

CODE OF CONDUCT FOR WILDE GANZEN PARTNERS

Introduction

Wilde Ganzen Foundation and its partners are committed to preventing misconduct and safeguarding vulnerable populations. By *partners*, we refer to staff of all our partner organisations, as well as consultants, trainers and other individuals representing Wilde Ganzen Foundation. Partner organisations can be: a CBO or NGO located in a DAC country¹ (referred to by Wilde Ganzen as Local Partner Organisation), with whom we have a one year or multi-annual collaboration. They can also be an NGO in one of our alliance countries for the Change the Game Programme or have been contracted by Wilde Ganzen for localizing project management. Wilde Ganzen refers to them as National Partner Organisation and National Coordinating Organisation. Together, these partners and Wilde Ganzen share responsibility for upholding the highest ethical and professional standards in their work. The management of each partner organization has a duty to ensure that all staff members are aware of this Code of Conduct, understand its practical implications, and apply it within their context.

Objective

This Code of Conduct aims to raise awareness among all partners about integrity risks and to promote ethical behaviour. It is designed to prevent misconduct and ensure a safe working environment. To achieve this, all partners associated with the Wilde Ganzen Foundation must adhere to the established guiding principles, behavioural standards, and policies.

Guiding Principles

Wilde Ganzen Foundation expects partners to comply with the following guiding principles. The guidelines provide a broad framework for decision-making and conduct.

- **Respect for Diversity and Inclusion:** Emphasizes the importance of treating all individuals fairly and valuing and taking into account diverse perspectives regardless of race, gender, religion, age or other personal characteristics.
- **Zero Tolerance for Harassment, Intimidation:** Ensures a safe environment free from any form of harassment or intimidation.
- **Transparency and Accountability:** Encourages open communication and responsible behaviour, ensuring actions are transparent and accountable.
- **Commitment to Continuous Learning:** Focuses on ongoing learning and adapting practices based on feedback and evaluation.

¹ **DAC countries:** countries on the OECD Development Assistance Committee (DAC) list of countries eligible to receive official development assistance (ODA). The list is periodically updated by the OECD.

Reporting mechanism and addressing the complaints

Upon any suspicion or observation of an act and/or behaviour that could be construed as unethical, follow the reporting procedures set out in the policy of your own organisation. If there is no procedure or policy, or this procedure does not result in the desired results, you can report the case to Wilde Ganzen's integrity coordinator (integriteit@wildeganzen.nl) or your contact person within Wilde Ganzen. You can also contact them if you want advice or support. Depending on the seriousness of the situation and the reaction of those involved, you may report or discuss the case with local authorities or a confidential advisor in your organization.

Please consider the following principles when you **report a case relating to harm to children**:

- Take any concern raised seriously;
- Take steps to ensure the protection of the child who is the subject of concern;
- Support children, staff or others who raise the concern;
- Listen to the views and wishes of the child and take these seriously.

Breach of Code of Conduct

When Partner Organisations of Wilde Ganzen Foundation violate this Code of Conduct, Wilde Ganzen Foundation has the right to investigate the matter and take appropriate action. Action may result in temporary or permanent termination of the contract and collaboration. Depending on the seriousness of the violation, Wilde Ganzen may also report the organisation to the local authorities.

Policy

Each partner organisation of Wilde Ganzen **must have its own** formal rules and procedures that outline how the guiding principles and behavioural standards are to be implemented and enforced. This includes, at a minimum:

- **Integrity policy**, including a **Code of Conduct** (with an Anti-Discrimination and Anti-Harassment Policy and a clear reporting mechanism).
- **Safeguarding policy** for working with vulnerable people.
- If a partner organisation works with children, it is **mandatory** that they also have a **Child Protection Policy** in place. If you need help formulating or updating your safeguarding or child protection policy, you can use the [Child Protection Toolkit](#).

Behavioural Standards

The following standards define the specific expectations for behaviour and conduct in various situations. The examples mentioned are not all-encompassing. By unethical behaviour we mean misconduct such as exploitation and abuse, bullying, harassment (sexual and non-sexual), aggression and violence. Furthermore, any conduct prohibited by law such as corruption, fraud and theft, or clashing with the guiding principles mentioned in this Code of Conduct.

As a partner collaborating with Wilde Ganzen Foundation, I will:

1. **Contribute to a safe culture** within my organisation and while working together with partner organisations, communities and vulnerable people. I will do this by treating everyone equally and respectfully, regardless of their age, origin, gender, sexual orientation, skin colour, language, religion, political or other belief, nationality, ethnic or social background, disability, and so on. I will also communicate this externally.
2. **Not display behavior that may be harmful or offensive** to another person. See above explanation of 'unethical behavior'.
3. **Not share privacy sensitive information** about an individual, multiple individuals and their family(s) without written consent from the individual.
4. **Handle information, equipment, money and resources owned by my organisation carefully** and conscientiously and use it according to the standards and rules applicable to it.
5. **Only accept gifts that are appropriate within a working relationship.** They should be modest and of low financial value and preferably only have a symbolic value.
6. **Be transparent, honest and clear about my work** towards the affected individuals and community.
7. **Assess ethical behaviour risks** within the planning and implementation of activities (of my organisation).
8. **Not participate in activities that involve forms of forced labour**, including child labour. I will not engage in harmful traditional, spiritual or ritual practices.
9. **Ensure consent when creating and using visual material (i.e. photographs, film):** Ensure that consent is obtained in advance from individuals or, in the case of children, from their legal representatives or caregivers. Use only images that are decent and respectful. Ensure that individuals are dressed appropriately and avoid sexually suggestive poses or images.
10. **Empower communities and stakeholders** by clearly informing them of their rights, explaining what behaviour is acceptable and unacceptable, and ensuring they know how and where to raise concerns or complaints safely.

If applicable;

As a Wilde Ganzen Foundation partner working with vulnerable groups (children, people who are living with a disability, women, ethnic minorities), I :

1. **Am aware that people can hold or lack power** based on characteristics such as gender, race, disability, sexuality, caste, ethnicity, education, and/or their role in an organisation.²
2. **Ensure that relationships and behaviour are not exploitative**, abusive, or corrupt in any way. I will not engage in any form of sexual abuse, assault, or exploitation of any individuals of any age.
3. Whenever possible, **interact with vulnerable individuals only in public or work-related settings.** Contact with children will occur only in the presence of at least one other adult ("two-adult rule"). If this is not possible, I will refrain from engaging.

² A lack of power can increase the risk of exploitation and abuse and the misuse of power and privilege is at the core of abuse, sexual exploitation, and sexual violence.

4. **Engage in physical contact only if it is appropriate**³, initiated by the child or vulnerable person, and occurs within the professional context.
5. **Do not carry out personal tasks** that the vulnerable person, including a child, is capable of doing him- or herself.⁴

If applicable;

As a Wilde Ganzen partner registered as a social enterprise, I:

1. **Will prioritize the social mission over profit and reinvest revenue** to benefit the community. My social mission will be clear and guide all business activities.
2. **Will commit to ethical business practices** by: providing fair wages and fair, safe working conditions,.
3. **Will follow local laws and regulations.**
4. **Will adopt environmentally sustainable practices** to minimize environmental harm and manage waste, resources and energy responsibly.
5. **Will disclose and manage conflicts of interest** to avoid compromising the social mission; personal relationships and financial interests will not influence decisions.

Developing your own code of conduct

We encourage you to draw up your own code of conduct and we will actively engage in discussions about this. If your organization works with children, we strongly advise you to apply a Child Protection Procedure. You can use our Child Protection Toolkit to set up this procedure: [Child protection policy \(changethegameacademy.org\)](https://www.changethegameacademy.org/)

Signature – by a legal representative of your organisation

I fully commit to the Code of Conduct and will uphold and promote the values of the Wilde Ganzen Foundation to the best of my ability for as long as I am associated with the organization.

Appendix list of definitions

Discrimination: any form of distinction, exclusion, restriction or preference, which disadvantages and/or discriminates against an employee or group of employees in the organization. Due to, for example: life circumstances, philosophy of life, religion, race, ethnic origin, marital status, political affiliation, age, handicap or chronic illness, gender, sexual orientation, working hours or type of contract.

Sexual harassment: any form of verbal, non-verbal or physical conduct with sexual connotation that has the purpose or effect of violating the dignity of the person. In particular when creating an intimidating, hostile, offensive, humiliating or offensive situation.

³ Inappropriate physical contact involves holding, caressing, kissing, hugging or touching in any other inappropriate and/or culturally sensitive manner.

⁴ This includes dressing, bathing and grooming the vulnerable person or child.

Harassment: any form of verbal, non-verbal or physical conduct that has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, insulting, humiliating or offensive environment.

Aggression and violence: incidents involving verbal, non-verbal harassment, threats or physical assault of an employee, under circumstances directly related to the performance of work.

Bullying and harassment: all forms of intimidating behaviour of a structural nature, by one or more employees (colleagues, supervisors) directed against an employee or group of employees who cannot or do not defend themselves against this behaviour.