

# DIB's Code of Conduct



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(Approved by the board may 2022)



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## 1. Scope

DIB's Code of Conduct is a set of rules that will help to ensure acceptable behaviour in the workplace and is intended to help all employees understand what expectations DIB has regarding behaviour in the workplace and in any work related context.

DIB strives for a relation of positivity and collaboration between our organisation and employees. Pursuing this, DIB focuses on creating a hospitable work environment where employees feel safe, recognized and respected. This Code of Conduct constitutes the official outlining of expectations and rules set by DIB.

## 2. Coverage

The Code of Conduct applies to all DIB employees, board members, representatives, trainees/interns and volunteers. This includes all individuals working with, representing or acting in DIB's name, regardless of whether they're on a full time contract, part time contract or are engaged in DIB on fixed terms. From here on this group will collectively be referred to as "employees".

## 3. Responsibility

The responsibility of consistently reviewing and adjusting the Code of Conduct falls upon the secretariat as well as the board. DIB is itself responsible for ensuring that employees are made aware of the Code of Conduct, that it is freely available and accessible and to clarify what these rules entails in terms of the individual's behaviour. This responsibility also includes partnering organisations. All new employees will be introduced to the Code of Conduct at employment and will, by signing the contract of employment, agree to comply with the terms of the Code of Conduct.

However, it is the employees responsibility to make themselves acquainted with the content of the Code of Conduct, hereunder reading and understanding what is required of them as employees at DIB. Employees are expected to, and legally bound by conditions of contract, and are obligated to report suspected violations of the Code of Conduct either through our complaint mechanism or directly towards our secretariat/board.

Furthermore, it is expected that partnering organisations will either present their own Code of Conduct, which will be discussed in the partnering process until a contract is signed, or they will agree to follow the Code of Conduct presented by DIB. This is to ensure agreeable terms of conduct for both parties.

Lastly it is the responsibility of all DIB employees and DIB to uphold this document, and to respond to violations against it.



## 4. RULES OF CONDUCT

### 4.1 No Discrimination

Employees of DIB are expected to contribute to a safe environment in the workplace and help prevent discrimination of all sorts. This includes (but is not limited to) discrimination in relation to social status, race, ethnicity, skin colour, religion, gender, sexual orientation, age, marital status, citizenship, political affiliation, disability, or illness.

Furthermore DIB believes in all individuals rights to a safe and dignified life, and will strive to protect these principles throughout every part of our organisation.

### 4.2 Bullying and harassment

DIB regards a good working environment and the wellbeing of our employees very highly. Therefore, DIB has agreed upon and set a number of guidelines in relation to bullying and harassment which encompasses our employees and affiliates:

- Zero tolerance for all forms of harassment, exploitation and abuse.
- Employees must show respect for each other and each other's individual characteristics.
- Derogatory and/or hurtful remarks about colleagues are not tolerated.
- Negatively charged remarks or jokes about colleagues' appearance, religion, ethnicity or similar are not tolerated.
- Posting, or sharing media (photos, film or text) of others without consent is not tolerated.
- Sharing information, media (photos, film or such) "where the subject is shown in a compromising or demeaning manner" is not tolerated.

Furthermore it is expected by all DIB employees and representatives that they respect the privacy of individuals during travels, as they would elsewhere, and keep in mind the right to consent upon having one's picture taken, as well consent if published.

## 5. PSHEA - Protection against Sexual Harassment, Exploitation and Abuse

DIB consider all sexual violence, harassment, exploitation and abuse, as a gross violations of human rights. Conduct of this sort towards any given person is not tolerated, whether it occurs inside the workplace, outside, or at workplace-related functions. DIB is committed to create a safe and professional work environment, and will respond to any complaint of this nature in accordance with our policies and proportionate to the severity of the complaint. Authorities will be contacted if the complaint concerns conduct of illegal character or DIB considers their own abilities inadequate to protect those involved and handle the case properly

DIB's PSHEA policy applies to all employees, representatives of DIB, and partnering organisations, and is binding as the terms of employment and/or partnering with DIB was agreed upon by signing the employment/partnering contract. It is the responsibility of DIB to make these policies known and available for potential and present employees, representatives and partnering organisations.

DIB prohibits all employees from engaging in any form of abusive, exploitative, or harmful behaviour with beneficiaries.

## 6. DIB's definition of SHEA;

Any unwanted or forced sexual act committed without consent or threat thereof. Harassment, exploitation or abuse can occur either against a person's will, by force or coercion, or when a person is incapable of giving consent, such as when they are under duress, under the influence of drugs or alcohol.

**Sexual harassment** is unwelcome conduct of a sexual nature, which offends, humiliates or intimidates the person at which it is directed, regardless of intent. Sexual harassment may occur in a single incident, as well as a series of incidents.

**Sexual exploitation** is understood as any actual or attempted abuse of position of vulnerability, differential 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 understood as an actual or threatened physical intrusion of a sexualised nature, whether by force or under unequal or coercive conditions.

### Children, beneficiaries & vulnerable groups

Sexual exploitation or abuse also includes sexual relations with a child, in any context, defined as: **"a human being below the age of eighteen years old"**. Sexual activity involving children is strictly prohibited, and DIB strictly forbids engaging in or promoting any form of abusive, exploitative or harmful behaviour towards children. Furthermore, all employees have a duty to protect the rights of children and to report if any suspicious behaviour is observed.

DIB prohibits all employees from engaging in any form of abusive, exploitative, or harmful behaviour with beneficiaries of support, including buying sex whilst implementing duties/activities for DIB. All employees of DIB have a duty to protect beneficiaries of support and to file a report if acts of this nature are suspected. DIB employees must be careful and considerate not engaging in any relations where it may be perceived as exploitative or abusive. In these matters the individual should consider the perception surrounding his own actions as well as how they might reflect upon DIB, upon the partners and project itself. If any actions might cause concerns or mistrust towards any organisation or the project itself, those actions are to be stopped immediately. DIBs employees should be committed to act considerate towards those that can be considered as vulnerable groups.

### PSHEA & contracts

DIB's PSHEA policy is integrated into our standard contracts and partner agreements and concerns all staff and representatives of DIB. It is the responsibility of DIB to make these policies available to all parties mentioned. DIBs zero-tolerance approach to SHEA, means that the following SHEA clause must be included in all cooperation agreements:

*"The parties agree to actively prevent sexual exploitation, abuse and harassment (SHEA), and to ensure, in the best possible way, that the intervention is carried out in an environment free of all kinds of exploitation, abuse and harassment, sexually or otherwise, especially in the case of particularly vulnerable groups."*

## 7. Duties and regulations

DIB provides a safe working environment through the following duties and regulations:

- Representatives have a duty to create a safe working environment that respects the dignity and rights of all.
- Staff and representatives are strictly prohibited from carrying out any form of SHEA towards anyone they come into contact with through their work.
- DIB prohibits staff and representatives from engaging in sexual activity with people where there might be an unequal power balance. This can include managing or supervising others, being a senior or holding any position of power over another person.
- DIB does not prohibit staff from beginning relationships with each other outside of the unequal power dynamics outlined above but all representatives engaged in or beginning relationships with other staff or representatives must behave professionally and conduct their relationships in a way that does not impact on DIB's work.

### Prevention of SHEA towards beneficiaries of DIB support

The following rules and regulations are set up to ensure that procedures are in place to protect the beneficiaries of DIB support, from sexual abuse or exploitation carried out by DIB representatives.

- DIB strictly prohibits staff and representatives from engaging in any form of abusive, exploitative, or harmful behaviour with beneficiaries of DIB support.
- DIB strictly prohibits staff and representatives from buying sex while implementing their duties / activities during travels for DIB.
- All staff and other representatives have a duty to protect the beneficiaries of DIB's work and ensure that DIB's SHEA approach is embedded into all areas of DIB's work. Every aspect of our work must be carried out in a way that ensures the rights and dignity of all beneficiaries of DIB support.

Relationships or any kind of sexual activity with community members who are not beneficiaries of DIB support (i.e. not receiving direct assistance from DIB or involved directly in any programming activities) are not prohibited. However, DIB representatives together with management must ensure the relationship is not and could not be perceived to be exploitative or abusive.

## 8. Safety and security guidelines in relation to travels

Employees travelling to DIB's development projects whilst representing DIB, are expected to act in accordance with DIB's safety manual, values and show considerate conduct in terms of moral and ethics – as described in the Code of Conduct. Furthermore, the employee must respect the laws, rules, religious customs, and traditions of the host country and strive to create good relations with partners, colleagues and the local population, as well as representing DIB in a way that does not harm its reputation or goals. Employees must keep in mind that they during travels, as representatives of DIB, might have blurred lines between working hours and freetime, and are strongly advised to keep this in mind and show considerate behaviour in accordance with DIB's Code of Conduct at all times to prevent violations of the Code.

## 9. Alcohol and Drugs

Alcohol or other substances (intoxicants) may not be consumed during working hours. However, it is allowed at receptions, staff parties or the like, if kept to a limited and reasonable amount. Employees representing DIB during travels or stays abroad, should refrain from excessive alcohol consumption or other legal drug use, and must comply with the country's laws in this regard.

Consumption of alcohol or legal drugs that can be considered a cultural matter or gesture, and is within reasonable amounts, can be considered. However, if the employee decides on consuming under these circumstances, consequences as well as the consumption itself, is the employees responsibility. DIB will not take any responsibility for decisions made against the general statement, which is not to consume alcohol or other substances during working hours. DIB encourages careful and considerate decisions in this regard, as well as practising the right to refrain from any and all types of consumption.

## 10. Zero Tolerance Corruption Policy

DIB employees may not use their position in collaboration with colleagues, partners or suppliers for personal gain. They may not receive bribes or gifts from colleagues, partners or suppliers. However, smaller gifts may be accepted if it is a matter of local tradition or common courtesy.

Further information regarding DIB's corruption policy may be found on our website [here](#).

## 11. Intellectual Property and Proprietary information

Information acquired through employment or partnering/collaboration that can be considered sensitive or confidential information may not be shared with individuals that are not directly employed or partnering with DIB.

This also includes being considerate with how and where you store sensitive information, to ensure the safekeeping of these. Furthermore, it is the responsibility of the employee to update programs for necessary protection, and to use adequate anti-virus programs to protect sensitive information.

In addition to the Code of Conduct, further guidelines regarding DIB's privacy policies and data protection in Danish can be found [here](#).

## 12. Use of Information Technology

Employees must use DIB's IT facilities considerately. This includes misplacing information or misuse. If there is any suspicion of such conduct it should be reported to DIB's complaint mechanism or directly to the secretariat/board. Unacceptable use of DIB's IT facilities include:

- Illegal actions (cf. Danish law)
- Actions compromising DIB IT security or causing operational disruptions in case of breaches of guidelines or rules
- Actions that misplace information, give outsiders access to the IT facilities or in other ways makes misuse of confidential DIB information possible.

### 13. Protection of DIB's image

DIB's employees must avoid, through words or actions, compromising DIB's image and reputation into disrepute or causing potential security risks for DIB, its employees, other organisations or the local population.

Employees are expected to conduct themselves respectfully on all social media platforms representing DIB. Employees of DIB may not share content of a negative nature that wrongfully reflects DIB's values, their projects or in other ways negatively affects their goals. Content of harmful nature or inappropriate content, regarding any individual, employee or others, is prohibited.

### 14. Conflicts of Interest

A conflict of interest is any situation where a personal preference may conflict with DIB's best interests. In this situation the employee has a duty to inform his/her director (who) and/or make the necessary decisions to avoid the current conflict.

Hereunder it is expected that all employees, representatives or partnering organisations follow DIB's [anti-corruption policy](#) and act on any suspicion regarding violations of this code or other conflicting interests.

### 15. Violations of Code of Conduct & Reporting Mechanisms

All violations of the Code of Conduct will be assessed and receive a proper response. If a complaint is made reporting an incident that violates our Code of Conduct (or other policies of DIB), DIB must handle it with the strictest confidence and at no point jeopardise the safety, reputation or anonymity of the people involved.

#### 15.1 What to do when reporting a complaint?

A complaint can be made by anyone and can reach DIB either through the website under "Reporting a complaint" or directly to one of our DIB employees. It can also be made to one of our local project managers, who will then contact DIB.

The complaint will, regardless of which of these options the complaint is placed with, be handled considerately and, by your own choosing, anonymously. For more information about our reporting mechanisms it can be found here on our website, or you can write DIB at [klage@dib.dk](mailto:klage@dib.dk).

### 16. Other guidelines and policies

The Code of Conduct is based and supplemented by DIB's other policies and guidelines, as well as by law:

- DIB persondatapolitik
- DIB antikorrupsjon politik
- DIB safeguarding politik
- Duty of care
- Rejse Sikkerhedspolitik
- Klagemekanismer