



CODE OF CONDUCT

OWNER Integrity Officer
VERSION DATE February 11, 2020

ЧЕМПИОН

The Code of Conduct applies to all staff, including managers and coordinators; full-time, part-time, temporary, permanent, in Amsterdam (HQ), offices staff; job applicants; interns; student workers volunteers and to all parties that enter in to a legal agreement with Dance4Life in which Dance4Life's Code of Conduct and Integrity Framework form an integral part of the agreement.

INTRO

ARTICLE 2.1 RECRUITMENT AND SELECTION

During recruitment and selection, an applicant's integrity and attitude to integrity risks inherent in the position applied for are important considerations. This can be checked by asking questions with regards to integrity to the applicant and/or as part of a reference check.

ARTICLE 2.2 DISCHARGE OF DUTIES

Every employee shall discharge the duties entrusted to him/her with the highest degree of professionalism, ownership, integrity, and loyalty to Dance4Life. Every employee shall comply with all internal and external regulations and lawful instructions regarding the work of Dance4Life given to him/her by the Executive Director or his/her manager, as the case may be.

Every employee shall devote his/her working hours to the work of Dance4Life, and may not undertake private work during working hours, unless duly authorized.

ARTICLE 2.3 OTHER POSITIONS

Employees are obliged to communicate their intention to carry out paid or unpaid (but possibly conflicting) work elsewhere to the employer in writing. If this work presents an issue in respect of the proper execution of the employee's work the employer must, within a month of said communication and after addressing the employee, notify the employee in writing, stating the reasons why the employee is not permitted to perform that other work.

New employees who were already performing other work and who do not terminate that work after being employed by Dance4Life must communicate that fact to the HR department before signing the employment contract. If this work is conflicting with the Dance4Life work, the Dance4Life employment contract cannot be signed.

ARTICLE 2.4 CONFLICT OF INTEREST

No employee shall, while in the employment of Dance4Life, engage in any business or activity that would undermine his/her performance or conflict with the interests of the organization. Dance4Life shall as a rule not enter into agreements with or procure goods or services from employees, directors, supervisory board members or their relatives (within the local context), apart from in exceptional circumstances where it is demonstrated to be in the best interest of Dance4Life and no viable alternatives are available. No employee,

Executive Director may be involved in any decision-making process, or seek in any way to influence such processes, in circumstances where he/she and/or their relatives may be in a position to gain privately from the decision.

All employees shall disclose forthwith any potential conflict of interest and seek approval before proceeding.

ARTICLE 2.5 PROFESSIONALISM

Work performed in the countries in which we operate must be carried out with respect for the local culture, structures, laws, and customs, insofar as these are not counter to international human rights standards, humanitarian law, or the values of Dance4Life.

Any dealings with partners must be professional and strictly business-related.

All employees shall act at all times in a manner that enhances the reputation and wellbeing of Dance4Life as an impartial and independent organization. No employee shall act in a manner that could bring the reputation of Dance4Life into disrepute or otherwise jeopardize its good standing.

ARTICLE 2.6 ACCEPTING GIFTS AND BENEFITS

Employees are not permitted to accept or demand gifts, remunerations, attendance fees, or commissions, whether directly or indirectly, or to accept inheritances or testamentary gifts from persons with whom the employee only comes into contact by virtue of the employee's position. This applies to gifts of a value of EUR 50.00 or more, or any other amount formally registered in accordance with the local context. All gifts must be reported, even if they have a value of less than EUR 50.00. The HR department will register the accepted gifts in the personnel file.

ARTICLE 2.7 BRIBES AND OTHER ILLEGAL PAYMENTS

As a basic principle, Dance4Life does not condone the payment of bribes. This includes, but is not limited to, illegal charges imposed for the release of goods from customs, taxes levied by local authorities in addition to or in excess of the legal maximum, or illegal charges imposed by local authorities in exchange for mission registration, programme approval, and visa or work permits. No employee will accept a bribe of any kind.

ARTICLE 2.8 CORRUPTION AND FRAUD

Dance4Life does not tolerate any form of corruption, theft, fraud and dishonesty.

No employee may falsify information or otherwise provide false information. An employee who engages in such illegal actions shall be subject to summary dismissal. An employee who has caused a loss to Dance4Life through such illegal actions may additionally be held liable for reimbursing the cost of the loss or damage caused.

Dance4Life commits to protect individuals who wish to report or protest the occurrence of irregularities and malpractices which undermine corporate objectives. These individuals can make use of the whistleblowing procedure that is part of this policy.

ARTICLE 2.9 FOREIGN TRIPS

Invitations by third parties to go on a foreign trip must be reported to the first manager in line. The manager will determine whether the trip serves a functional purpose, and the invitation may only be accepted if that is the case. Travel and accommodation expenses are claimed back through the normal expense claims.

Article 2.10 Use of company facilities

Dance4Life property, equipment, and other assets may only be used for the work of the organization, unless otherwise authorized in writing by the Executive Director or the first manager in line, as the case may be. Taking home consumables, such as office supplies or snacks, without the explicit approval of a director or manager is not permitted and is considered theft.

All employees shall safeguard all property and materials entrusted to them and exercise utmost care in their use.

ARTICLE 2.11 ALCOHOL AND DRUGS

The possession or use of drugs or being under the influence of drugs or any other substances that influence behaviour during working hours is prohibited.

The possession or use of alcohol during working hours is prohibited unless explicitly authorized by a director or manager, such as during a reception, lunch or dinner. For a meeting hosted by Dance4Life where alcohol is served the responsibility for alcohol consumption lies with the user and in all cases a responsible attitude toward the use of it is expected.

The consumption of alcohol during business trips should be kept to a minimum, and the employee must be aware of his/her status as a representative.

ARTICLE 2.12 MUTUAL RESPECT, NON-DISCRIMINATION AND CHILD PROTECTION

Dance4Life employees are judged on their performance and proven competencies. Discrimination on the grounds of ethnicity, religion or personal beliefs, political opinion, age, gender, disability, sexual orientation or otherwise is prohibited. Every employee shall conduct himself/herself with courtesy, respect and integrity towards all persons in the course of performing his/her work. No employee may discriminate against any other person.

No employee may abuse or deliberately intimidate any other person. No employee may make sexual advances where he/she knows or ought to know that the approach is unwelcome, or in any other way sexually harass or abuse another person. In general workplace harassment will not be tolerated, and abuse of power is unacceptable. In addition, any relations with colleagues must be reported to HR.

Aggression and violence are not tolerated.

Dance4Life staff must avoid any actions or behaviour involving children that may constitute poor practice or potentially abusive behaviour. A guideline of behavior that is accepted and not accepted in relation to children and young people is specified in our [Safeguarding Policy](#). In addition, Dance4Life has drafted a Toolkit Safeguarding Young People, to guide staff, affiliated and partner organisations deal with safeguarding of young people adequately. This toolkit is proactively shared with all, staff freelancers and partners we work with, and available upon request to other organisations. Requests can be sent to integrity@dance4life.com.

ARTICLE 2.13 INTERNET AND EMAIL USE

The internet and the email systems are available to employees for business use. This means that they should be used for work-related duties. Limited (occasional and brief) personal use is permitted, provided this does not disrupt normal daily activities and/or the technical infrastructure.

The employee is not permitted to gain unauthorized access to non-public sources on the internet and to visit internet sites that contain pornographic, racist,

discriminating, insulting or offensive material. Employees are also not permitted to download and install such content.

The employee is not permitted to use the email system for spamming, sending messages of a pornographic, sexually or otherwise harassing, racist, discriminating, insulting or offensive nature or messages that incite hate and/or violence or may do so.

Content monitoring will only take place in the event of compelling reasons. If an employee is suspected of violating the rules, monitoring may only be performed by the Executive Director for a fixed (short) period and is limited to internet and email traffic data. The decision for monitoring should be thoroughly documented by the Executive Director. The decision is made by the Executive Director together with the Integrity Officer, unless the Integrity Officer's judgement may be compromised. In that case the Executive Director will consult with the Supervisory Board.

When data traffic monitoring has to be performed by the IT staff at Dance4Life, the task must be authorized by the Executive Director. Such a decision clearly indicates when this temporary authorization ends. An intention to monitor the content of email is communicated in advance to the employee concerned, unless this is not reasonably possible.

If an employee is found to have made unauthorized use of internet or email he/she will immediately be called to account by the superior and measures will be taken, depending on the nature of the abuse.

ARTICLE 2.14 SOCIAL MEDIA USE

Private use of social media is limited allowed during working hours. If you use social media:

- / Realize that the information you put on the internet can be read by everyone (also for example by competitors or opponents of Dance4Life);
- / Never put information on the internet that could cause harm to Dance4Life;
- / Always take into account the privacy settings of communities, blogs etc. We advise you to change these settings and limit the sharing of your information to your familiar circle of friends and to limit your visibility beyond that circle;

- / Keep business and private information separate;
- / Never place confidential or classified information on the internet;
- / Never place internal information on the internet;
- / If you post something about Dance4Life on a blog or forum, make sure that your opinion is recognizable as a personal opinion and avoid any impression that it is an official statement of Dance4Life;
- / Do not share confidential or sensitive information about our offices, customers, partners or suppliers;
- / Take into account copyright, quotes, or any other legal rights;
- / Formulate correctly, do not distort facts, do not make obscene or otherwise insulting remarks;
- / If you report a paid ancillary activity on the internet, make sure that you have permission beforehand to perform this additional activity.

ARTICLE 2.15 INFORMATION

Dance4Life expects all employees to manage and report their business data in a reliable, honest, and meticulous manner.

The employee has a duty of confidentiality regarding information that he/she learns of in his/her position and profession, insofar as such an obligation arises from the nature of the matter at hand or has been expressly imposed on the employee.

The employee shall respect the Dance4Life confidentiality clause in the employment agreement.

Questions from the media on matters relating to any business data are dealt with in close cooperation with the Dance4Life communication department. Every employee, or contractor, of Dance4Life signs a declaration that he/she will act in accordance with the Dance4Life confidentiality clause, and any breach of confidentiality will lead to disciplinary action.

ARTICLE 2.16 PRIVACY

Dance4Life handles all privacy-sensitive data from employees, partners and stakeholders in a reliable, honest, and meticulous manner, in accordance with privacy laws and regulations (GDPR). Employees must also act in accordance with internal and legal privacy regulations. Data on employees is only made available as far as there is a necessity for it, and only



to those persons for whom this is relevant in terms of their position.

FINAL NOTE

Management must maintain an open-door culture, and all staff has an obligation to report misconduct without fear of reprisal or retribution. Misconduct may prompt Dance4Life management to take disciplinary action after the facts have been established and all parties have been heard.

Date:

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Signature:

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Full name:

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Dance4Life empowers and educates young people. We provide them with the knowledge, skills and confidence they need to protect their health and promote safe sexual choices