

# ALBERTINE INTERVENTIONS FOR DEVELOPMENT (AID) CODE OF GOOD CONDUCT AND PRACTICES

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## INTRODUCTION

Albertine Interventions for Development (AID) is committed to operate with integrity and respect towards people, both internally and externally while performing activities. A good reputation and trustworthy staff must be treasured. This requires high standards, balancing short and long term objectives, and taking into account the interests of the partners and donors we work with and the complex world we live in. All Albertine Interventions for Development (AID) representatives are to act with respect and integrity as is intended and prescribed in this Code of Good Conduct and Practices.

This Code of Good Conduct and Practices will guide the development of the Albertine Interventions for Development (AID) policies and procedures for good conduct and practices which also need to be in accordance with the provisions of organization Constitution and legislation. This document can not be interpreted as a contract by law and thus serve as a base for legal repercussions to management and staff when values and principles are not being protected.

This document encompasses values of respect and integrity. All Albertine Interventions for Development (AID) Regional and field offices are expected to have it and also develop such policies in line with this document to enable adjudication, enforcement and the management of the fundamental and guiding principles. Labour agreements and consultancy contracts should enable sanctions matching local legislation.

First, the scope, time and place are described to define its applicability. Second, types of misconduct are listed that safeguard a professional attitude, decision making and behavior. Finally a grievance procedure is described encompassing report of a breach or concern, investigation of an alleged claim, consequences and confidentiality to the reporter.

## 1 Values and principles

Representatives of Albertine Interventions for Development (AID) are expected to show respect and cultural sensitivity to any person, (including colleagues), in line with Albertine Interventions for Development (AID) values and principles.

Conduct according to Albertine Interventions for Development (AID) values and principles is defined below:

1a. Albertine Interventions for Development (AID) representatives will show **respect** to all no matter what gender, religion or belief, ethnicity, race, marital status or civil partnership, pregnancy and maternity, nationality, social position, economic position, disability, age, sex, sexual orientation, or gender identity or reassignment.

1.b Albertine Interventions for Development(AID) representatives will show **integrity** in all activities and communications with partners and stakeholders.

1.c Albertine Interventions for Development(AID) representatives will contribute to a **safe and healthy** working environment.

1.d Albertine Interventions for Development(AID) representatives uphold sustainability values in their work and their day-to-day activities. Albertine Interventions for Development (AID) upholds **social-economic values** i.e. equal opportunity employment and equitable compensation and HRM principles. Albertine Interventions for Development (AID) upholds **environmental values** i.e.

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mitigating the office footprint in water and energy usage, and carbon emissions by flight policy, sustainable printing practices, and stimulating the use of electric and public transport.

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## **2 Scope**

Included are all Albertine Interventions for Development (AID) representatives which are:

2.a Members of AID executive board

2.b Employees working for Albertine Interventions for Development (AID) encompassing the Albertine Interventions for Development(AID) Country, Regional and field offices.

2.c Consultants working within Albertine Interventions for Development(AID) – a contract for a defined period in which the consultant is not part of the labour organization but does perform labour organization activities in administration, financing, communication and/or management at a regular or continuum basis.

2.d Volunteers – no labour contract but performing labour organization activities at a regular or continuum basis.

2.e Interns – an internship contract.

Excluded are consultants and partners working for Albertine Interventions for Development (AID) but not representing Albertine Interventions for Development (AID). For those parties a supplier code of conduct is applicable that addresses non-disclosure of information and good practices. This can be included in a contract with the consultant or partner.

## **3 When and where applicable**

This Code is applicable when:

3.a Staff is on duty at the office or when business trips are made in country or abroad or in any situation in which a person is representing Albertine Interventions for Development(AID) or speaking and/or acting on its behalf in written, oral or video form. In case of a business trip, this Code applies during the whole of the trip, from departure to return arrival.

3.b In a broader sense, it is applicable all the time, on and off duty, when attitude or behavior from a Albertine Interventions for Development(AID) representative could reflect positively or negatively on Albertine Interventions for Development(AID).

3.c Albertine Interventions for Development(AID) representatives are obliged to comply with local laws and regulations. Where this Code establishes a stricter standard than local laws, this Code will prevail.

3.d When a Albertine Interventions for Development(AID) representative, as an individual, is subject to more than one code of good conduct and practices, the representative must consider the expectations in all. Albertine Interventions for Development (AID) representative understands that this Code is not intended to conflict with other Codes of Conduct, and will discuss any potential conflicts with the Country Coordinator, the Country Coordinator or the Executive Board.

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## **4 Types of misconduct**

Albertine Interventions for Development (AID) representatives must refrain from any acts of misconduct. The code refers to the following types of misconduct: Albertine Interventions for Development (AID)

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### 4.a Physical, verbal and sexual abuse

**Physical abuse** is often the most easily recognized form of abuse. Physical abuse can be any kind of hitting, shaking, burning, pinching, biting, choking, throwing, beating, or any other action that causes physical injury, leaves marks or causes pain.

**Verbal abuse** is described as a negative statement made to a person or about a person. It is a pattern of words, remarks or comments that emotionally and mentally isolate a person in the workplace or working environment. Examples of verbal abuse are expressing threats, name calling, teasing and gossiping.

**Sexual abuse** is any type of exploitation and/or sexual contact between an adult and anyone younger than 18, or if one person overpowers another, regardless of age (as perceived by the one overpowered).

### 4.b All forms of hostility, intimidation and/or sexual harassment

**Sexual harassment** includes all forms of body language, attire, sound and physical contact that are perceived as a form of sexual harassment by the person harassed. Such behavior will not be tolerated and should be avoided at all times. Although not always reaching the level of harassment or abuse, it may nonetheless create an atmosphere of discomfort, hostility, or intimidation which is also not tolerated. In addition harassment may include:

1. Unwanted sexual advances or propositions
2. Offering employment benefits in exchange of sexual favors
3. Threatening reprisals (act or convey), after a negative response to sexual advances.

### 4.c Sexual contact

This concern both wanted and unwanted **sexual contact** in a professional relation or context of any kind which has not been addressed already in 4a and 4b.

### 4.d Discrimination

**Discrimination** encompasses making a distinction between people and treating them differently based on their class or category rather than individual merit.

### 4.e Theft of physical items and intellectual property

**Theft** encompasses burglary, larceny and/or robbery of tangible items belonging to Albertine Interventions for Development(AID) and Albertine Interventions for Development(AID) representatives, including but not only limited to office equipment, plans, reports and financial resources.

Intellectual property are intangible assets of Albertine Interventions for Development(AID) and Albertine Interventions for Development(AID) representatives such as (innovative) concepts, inventions, practices, tools, symbols and logo's, and designs with or without property rights or trademark.

### 4.f Inappropriate use of assets

**Inappropriate use of assets** either tangible or intangible is the use for any purpose other than that required to perform day-to-day activities. Computer systems are not to be used for illegal or other

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improper purposes. In addition, pre-determined measures must be taken to Albertine Interventions for Development(AID)

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Prevent information therein from leakage or from outsiders gaining access to the computer systems.

### 4.g Inappropriate use of e-mail/internet/social networking

**Inappropriate use of e-mail/social networking** entails any use which is not in support of day-to-day activities. This includes accessing provocative communication channels, abusive and/or offensive language in e-mail correspondence and/or social networking conversations.

### 4.h Conflict of interest

A **conflict of interest** can arise when activities are performed that may impair the interests of Albertine Interventions for Development (AID). This can be any formal and/or informal position in politics, business, civil society or private affair. Without obtaining the prior permission of Albertine Interventions for Development(AID) (MD and/or in case of ED the Executive Board), you must neither perform any activity nor assume any position that is likely to be in conflict with the interests of Albertine Interventions for Development(AID).

When such a situation is developing outside your span of control, for instance through intimidation by colleagues, business partners, politicians, media, or familiarity, this is to be reported immediately to the ED or Executive Board for proper action.

All formal and informal positions of Directors are made public by the end of each year.

### 4.i Nepotism, misuse of power

This relates to **misuse or abuse of your position or power**, or any information acquired or derived in the course of your duties, to pursue private interests or yourself or those of your family, friends, or (former) associates.

### 4.j Fraud

A **fraud** is an intentional deception made for personal gain or to damage another individual (see Albertine Interventions for Development (AID) Fraud Charter, in development).

### 4.k Bribery

A **bribery** is any exchange of gifts or gratuities that could be perceived as inappropriate and is intended to influence the recipient's conduct. Accepting and/or offering a bribe are prohibited. When a bribe is offered to you, always report to ED or Executive Board.

A bribe may be any money, good, right in action, property, preferment, privilege, emolument, object of value, advantage, or merely a promise or undertaking to induce or influence the action, vote, or influence of a person in an official or (semi-)public capacity.

Accepting or giving a gift or gratuity with a value of up to 40 Euros is permitted under the condition this is reported to and approved by the ED or Executive Board. Gifts or gratuities that are expected to be approved are the normal exchange of gifts between friends or business colleagues, or tokens exchanged as part of protocol. Albertine Interventions for Development (AID)

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### 4.I Breaching confidentiality

**Confidential information** is any non-public information pertaining to an individual or legal entity that it wishes to remain restricted to only those that have prior authority to use such information granted by the individual or legal entities. This includes information and publications in any form concerning salary, staffing, employee and personal data, strategies, planning and reporting, projects and programming, funding and financing, partnerships, know-how, tools and other intellectual property, in particular details subject to a Non-Disclosure Agreement (NDA).

Disclosure of confidential information is considered a breach unless requested by court order, required by law or supervisory body. Secrecy about criminal practices is never subject to confidentiality. When confidentiality deems appropriate, measures are to be taken and safeguarded that confidentiality is not breached. Albertine Interventions for Development (AID) representatives must comply with protocols that guide the collection, storage, use, transmission and disclosure of information.

### 4.M Misrepresentation of the organization or another staff member

This concerns **misrepresentation** and/or impersonation of another staff member or a false representation of Albertine Interventions for Development (AID) which could damage the reputation and integrity.

### 4.n Use of drugs

**Drugs**, not including medication, are prohibited. Possession and use of drugs at the workplace are prohibited.

### 4.o (Mis)using alcohol

The use or possession of **alcohol**, at the workplace or anywhere else during work hours, is prohibited. Exceptions can only be made with explicit approval by the ED or EB of Albertine Interventions for Development (AID). Misusing alcohol at such occasions is prohibited.

### 4.p Using tobacco

Smoking **tobacco** in the form of cigarettes or cigars is prohibited on the premises of Albertine Interventions for Development (AID) unless smoking zones have been assigned. Smoking outside office buildings and smoking within smoking zones should never disturb co-workers and third parties.

### 4.q Unprofessional conduct

**Unprofessional conduct** refers to any kind of attitude, decision making or behavior not already mentioned previously, that may potentially cause harm to the organization's reputation and or good standing and/or bring the organization into disrepute.

## 5 Consequences

5.a The consequences of engaging in conduct that breaches this policy or any standard in this Code are ground for disciplinary actions, up to and including dismissal. When a criminal offense has occurred, this will be reported to the local authorities. Albertine Interventions for Development (AID)



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5.b In addition to disciplinary actions, up to and including dismissal will be taken against Albertine Interventions for Development(AID) representatives in the following situations:

1. for not following up on reported suspicion of misconduct;
2. for retaliating against a colleague who reports concerns or otherwise cooperates with an investigation;
3. For maliciously and falsely reporting misconduct; and
4. for not cooperating fully with an investigation.

5.c No action of any sort including disciplinary actions will be taken against a Albertine Interventions for Development (AID) representative reporting concerns in good faith. Albertine Interventions for Development (AID) representative reporting concerns in good faith is to be protected from any direct or indirect negative consequences (such as intimidation, harassment, violence, discharge etc.).

5.d Albertine Interventions for Development(AID) representatives that breach or have breached the code can report this themselves to the ED. The ED can report to the EB. This does not excuse or relinquish the individual breaching this Code from wrong intent or wrong doing nor from disciplinary actions or reporting to the local authorities.

### **6 Grievance procedures**

#### **Reporting**

6.a When this Code is breached or a concern is raised, you must report to your manager, the company counselor or the ED in writing. If, for good reasons, you cannot go to any of these, you are to contact the ED for AID in writing. The ED reports to the Board of Directors.

6.b Reporting must be done immediately or as soon as possible without endangering yourself, co-workers or bystanders.

6.c Reporting within one year after alleged misconduct has taken place will always be considered. It is up to the discretion of the Director/Board to consider misconduct reported more than one year after the alleged misconduct has taken place.

6.d Reporting must be in writing, non-anonymous and must address (when known):

1. Type of misconduct; and concrete description.
2. Representative(s) of Albertine Interventions for Development (AID) involved.
3. Date and period of breach of the Code of Conduct.
4. Always with evidence in the form of documents/witnesses/relevant. Actors/grounds in support of the breach of conduct reported.

#### **Investigation**

Management/Board receiving a report of concern for misconduct will inform the director first in line of the report. Together they will decide who will investigate the raised concerns.

6.e An investigator and (witness) third party will be appointed and together they will form complaints committee. Albertine Interventions for Development (AID).

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6.f The person who reported the concern of misconduct will be contacted by the investigator for further elaboration and for any substantiating concerns with evidence.

6.g The person(s) accused of misconduct will be interviewed by the complaints committee and are allowed to defend themselves against the accusation. A copy of the written complaint against him/her must be made available to the person accused at least one day prior to the interview. The reporter will not be made known to the person(s) accused.

6.h When possible and available, relevant actors will be interviewed by the complaints committee in support of notification or persons(s) accused.

6.i The complaints committee will conclude if and to what extent the Code has been breached.

6.j The investigator will report back to management and director/Board on findings and conclusion.

6.k The director/Board will decide and follow-up on disciplinary actions, up to and including dismissal when the Code has been breached.

6.l When the Code has not been breached this is reported back to the reporter.

6.m In case this raises a concern for maliciously and falsely reporting misconduct, an investigation procedure as described above is initiated to assess the nature of this misconduct.

**Confidentiality Policy (mis)conduct**

6.n After closing an investigation, staff will be informed of concerns, findings, conclusion and when the Code has been breached also of disciplinary actions taken. When the Code has not been breached, permission from the person(s) accused is required for disclosure of facts. This is not required when the Code has been breached.

6.o At no time during or after the investigation process shall it be made known to anyone other than the individual who received the initial report and the investigator who made the report on a potential misconduct, unless the report was considered maliciously and falsely after an investigation procedure.

**AFFIRMATION**

This Code of Good Conduct and Practices of Albertine Interventions for Development (AID) was introduced in 2016, approved by the Executive Board of Directors of Albertine Interventions for Development(AID) on April 11<sup>th</sup>, 2017, approved by the ED in July 2017. The code is reaffirmed annually by the Executive Board of Directors to ensure it remains current and relevant.

I agree to comply with the Code of Good Conduct and Practices of Albertine Interventions for Development (AID).

Name: .....Signature: .....

Date: .....