

# Ethical Code of Conduct 11.11.11

(version for external communication - Version to be signed for agreement by people who travel to the South on behalf of 11.11.11)

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### 1. VISION

Integrity means for us that acting with caution, justice and openness guide all actions from member organisations, volunteers, citizen initiatives for global solidarity, partners in the South and employees. It means they do not pursue any personal interests, they are loyal and objective and they weigh different interests in a cautious and impartial manner.

This applies especially to following subjects : complying with the non-discrimination principle, dealing with financial resources, and avoiding alcohol, drug abuse, sex offenses, harassments and unwanted sexual behaviour at work.

This Code of Conduct is the base of our integrity policy and supports the legitimacy and trust in 11.11.11 towards these and other (partner) organisations, employees, and the public.

It is impossible for 11.11.11 to submit this code to every single commercial contractor.

However, violations of this ethical code committed by commercial contractors are a sufficient basis for cancelling the contract.

### 2. OUR RULES OF BEHAVIOUR

Our ethical Code of conduct is based on following values:

**RESPECT:** Our pluralistic attitude ensures that we interact with each other in a respectful way

**INTEGRITY:** Within 11.11.11 everybody performs the tasks assigned to him or her adequately, honestly and thoughtfully.

**RESPONSIBILITY:** Within 11.11.11, everybody assumes his or her responsibility on his/her level and on the organisational level, by responsible use of (financial) resources and by dealing with each other responsibly.

#### A. RESPECT

- **Respect for the individual , non-discrimination and gender equality**

11.11.11 starts from the principal that every individual is equal. We operate in a multicultural and international context and believe that diversity is an asset for our society.

We avoid any form of discriminatory or offending behaviour based on a person's race, colour, ethnic origin, nationality, gender, sexual orientation, birth , age, religion, political or philosophical beliefs, current or future health status (e.g. HIV/AIDS), language, social background, pregnancy...

- **Exploitation**

We consider any kind of exploitation of human beings, and of children in particular, an unacceptable violation of human dignity.

We abstain from accepting or soliciting sexual relations, degrading or exploiting others, in exchange for money, employment, goods or services.

- **Safety and health of individuals**

Through all our actions, we avoid endangering our health and that of others. We ensure that safety is part of our daily habits.

## **B. INTEGRITY**

- **Conflicts of Interests**

11.11.11 respects the privacy of all employees and partners in the South.

However (political and other) behaviour, activities, and relations in- and outside the professional arena may not infringe on worthy, neutral, loyal and impartial job performance. Everybody makes sure not to place himself or herself or to be placed in a situation of conflict of interests, in order to perform our job (e.g. purchase, recruitment, awarding grants, partnerships and projects) in an impartial and objective way.

Personal interest includes any advantage for family members, relatives, friends, own organisations or personal business, political or other relations.

- **Responsible use of financial resources**

***Gifts and other advantages:***

In no case, may gifts influence or give the impression of influencing the decisions

To guarantee our impartiality, it is forbidden to ask, accept, or give a gift linked to our job.

As an exception, minor tokens of attention on the occasion of e.g. participation of debates or lectures are allowed.

**Corruption: facilitation payments**

Facilitation payments are unofficial payments in order to speed up (administrative) processes or influence the outcome thereof 11.11.11 does not allow these facilitation payments or related activities

**Gifts/sponsoring**

11.11.11 accepts gifts and sponsoring from private companies conform our policy.

**Expenses**

11.11.11 has procedures concerning expenses and signature authority. Everybody complies with these procedures. See "Handbook signature authority 11.11.11"

**Attendance fees**

Attendance fees obtained during performing the job will always be transferred to 11.11.11.

## **C. RESPONSIBILITY**

- **Sense of responsibility and loyalty**

Every member organisation, volunteer, citizen initiatives for global solidarity, South partner and employee must take his/her responsibility. We resume our responsibilities in all our activities at all levels. We never discredit 11.11.11 under no circumstances.

### **3. REPORTING AND DETECTING VIOLATIONS OF THE CODE OF CONDUCT**

Awaiting the creation of an external central reporting point for the NGO sector, complaints and violations of the ethical Code of conduct can be reported to the integrity manager via this mail address:

[integrity@11.be](mailto:integrity@11.be)