



Datum:	1 juli 2020
Onderwerp:	Code of Conduct (bron: Partos/Heifer)

Code of Conduct Transport4transport Foundation

The Transport4transport Foundation is committed to realizing small logistics projects and micro-economic projects. To do that, we support the distribution and monitoring of bicycle ambulances and other little projects in Central Africa. Our behavior is consistent with the goals and values of our organization. Our board members, volunteers and employees naturally follow the following rules of conduct:

No abuse of power

- We ensure a pleasant and safe (working) environment, where we respect others, and do not discriminate on the basis of nationality, skin color, sex, sexual preference, religion, age,
- We do not use our position to enforce other unwanted behavior (such as sexual favors),
- We give colleagues, interns or project participants the space to express concerns or make complaints about fraud, theft, discrimination, harassment, mismanagement or any other unethical behavior, without any possible repercussions for these persons,
- We do not leak confidential information.

No financial violations

- We do not steal and defraud,
- We do not waste the resources at our disposal,
- We do not misuse the resources or goods at our disposal,
- We do not accept corruption or blackmail.

No interpersonal violations

- We do not exceed the physical and emotional limits of others, for example through unwanted touching, pushing, squeezing, or even physical or sexual harassment,
- We will not continue flirting or other suggestive behavior if it is made clear that the other person does not want that,
- We do not share pornographic, xenophobic or otherwise disturbing or offensive material,
- We do not make false accusations,
- We do not bully, make insulting jokes and do not exclude anyone.

Do not harm name

- We conduct ourselves professionally and respectfully in our contacts with donors, colleagues, (project) partners and project participants,
- The name of the Transport4transport foundation is not used to represent political or religious interests,
- We avoid conflicts of interest between our work and our other activities,
- We do not work under the influence of alcohol or other narcotics, and do not carry illegal substances with us while working for the foundation,
- We do not accept gifts or services from people, organizations or companies that have an interest in partnering with our foundation.

MAINTAIN

A code of conduct in itself does not prevent integrity problems. The standards, values and agreements must be embedded in the organization in various ways. We do this for example by:

- Hire new board members and volunteers that fit within the organization.
- Discuss the code regularly: are the rules still up to date? Which dilemmas are there?
- Not to let cross-border behavior go unpunished.

Report

Employees, interns, volunteers or other external parties who are victims of transgressive behavior, or who see that rules of conduct are being violated in the field, with partners or within the team, can discuss this with and / or report it to a confidential counselor / board member who has board been selected. The confidential advisor conducts a preliminary investigation: is there really a violation of the code of conduct? Is there any reason for doubt? What is the probability? The confidential advisor advises on an official report with relevant follow-up actions.

The board determines further steps: take immediate action when people are in danger and ensure that victims are supported, conduct research to identify the nature and seriousness of the exceedance, report violations to those responsible, or even report them if necessary. at the police.

Supports

It is important that victims of transnational behavior are supported by their environment. This means discussing with the data subject whether action should be taken to restore safety. We look at whether sufficient support can be provided by the immediate environment of the victim, or whether professional help is needed.

Research

If it is decided to conduct a more extensive investigation, the board will establish the investigation protocol. It lays down which questions need to be answered, whether the investigation is carried out internally or externally, whether the police should be involved, who has which responsibility and how the rights of those involved are protected.

To punish

If thorough research shows that the code of conduct has indeed been breached, the organization can punish perpetrators. Depending on the nature and seriousness of the violation, various penalties can be imposed, from an initial warning to removal from the position. If necessary, external legal advice will be sought.

Reflection

Each report discusses whether enough has been done to prevent the problem and what can be done to prevent a recurrence.

Violations outside the team

Integrity violations committed in our projects by personnel, not employed by Stichting Transport4transport, these require special attention. It is up to the board to discuss the problem cases with the responsible managers of the persons involved and to agree with them an adequate investigation, criminal procedure and / or communication plan.

Communication

Stakeholders of the organization must be informed of significant violations of the Code of Conduct. This includes, for example, embezzlement of significant amounts in projects or within the team, sexually transgressive behavior within projects or within the team, or structural harassment. Stakeholders are, for example, relevant partner organizations or donors.

The integrity policy is published on our website. The annual report reports on any reports: number, nature and next steps. It is also stated whether and how the policy has been amended.