



CODE OF CONDUCT

UNWELCOME INTIMACIES

ETC Foundation

ETC	Management
Date	16 July 2014
Electronic file name	ETC Code Of Conduct Unwelcome Intimacies

For Approval:

A handwritten signature in blue ink, appearing to be 'J.H.J. Dusseljee', written over a light blue horizontal line.

J.H.J. Dusseljee

Director ETC Foundation

CODE OF CONDUCT “UNWELCOME INTIMACIES”

This text defines the principles for ETC’s policy concerning unwelcome intimacies.

- There is no room within ETC for unwelcome intimacies! All employees should be aware that ETC does not tolerate such behaviour.
- Unwelcome intimacies are defined as behaviour that is experienced as unwelcome, annoying, unpleasant or threatening. The latter includes:
 - Sexual intimidation
 - (Gender) discrimination and/or racism
 - Aggression and violence
 - Damage to property
 - Abuse of alcohol and drugs
 - Calamities
- When is certain behaviour unwelcome and when is it not? There should be no misunderstanding concerning sexual assault. However, ambiguous jokes are not always considered as unwelcome, nor a casual stroke or pat on the back. There is nothing wrong with spontaneous expressions of affection or appreciation when it takes place by mutual agreement. However, what one person may find normal or pleasant may not be at all appreciated by another. This can be experienced by anyone anywhere, including in the work place. Research shows that women and girls have relatively more experience of unwelcome sexual advances and touching. Nevertheless, men and boys can also be victims.
- In practice, most people find it very difficult to react to unwelcome intimacies in an appropriate manner. The best remedy is to talk about what has happened with the person in question. If this is too difficult, the appropriate action is to talk with your manager or another colleague.
- For people in need of support or confidential counselling in the event of unwelcome intimacies, ETC provides an external counsellor. If an employee consults the external counsellor, ETC will not receive a report in any form from the external counsellor. However, ETC will absorb the costs involved in a manner agreed with the external counsellor.

ETC counsellor for unwelcome intimacies:

Name: Andrea Henning / Wezenlijk Werken
Address: Van Doesburglaan 123
6708 SR Wageningen
Phone: +31 (0)6 51948947 / +31 (0)317 415447



- Unwelcome intimacies towards an ETC staff member and reported to the Management Team, whether by ETC staff, associates, clients, partners or project beneficiaries, will be treated with the utmost care. If the complaint is upheld, appropriate measures will be taken against the person that committed the unwelcome intimacy. These measures may include disciplinary actions, varying from a warning to dismissal, proportionate to the gravity of the misconduct.