

### Objective

The core objective of this Code of Conduct is to have professionalism, respect, tolerance, integrity, transparency and social justice reflected in the interactions of all those who are affiliated or associated with Stichting Kinderpostzegels Nederland (SKN).

The Code serves to create and preserve a sound and positive image of SKN, its management, activities and personnel as professional, ethical and socially responsible.

SKN's Code of Conduct is a set of guiding standards and principles that all affiliated and associated Persons of SKN adhere to in practice and in spirit in all their decisions, procedures, actions and interactions.

The image, role and achievements of an organization are based on the way in which individuals affiliated or associated with that organization behave. Although the tenets of the Code of Conduct are based on organizational principles, the responsibility to work in accordance with the Code lies fully with the individual.

### Individuals Concerned

There are two groups of individuals that are concerned:

- **An SKN Affiliated Person** is anyone officially affiliated with SKN: it refers to all full time and part time staff members, board members, volunteers, interns, vendors, consultants or independent contractors, and any other person who is officially contracted to represent SKN. *Affiliated Persons are expected to **comply** with the principles and requirements specified in this policy.*
- **An SKN Associated Person** is anyone not officially affiliated with SKN who may however be associated or perceived to be associated with SKN: it refers to community partners (including animators, catalysts and the like); partner organizations and their employees, volunteers or interns; sub-contractors; investors; guests; or any other person who is perceived to be associated with SKN. *Associated Persons are expected to **act in accordance** with the principles and requirements specified in this policy.*

### Overview

All SKN Affiliated Persons have the responsibility to enhance the reputation of SKN. The organization should always be portrayed in a manner which promotes the principles embodied in the Code, and all SKN Affiliated Persons should communicate positively and sensitively, according everyone their rights and treating all with respect.

SKN Affiliated Persons are expected to demonstrate the same attitudes and behavior we expect to facilitate in the community. We must be sensitive to local cultural practices and take special care in manner of speech, action and behavior.

Matters of abuse, such as of alcohol, drugs or other, as well as matters of harassment, such as sexual or other, are unacceptable and, where necessary, will be addressed according to law.

## **Protection from Sexual Exploitation and Abuse**

Sexual exploitation or abuse by any SKN Affiliated or Associated Person constitutes an act of gross misconduct and is therefore grounds for termination of employment or contractual agreement.

- Any sexual activity by an SKN Affiliated or Associated Person with a community partner who is a child (person under the 18 year of age or above if legally higher in a specific country) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense.
- Exchange of money, employment, goods, or services - including assistance that is due to community partners - for sex, sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited.
- Sexual relationships between SKN Affiliated or Associated Persons and community partners are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of community development work.
- If the sexual abuse and/or harassment are illegal according to local law, measures will not only include termination of employment or contractual agreement, but also reporting of the offence to the local authorities.

If an SKN Affiliated or Associated Person has concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, s/he must report such concerns via established reporting mechanisms

All SKN Affiliated Persons are obliged to create and maintain an environment that prevents sexual exploitation and abuse and promotes the implementation of the code of conduct. Managers at all levels have particular responsibilities to support and develop systems that maintain this environment.

## **Safeguarding**

SKN is committed to the human dignity of all people and thus does not tolerate any form of exploitation, abuse or harassment, whether verbal, physical or sexual in nature, anywhere in our organization or in our work. SKN designed a set of measures to prevent and address behavior that threatens the safety, well-being and human rights of our SKN Affiliated and Associates Persons.

## **Child Protection**

SKN is committed to promote a safe and secure environment for children and youth engaged in SKN programs during all times. Therefore, SKN will not tolerate any physical, sexual, emotional or verbal abuse against a child or youth anywhere in our work. SKN will take the appropriate measurements as determined by applicable local laws, including immediate dismissal for staff members.

## **Anti-Fraud and Corruption**

SKN will not tolerate fraud or corruption and is committed to transparency, integrity and stewarding the resources invested in communities for community-led development to end hunger and poverty. To this end, SKN's Board of Directors approved a Commitment to Halt Fraud and Corruption.

## **Conflict of Interest**

This policy provides guidelines for identifying conflicts, disclosing conflicts and procedures to be followed to assist SKN manage conflicts of interest and situations that may result in the appearance of a conflict.

## **Code Articles**

### *Cooperative Climate*

SKN Affiliated Persons strive to create an atmosphere of openness, mutual respect and teamwork in relation to colleagues, partners and other actors and take full responsibility for all tasks assigned.

### *Discrimination*

SKN Affiliated Persons accord every person basic respect and dignity and do not discriminate based on class, caste, national origin, religion, ethnicity, gender, sexual orientation or identity, race, color, disability, age or economic status, or other such characteristics, either in an official capacity or in general treatment of an individual.

### *Environment*

When there is an option, SKN Affiliated Persons prioritize alternatives that promote a better environment and do not undertake any activity that pollutes or erodes natural resources.

### *Gender Sensitivity*

SKN Affiliated Persons give equal respect to men and women and fully accept the principles of gender equity.

### *Information and Communication*

Whenever possible, and in accordance with the law, SKN Affiliated Persons uphold the principles of openness, transparency and accessibility of information. Appropriate personal and donor confidentiality is adhered to by all SKN Affiliated Persons.

### *Integrity and the Use of Resources (financial, material and time)*

SKN Affiliated Persons put resources to their best possible use, always remembering that they have been entrusted to us by our investors.

### *Learning Culture*

At every opportunity, the advancement of learning and an approach of continuous improvement are adopted across the organization. Reflection, analysis and documentation of how successes have occurred, or why they have not occurred, are a routine aspect for all individuals and groups that are affiliated with SKN.

### *Professional and Legal Standards*

SKN Affiliated Persons keep informed about, and abide by, current SKN policies, professional standards and laws that govern the practice of their respective responsibilities.

### *Social Justice*

SKN Affiliated Persons ensure that organizations with which we are affiliated, with which we do business, or from which we purchase products, provide their workers with decent working conditions in alignment with our values of promoting social justice and preserving human dignity.