

Code of Conduct

The Liliane Foundation and MIVA contribute towards a more inclusive society in which marginalized groups such as children with disabilities can participate to the best of their abilities, develop their potential and enjoy full implementation of their human rights.

This Code of Conduct is based on concepts from the United Nations Convention on the Rights of the Child and the Rights of Persons with Disabilities.

Scope and purpose of the Code

The aim of the Code of Conduct is to provide guidance to staff members¹ regarding some important key issues which the Liliane Foundation and MIVA staff needs to be aware of. The Code of Conduct applies to all staff members regardless of their location. For staff members to which the regulations regarding employment conditions (AVR) apply, this code of conduct is additional to the code of conduct as included in the AVR.

It is the responsibility of the Human Resources to thoroughly go through the Code of Conduct with each staff member to secure a proper understanding of the Code, as well as the consequences of any breach of it, and the procedures to be followed and the measures to be taken if such a breach of the Code has been reported.

All staff members have a responsibility to familiarize themselves with the Code of Conduct and will have to sign this Code of Conduct, being an explicit element of the contract of employment.

Basic principles

- Liliane Foundation and MIVA wish to be organisations free of aggression, (sexual) intimidation and discrimination.
- Liliane Foundation and MIVA adhere to five core values: equality, simplicity, honesty and clarity, commitment and professionalism, and continuous improvement.
- Liliane Foundation and MIVA reject any kind of (sexual) intimidation, aggression and discrimination based upon race, age, philosophy of life, religion, political conviction, gender, sexual orientation, marital status and disability as forms of unacceptable behaviour.
- Liliane Foundation and MIVA believe it is the right of children with a disability to be valued, respected and understood within the context of their culture, religion, ethnicity and abilities and to be considered as individuals with valuable opinions who can participate in the decisions that affect them.
- Liliane Foundation and MIVA staff is expected to act with integrity, competence and respect and to communicate respectfully about Liliane Foundation, MIVA and/or partner organisations in public.

Specific areas of conduct, submitted to disciplinary action

¹ The code of conduct also applies to volunteers and consultants or professionals who are temporarily hired by Liliane Foundation or MIVA. The terms "staff" and "staff member" are used instead of "employee/volunteer/consultant/professional" for the sake of clarity, but should be understood to include all the above.

Abuse of Power

Humanitarian work is a profession and as a result of ongoing high standards Liliane Foundation and MIVA continue to enjoy respect amongst our beneficiaries.

- Staff members are not to use the power of their position for their own benefit or for the benefit of family members or friends.
- Kickbacks, bribes or other forms of personal enrichment are not permitted in any circumstances.
- Staff members are not permitted to receive personal gifts of money, materials or services from beneficiaries or sub-contractors, exceeding a monetary value of € 75.

Conflicts of Interest

Occasionally situations arise where a conflict of interest occurs between Liliane Foundation or MIVA activities and personal activities. This can particularly occur in the areas of service provision and business contracts.

- Staff members are not permitted to start and maintain business relationships between members of their own direct family² and Liliane Foundation or MIVA;
- Staff that also manage private businesses or have a financial interest in specific businesses are not permitted to sign contracts between Liliane Foundation or MIVA and those businesses;
- Where a staff member becomes aware of a potential conflict of interest he or she must immediately discuss this matter with their manager. The manager will inform the management team. Liliane Foundation and MIVA will make every effort to ensure that a potential conflict of interest will be resolved in fairness to all parties;
- Where staff members continue to permit a conflict of interest to remain, disciplinary processes will be invoked.

Confidentiality and use of Liliane Foundation and MIVA property and knowledge

- Staff members are obliged to maintain confidentiality with respect to the information provided to them. This includes personal data of Liliane Foundation and MIVA donors, beneficiaries and other staff members;
- Staff members must use Liliane Foundation and MIVA computers, telephones and other equipment and materials in accordance with the regulations regarding employment conditions (AVR);
- Staff members must use Liliane Foundation and MIVA email and internet facilities in accordance with the regulations regarding employment conditions (AVR);
- Staff members are not permitted to use institutional knowledge for personal advancement.

Interaction with other staff

Staff members are encouraged to maintain open and professional relationships with each other. Differences in culture, ethnic background, religion and politics should be respected.

- While it is to be expected that friendships will develop between staff, such relationships must not interfere with programme objectives;

² Direct family includes parents, children and siblings, as well as a husband, wife or (life) partner and his or her parents, children and siblings.

- Managers and supervisors are never permitted to form sexual relationships with staff they supervise;
- If employment will not be impacted in such circumstances, it will be necessary to reassign the supervisory process.

Interaction with children

Staff members who come into contact with children should always:

- Empower children by promoting their rights;
- Assist in the best possible way with highest ethical standards based on the child's individual needs;
- Avoid situations which isolate children and where behavior cannot be observed such as in cars, offices and homes;
- Promote openness where issues and concerns can be raised and discussed;
- Identify and avoid situations that can put the child in danger;
- Ensure that when making images of children, that they are respectful, that the children are clothed and their disability is not exposed in a disrespectful and mistreating manner;
- Treat every child with dignity and respect and ensure privacy appropriate to the child age and situation;
- Be responsive to the child's reactions;
- Encourage the child to have a positive image of his/her own body.

Staff members who come into contact with children should never:

- Use any form of physical punishment, physical assault and physical or sexual abuse;
- Act in manner that is abusive for the children or place children at risk of being abused by others;
- Use inappropriate language that can provoke physical and sexual abuse;
- Shame, humiliate, belittle or degrade children or engage in emotional abuse;
- Discriminate through preferential treatment;
- Spending excessive time alone with a child unguarded by his/her parents/caretakers;
- Participate in any activity where the child's behavior is likely to lead to abuse or illegal acts;
- Take images of children that are detrimental or explicit and undermine the child's dignity.

Alcohol and drugs

- Staff members are never permitted to work while under the influence of any drug related substance, legal or illegal, that affects the ability to perform their duties;
- No drugs substances are permitted in the office;
- Working under the influence of alcohol is considered gross misconduct and staff members affected by alcohol during work periods will be dealt with in accordance with disciplinary procedures;
- In environments where the possession and/or use of alcohol are illegal, staff and dependents must not consume or store alcohol.

Sexual behaviour

Liliane Foundation and MIVA strongly encourage careful consideration with regard to the development of any sexual relationships.

- Staff must comply with local laws and prohibitions;
- Regardless of local laws or lack of such laws Liliane Foundation and MIVA forbid sexual relationships of any type with any person under the age of 18 years. Mistaken belief in the age of a child is not an acceptable defense;
- Sexual relationships with programme beneficiaries, their family members or persons employed by businesses contracted to Liliane Foundation (such as (S)PO's) or MIVA are never permitted;
- Staff should refrain from purchasing, or obtaining through other influence, sexual relationships of any form while representing Liliane Foundation or MIVA.

Compliance to the Code of Conduct

For Liliane Foundation and MIVA staff members this document is directly linked to the contract of employment. Any staff member who fails to comply with the Code of Conduct will be subject to disciplinary action, up to and including dismissal from employment. The nature and extent of the action to be taken will be decided by the Manager.

Where an individual unintentionally breaches the Code of Conduct and, realizing this, informs the Manager, this will be taken into account when deciding on what, if any, disciplinary action will be taken.

Where laws of the country have been violated by a staff member he or she may also be subject to criminal or civil proceedings.

Signature

I fully subscribe to the Code of Conduct and I will promote to the best of my abilities the values of the Liliane Foundation and MIVA for as long as I am employed by the Liliane Foundation or MIVA.

Name:

Date:

Signature: