?
 - Is the gift a condition for the continuation of the relationship?

It is never allowed to receive gifts at the home address.

Gifts or invitations, if there any doubts on the basis of the above-mentioned aspects, are always discussed with the manager or in work consultations. In this way, it can be decided in all openness whether a gift or an invitation can be accepted.

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11. Only functional expenses that are required to carry out the work will be compensated. PAX has financial administrative rules and procedures regarding the declarations. However, there may be circumstances that are not covered by these rules or not fully covered by these rules. In that case the following criteria are applied:
 - Does the expense serve the interest of the organization?
 - Is the expense related to performing the work?

12. PAX employees are encouraged to carry out unpaid volunteer work. However, sometimes additional positions, whether paid or unpaid, may harm the interests of PAX. The employee must first decide whether an additional position must be reported or not. The employee is responsible himself or herself (and is also held responsible afterwards) for taking a correct decision on whether or not to report the additional position. When an employee has any doubts, the advice is to report the additional position. The following points serve as a guide for weighing the pros and cons of an additional position, both for the employee and the manager:
 - the nature of the additional position;
 - the position of the employee in the organization;
 - the field within which the additional position is carried out;
 - the question whether there is an interrelatedness with the main position and whether this may result in a conflict of interests or the appearance thereof;
 - the question whether there is an interconnectedness with the main job;
 - the question whether the reliability and integrity of the employee are at stake;
 - the reputation of the organization, company or branch in which the additional position is carried out;
 - the question whether the effects may be so great that an additional position, which may be acceptable in itself, will nevertheless be assessed negatively by external parties;
 - the scope and difficulty of the work.

13. During the work, employees, interns and volunteers may use email and the intranet and browse the internet. The email, intranet and internet system is made available to employees, interns and volunteers for business use. Its use is therefore related to tasks which result from the position in question. However, a limited personal use of these systems is allowed, providing this does not interfere with the daily work or performance of the work and it does not result in prohibited use. For example, the employee, intern or volunteer is not allowed to use email, the intranet and internet system for messages with a pornographic, racist, discriminating, insulting, offensive or (sexually) intimidating content.

14. Purchasing goods or services must be done independently. It must be prevented that items such as gifts influence an employee in the purchasing or hiring process. In order to prevent a conflict of interests, several persons are involved in the decision-making process as part of the purchasing procedure. When employees know a person from the other party in private, they will always have the purchase decision made by somebody else and prior to the purchase there will be consultations about a possible conflict of interests.

15. Employees, interns and volunteers are expected to manage the materials, equipment, devices and other assets assigned or made available to them with due care and use them for business purposes. In this respect, they comply with the protocols that apply at PAX.

16. Any breaches of this code of conduct by PAX staff members, interns, volunteers and those associated with PAX programs and activities (including all concerns regarding suspected abuse and exploitation), must be reported by directly noticing the Integrity officer or sending an email to: integrityofficer@paxforpeace.nl Security manager of PAX. You can also contact the integrity officer in the event of doubt about a violation of one or several codes. Their details, as well as the integrity policy and the whistle-blowers' regulations that apply to PAX can also be found on the Intranet.



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Enforcement

If an employee, intern or volunteer violates the terms of this code of conduct or rules, or displays any other form of inadmissible behaviour, this may lead to disciplinary action, which can include a warning, suspension and dismissal.

I declare to agree with this Code of Conduct and to commit myself to it.

Name :

Place :

Date :

Signature :