



CODE OF CONDUCT

ETC Foundation

ETC	Management
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For Approval:

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

J.H.J. Dusseljee
Director ETC Foundation

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1. INTRODUCTION

ETC adheres to the Dutch Code of Conduct for the proper management and governance of NGOs (Goed Bestuur voor Goede Doelen, Wijffels Commission and Partos Code of Conduct), referred to as the 'Wijffels and Partos Code', regarding its rules and practices (including policies on integrity and diversity), both within the organisation and towards Southern organisations (see attachment). The Wijffels and Partos Code encompasses a number of core values such as ethical entrepreneurship, with zero tolerance of corruption, full compliance with legal rules and regulations, respect for individual freedom and attention to the sustainable use of natural resources.

The Wijffels and Partos Code has been included and is operationalised within the organisation's management cycle and addresses good governance, sustainable societal development, local ownership, partnerships, professionalism and effectiveness, financial standards, transparency and accountability, fundraising methods, external publications, human resource development policy, employment contracts and obligations of the employee, sexual behaviour and conduct of employees, environmental policy, health and safety policy, internal complaints procedures and relationships with Southern partners in subcontracts.

2. SUSTAINABLE SOCIETAL DEVELOPMENT

In operationalising the Wijffels and Partos code of conduct, ETC is committed to the promotion of sustainable positive change by:

- Operating on the basis of policy that aims to achieve sustainable results from its efforts;
- Working, on the basis of this policy, towards collaboration intended to achieve sustainable outcomes and impacts;
- Serving, above all, the long-term objectives and needs of the groups of people targeted by its interventions, in all its activities. These activities may take place both in the areas where the target groups are located and also on the global level;
- Identifying any potential negative impacts before carrying out interventions and activities, and do whatever is possible to avoid these negative impacts;
- Upholding human rights, as set out in the Universal Declaration of Human Rights, and, against that background, paying special attention to vulnerable people and the deprived in the areas in which ETC is active;
- Taking gender equality and the rights of women and girls as an important starting point in drafting and implementing policy;
- Taking ecological sustainability into account in its activities.

3. LOCAL OWNERSHIP

In operationalising the Wijffels and Partos code of conduct, ETC strives to:

- Ensure wherever possible that its partners are co-owners of their programmes and projects and that their objectives and requirements, and those of their target groups, are the determining factor in policy formation and in the design of these programmes and projects;
- Wherever possible, make use of existing local structures and expertise, so strengthening the field of civil society organisations in countries where ETC is active.

4. PARTNERSHIPS

In operationalising the Wijffels and Partos code of conduct, ETC strives to achieve:

- Partnership relationships based on shared values such as equality, complementarity, mutual respect, trust, autonomy of the organisation and shared long-term goals, solidarity and global citizenship;
- A strengthening of collaborative relationships with other actors involved in international collaboration.

5. GOOD GOVERNANCE

In operationalising the Wijffels and Partos code of conduct, ETC:

- Actively pursues policies relating to the prevention and combating of fraud and corruption, both within the organisation and in the way the organisation deals with the outside world;
- Has separated the governance of the organisation from its supervision, in accordance with the Wijffels and Partos Code;
- Acts in accordance with the guidelines issued by the Centraal Bureau Fondsenwerving (CBF) (i.e. central bureau for fundraising). In the event of a conflict of interest in relation to a member of the board of trustees, the member in question must report this to the board on which they sit. The member in question must then exclude themselves from further relevant consultations and decision-making.

6. STIPULATIONS FOR SUBCONTRACTORS

- Any contract that describes the relationship between ETC and the organisation or person involved will state that the subcontractor, and its members of staff, volunteers and trainees, will comply with statutory and regulatory requirements of the country in which they work, including social and environmental regulations of the country of operation.
- Projects/programmes should be designed and implemented following a process of participatory decision-making that involves the beneficiaries.

7. PROFESSIONALISM AND EFFECTIVENESS

In operationalising the Wijffels and Partos code of conduct, ETC strives to:

- Use the resources available as effectively and efficiently as possible;
- Continually improve its own capacity to achieve its mission;
- Work together with organisations where this increases effectiveness and/or efficiency;
- Demonstrably work on the quality of the organisation and its processes, and have these externally assessed on a regular basis;
- Monitor and evaluate its activities and results, based in part on locally formulated indicators relating to process and outcome;
- Adhere where appropriate to the generally applicable standards for Socially Responsible Enterprises.

8. THE CREATION AND SHARING OF EXPERTISE

In operationalising the Wijffels and Partos code of conduct, ETC strives:

- To be a learning organisation (i.e. one that encourages learning on all levels (individual and collective) and takes a planned approach and thereby continually develops itself);
- To encourage learning from experience and the proactive sharing of expertise with each another and with and between the partner organisations and the various stakeholders, both within the sector and beyond.

9. FINANCIAL STANDARDS

In operationalising the Wijffels and Partos code of conduct, ETC has adopted the following financial standards as a minimum:

- Obtaining a satisfactory auditor's report in accordance with the relevant guidelines for annual reporting;
- The VFI Directive "Reserves for Charitable Organisations" is adopted in relation to the scope and management of reserves as well as its investment policy;
- The remuneration of Directors and Managers will be in accordance with the latest version of VFI's "Advisory Directive for Boards and Supervisory Panels on Remuneration for Directors of Charitable Organizations". The standard rate issued by the Netherlands Ministry of Foreign Affairs (DG-norm) will be adopted as the maximum for all Managers, the Director and Staff;
- Transparency in relation to its financial situation by publishing its annual accounts.

10. TRANSPARENCY AND ACCOUNTABILITY

In the interests of transparency and accountability, ETC has adopted the following principles:

- To take active steps to provide a comprehensibly formulated insight into its objectives, policy, decision-making, deployment of resources, activities, progress, results, evaluation and operations in the Netherlands and in the fields that they are active;
- Accountability will in part be towards those constituting the target group for its activities;
- To be prepared to engage in consultation and dialogue about its own performance with relevant societal and political groupings.

11. RESPONSIBLE FUNDRAISING METHODS

In operationalising the Wijffels and Partos code of conduct, ETC:

- Will provide full, accurate and accessible information about the goals of fundraising;
- Will show respect to both the donor and the recipient when fundraising;
- Will report the costs of activities whose main aim is fundraising as the costs of fundraising, and do so in a transparent manner;
- ETC and/or its offices in partner countries who call on local resources for fundraising will prioritise the fundraising of their local partners when the latter are also making a call on such local resources;
- Will draft policy and select images and messages on the basis of the following principles:
 - Respect for the human dignity of the persons involved;
 - The equality of all mankind;
 - Acceptance of the necessity to promote solidarity and justice.