

## **Mondiaal FNV Code of Conduct on Integrity and Anti-Sexual Harassment**

Updated 24-2-2020

This Code of Conduct on Integrity and Anti-Sexual Harassment is an addition to:

- 1) Arbo plan FNV, juli 2016
- 2) FNV Regeling tot voorkoming van ongewenst gedrag, december 2016
- 3) Safety and security policy Mondiaal FNV, November 2017

In signing the 'Declaration on the Code of Conduct' below, you promise to regulate your conduct in accordance with the requirements of this Code, thereby contributing to FNV's quality of performance and reputation as part of the international trade union movement.

While recognising that local laws and cultures differ considerably from one country to another, Mondiaal FNV sees itself as an International Non-Governmental Organisation (INGO), and therefore the Code of Conduct is developed from International and UN standards.

## Declaration on Code of Conduct: Standards and Values

As a member of the Mondiaal FNV staff, I will:

**1. Uphold the integrity and reputation of Mondiaal FNV by ensuring that my professional and personal conduct is demonstrably consistent with FNV values and standards (see Code of Conduct / FNV regeling tot voorkoming ongewenst gedrag 2016).**

**1.a.** I will seek to maintain and to enhance public confidence in Mondiaal FNV by being accountable for the professional and personal actions I take, and ensuring that I will exert with appropriate restraint the authority that comes with my Mondiaal FNV position.

**1.b.** While complying with the requirements of this Code of Conduct, I will also be sensitive to and respectful of local customs and culture, even if the norms and values in that cultural context differ from the Code of Conduct. I will if necessary seek – and will receive – support and advice from Mondiaal FNV and FNV.

**2. Treat all people with respect and dignity, and challenge any form of harassment, discrimination, intimidation, exploitation, or abuse.**

Mondiaal FNV staff hold a privileged position of power and trust in relation to our trade union partners and to the membership we work for and serve.

**2.a.** In carrying out Mondiaal FNV's mission, I understand how important it is not to abuse in any way either my own position of power or unequal power relationships.

**2.b.** Recognising my role in Mondiaal FNV's mission to challenge inequality and poverty and to promote decent work, social security, equality and social rights at work, I will contribute to a working environment characterised by mutual respect, integrity, dignity, and non-discrimination.

**2.c.** I will not undertake – verbally or physically – what might be construed as inappropriate behaviour – i.e. sexual advances – where I know or ought to know that the solicitation is unwelcome. And I will not in any other manner sexually harass another person.

**2.d.** I will ensure that my relationships and behaviour are not exploitative, abusive, or corrupt in any way, and I will not engage in any form of sexual abuse or exploitation of any person of any age.

**2.e.** I will not have sexual relations with children (defined as under 18 years old) or with Mondiaal FNV beneficiaries, recognising the inherent unequal power dynamics involved, and the fact that such behaviour undermines the integrity and credibility of Mondiaal FNV's work.

**2.f** I will not exchange money, offers of employment, employment, goods, or services for sex or sexual favours, or engage in any other form of humiliating, degrading, or exploitative behaviour.

**2.g** I will endeavour to the fullest extent possible to report any such forms of behaviour or malpractice in the workplace by others to my line management or through recognised confidential reporting systems within FNV and Mondiaal FNV.

**3. Perform my duties and conduct my private life in a manner that avoids possible conflicts of interest with the work of Mondiaal FNV.**

**3.a.** I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business that may have an impact on the work of Mondiaal FNV (e.g. contract for goods/services, employment or job change within FNV, partner organisations, beneficiary groups).

**3.b.** I will inform Mondiaal FNV of any intention to accept a nomination as a prospective candidate or another official role for any political party or public office, in order to clarify whether any conflict, or perceived conflicts, with my FNV duties may arise.

**3.c.** Even when the giving and acceptance of gifts is normal cultural practice, I will reject monetary gifts or inappropriate gifts from governments, beneficiaries, partner organisations, donors, suppliers, and other persons, which have been offered to me as a result of my employment with FNV. Where the giving and acceptance of gifts is normal cultural practice, I will ensure that such gifts are within the limits of reasonable judgement (less than 50 euro), and I will report **all gifts** to the line management, and, where appropriate, hand them over to Mondiaal FNV.

**3.d.** I will assure that assistance by Mondiaal FNV is not provided in return for any service or favour from others.

**3.e.** I will not cooperate in any form of corruption, and will not offer, promise, give, or accept any bribes.

**3.f.** I will not work under the influence of alcohol, nor will I use, or be in possession of, illegal substances.

**3.g.** I will minimise the use of alcohol during business trips, being aware of my representative position.

**4. Be responsible for the use of information, equipment, money, and resources to which I have access by reason of being a Mondiaal FNV staff member.**

**4.a.** I will use my discretion when handling sensitive or confidential information.

**4.b.** I will seek authorisation before communicating externally in Mondiaal FNV's name, and will avoid any unintended detrimental repercussions for myself or for Mondiaal FNV.

**4.c.** I will account appropriately for all Mondiaal FNV money and property (e.g. office equipment, Mondiaal FNV-provided transport and accommodation, and computers, including the use of the internet, email and intranet).

**5. Protect the health, safety, security, and welfare of all FNV employees, membership, volunteers, and contractors.**

**5.a.** I will undertake and act on appropriate risk assessments. (See: <https://fnvnet.sharepoint.com/sites/MondiaalAlgemeen/Gedeelde%20documenten/Kwaliteitsmanagement/Veiligheidsbeleid/Eindversie%20februari%20%20notities%20en%20formulieren/1%20Safety%20&Security%20beleid%20Mondiaal%20FNV%202018.pdf>)

**5.b.** I will comply with local security management guidelines, and be pro-active in informing management of any necessary changes to such guidelines.

**5.c.** I will behave in such a way as to avoid any unnecessary risk to the safety, health, and welfare of myself and others, including partner organisations and beneficiaries.

**6. Promote human rights, protect the environment, and oppose criminal or unethical activities.**

**6.a.** I will ensure that my conduct is consistent with the human rights framework to which FNV subscribes.

**6.b.** I will endeavour to the fullest extent possible to protect the natural environment and to work in a sustainable way.

**6.c.** I will contribute to preventing all forms of criminal or unethical activities.

**6.d.** I will inform Mondiaal FNV of any relevant criminal convictions or charges I have had prior to my employment, and in which FNV may have a legitimate interest.

**6.e.** I will also notify my line management within Mondiaal FNV if I face(d) any criminal charges during my employment that may impede my ability to carry out the duties of my position subject to national legislation.

**6.f.** I will adhere to following FNV/Mondiaal FNV arrangements, policies, and procedures (see list above) that support the above Standards:

In signing this declaration, I undertake to regulate my conduct in accordance with the requirements of this Code, thereby contributing to Mondiaal FNV's quality of performance and reputation in the international trade union network.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_