



NFP CODE OF CONDUCT ON INTEGRITY

September 2023

For external partners, participants and suppliers

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1. Introduction

NFP's core values are based upon its mission - contributing to SDG2 - Zero Hunger - by 2030. Our approach is to work inclusive, peaceful, sustainable and integer towards the poorest and most vulnerable groups and areas.

Think of the mission as a compass that gives us direction, with the values as the magnetic field. If we work in the right direction and according to the values, our work will be satisfying. If we deviate from those values, the compass needle begins to vibrate. It doesn't feel right.

In our organisation, we will be alert to this and build in mechanisms that prevent mission drift (deviating from your mission) or mission overdrive (the end justifies the means) and to correct each other through constructive feedback.

This code of conduct applies to everyone who works for NFP and is valid while at work and in work relations. The code is in line with NFP's internal code of conduct. Thus NFP wants to be an organisation where workers feel at home. Do you have any questions, comments or criticisms after reading it? Share it with NFP (info@nlfoodpartnertship.com) so we can keep developing.

1.1 Code of conduct - purpose

We want to work in a value-driven way, prevent abuses and act carefully in the event of transgressive behaviour, and learn (morally) from each of these elements. This Code of Conduct on Integrity (CCI) is an important way to ensure that the NFP values are reflected in the work of the organisation.

The standards are based on the following questions: do we do justice to the persons and organisations we work for, or do we do them an injustice? And when do we call something an injustice? And what do we do when injustice occurs? This primarily concerns abuse of power, financial violations and interpersonal violations. It starts with prevention: what can you do to prevent abuses (e.g. through codes of conduct, but also through procedures, checks & balances). In the case of established breaches of norm, it involves reporting, an independent investigation, possible sanctions and care measures for the person(s) harmed. Many things will not be clear. Norms, and even values, may adjust over time. And often we will run into dilemmas. This brings us into the realm of moral learning. This completes our integrity system: moral learning (moral deliberation and case law) and enforcement (prevention and 'repression').

In summary this Code of Conduct:

- describes the values of Netherlands Food Partnership;
- codifies these values into our norms and rules (when certain actions are not permitted)
- provides a clear framework for prevention and support;
- gives a clear complaints procedure (Annex 1) on how to report and handle transgressions.

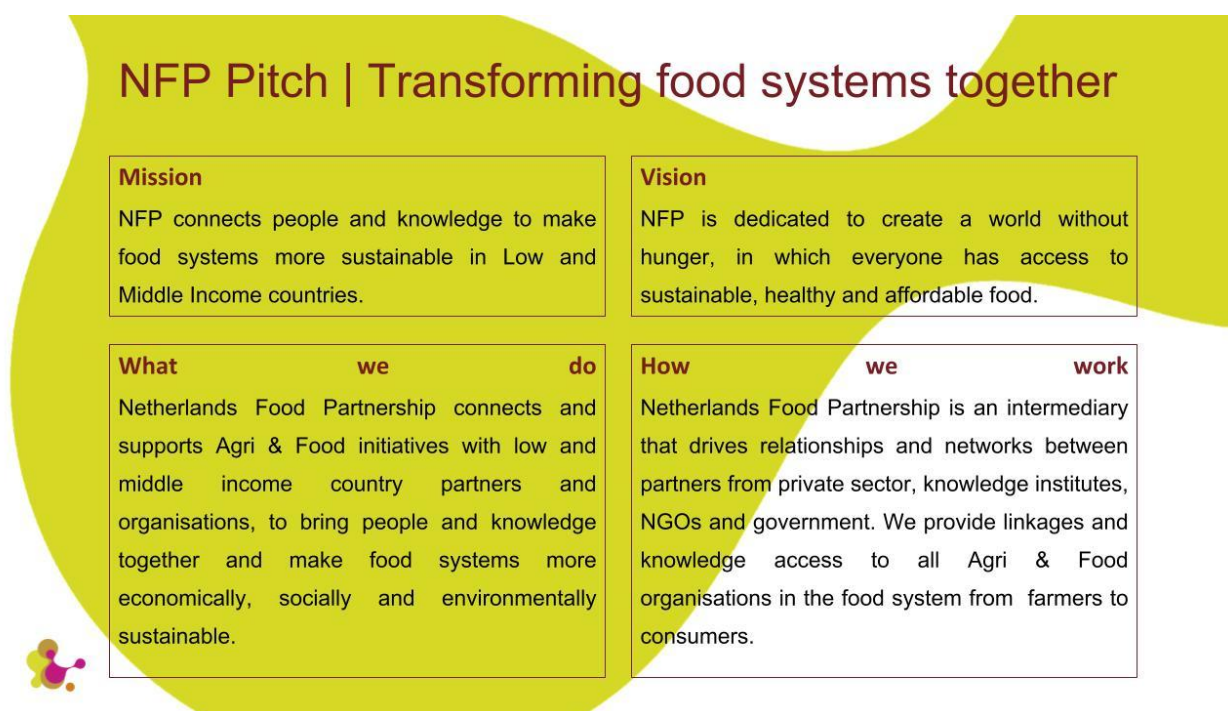
1.2 Code of conduct - target group

This CCI applies to everyone who works for NFP and is valid while at work and in work relations. 'NFP workers'¹ sign adherence to the code upon entry. NFP relations who enter into a working relationship with suppliers such as contractors, consultants, partners a.o will be asked to sign the code before entering into a formal agreement.

This CCI will also be communicated via the NFP website.

2. Mission and values

2.1 Overarching goal and mission



¹ This includes regular staff; temporary staff; seconded staff; interns ; member of the Supervisory Council .

2.2 Moral values of the organisation

The overarching purpose, mission, guiding goals of NFP and the moral values in the work harbour values that guide worker's and relations' behaviour: inclusive, peaceful, sustainable and integer towards the poorest and most vulnerable groups and areas.

Inclusive

We work together, both within and across NFP. Humanity on the basis of equality is central. We look after each other's welfare and help each other. We understand that people are not perfect and that in times of great pressure of work, people say things to each other that are wrong, fall short or are misinterpreted. We make every effort to create a good working atmosphere and, if necessary, to restore it. NFP wants to be a home where people can work (together) in a constructive atmosphere, where people feel good, can be themselves and can move and express themselves freely, where they feel recognised and known and where they feel equal to each other as human beings. NFP embraces diversity providing equal opportunities. Every person is important to us, and is met by us with a listening and a benevolent attitude; we also expect this from the organisations and people we work with.

Peaceful

We are peaceful and refrain from aggression and verbal and physical violence. In case of conflict, we always strive for peaceful solutions and reconciliation. In disagreements and conflicts, we are willing to listen to the other, and we do not attack a person's character / people personally.

Sustainable

Caring for people is central to our work, as is caring for our world. In our choices, we pay attention to having as little impact on the environment and nature as possible and we opt for the cleanest possible solutions, insofar as this does not have a disproportionately negative effect on a financially healthy business. In our work we strive for sustainable results, with the widest possible reach, and avoid wasting finances and other resources made available to us by our partners or donors.

Integer

We are transparent and honest with each other, with partners, clients, with all others involved. We strive to do justice to everyone and talk to each other about (ethical) dilemmas and about how we work together. We do this in a respectful way, and avoid hurting each other.

3. Norms and rules

These values guide our thinking and actions. However, we know that when people are together and work together, beautiful things can happen but also less beautiful things. Sometimes people do things that are not good. NFP wants to be clear about what we expect from people in terms of behaviour and certainly what we will not tolerate. This CCI is explicit with respect to a number of topics which we have grouped together under Abuse of Power, Financial Violations and Interpersonal Violations.

In the code of conduct, we also describe what happens if violations do occur, how you can report them, who you can contact, whether and how we conduct an investigation and what the consequences may be. NFP expects 'NFP workers' to behave in accordance with the values of the organisation. Very explicitly,

NFP sets strict rules with regard to the following subjects. If these rules are violated, NFP will take action.

3.1 Abuse of power

The power that you have or have been entrusted with is not to be used for anything other than its intended purpose, in a lawful manner and with due regard for the trust of others and of the organisation. Abuse of power for personal gain or the gain of others in your immediate vicinity is certainly not allowed. Examples of abuse of power are:

Corruption

You do not bribe anyone for your own or anyone else's benefit. You must never accept bribes from others and must report any attempts by others to bribe you to your manager / supervisor within NFP. You do not abuse your position in order to grant yourself or others any improper benefits, not in return for services, not as a favour. NFP has zero tolerance for corruption.

Conflict of interest

Conflicts of interest and the appearance of a conflict of interest are not allowed. A conflict of interest arises when your actions or decisions are primarily guided by private interests (including those of ancillary positions, interests of acquaintances and family, business associates, etc.) rather than professional interests. Therefore you are transparent about personal relationships or interests you have with persons and organisations we work with and for, with important stakeholders and suppliers.

NFP shall generally not enter into agreements with or procure goods or services from signatories, directors or their relatives (within the local context), except for exceptional circumstances where it is demonstrated to be in the best interest of NFP and no viable alternatives are possible. No signatory may be involved in any decision-making process, or seek in any way to influence it, where he/she may be in a position to gain privately from the decision or his/her relatives are involved. All signatories shall disclose forthwith any or potential conflict of interest and seek approval before proceeding.

Leaking of confidential information

All consultants or service providers who gain access to NFP's information, data, and knowledge have a duty of confidentiality regarding information that comes to his/her knowledge pursuant to his/her position and profession. It is not permitted to disclose confidential information to others, even after completing the assignment.

Confidential information is information that is shared in writing or verbally. You are aware of legal regulations regarding privacy and apply them in your work. If in doubt, consult with HR, who is responsible for General Data Protection Regulation.

Culpable negligence

You ought to comply with agreed actions and fulfil your assigned responsibilities to the best of your ability. If you do not or cannot do this, you will let your NFP's counterpart know with reasons. Deliberately failing to follow through on actions or fulfilling responsibilities, which causes or could have caused damage to others, will not be tolerated. Especially if you logically, in all reasonableness, should have been able to know that it could result in damage to others.

Violations of staff

If you are in a position that might influence conditions of other working partners (including through sub-contracts, assignment, agreement, selection of beneficiaries or target groups, performance evaluation or promotion), you will refrain from any conduct that constitutes an abuse of power, such as any moral and sexual harassment

3.2 Financial violations

Fraud

You comply with financial administration rules and do not break them. You do not present (financial) affairs differently than they are, whether verbally, on paper or digitally. In good conscience, you give a truthful representation of financial / administrative matters and you comply with the law and company regulations on financial management. You do not break these rules, not in order to gain financially (or otherwise) from doing so, nor to benefit others.

Theft

You do not claim anything in your work that does not belong to you and / or you do not claim for NFP, anything that does not belong to NFP.

Misuse of goods or services

You use the services and goods provided by NFP for the purpose for which they are intended. You do that carefully.

Culpable waste

You handle NFP property and money with care. You are not negligent in the use and management of company resources.

3.3 Interpersonal violations

General rules

NFP defines interpersonal violations as actions by a worker / relation or group of workers / relations that are deemed hostile, humiliating or intimidating by another worker / relation. This broad description of the term undesirable behaviour leaves much space for the subjective experience of the victim.

NFP opts for this broad description of the term interpersonal violations because behaviour that is “undesirable” to one may be “desirable” to another. This leaves you the freedom to set your own boundaries in your interaction with colleagues or line manager / supervisors.

Under interpersonal violations we count: discrimination, sexual intimidation, aggression / violence and bullying. You refrain from any form of these categories.

You speak out against the above forms of interpersonal violations and call others to account if they violate these standards. You do so in a way that guarantees your personal safety. If you are a victim (or perpetrator) of behaviours such as those described above, there are several people to turn to, as described in the next section.

Discrimination

You do not discriminate on the basis of gender, race, religion or beliefs, ethnic or social origin, disability, sexual orientation, gender identity, marital status, age, political opinion, disability or other aspects of personal status such as medical issues that stigmatise. And you do not treat people or groups of people unfairly or even only differently (directly or indirectly), on the basis of aforementioned personal characteristics.

Sexual intimidation

Sexual intimidation is every form of sexually oriented attention that is deemed undesirable, in every shape and form. You do not make sexual advances nor do you make sexual remarks, jokes and the like that could be experienced as degrading. You refrain from sexually transgressive behaviour and intimidation including intimate relationships with colleagues or (business) partners. This includes sex with people against their will or who are forced in any way, or in an unequal power position. You do not have transactional sex, nor sex with minors (<18). You do not share sexually tinted material and or photo's through social media, whatsapp or the like.

Aggression / violence

Aggression and violence are where a worker is verbally, mentally or physically harassed, threatened or attacked. You do not show aggression towards others, and you refrain from physical abuse such as spitting, throwing with objects, attempting to wound, or attack with objects. You do not threaten anyone with repercussions of any kind nor do you use verbal abuse or bully them. You will avoid speaking ill with the aim of damaging the other person (slander) nor will you or make jokes or derogatory remarks at someone else's expense. You have a respectful attitude towards local laws, culture and politics.

Bullying

Bullying consists of repetitive negative behaviour of colleagues or line manager / supervisors against which you can't defend yourself (anymore). Bullying behaviour can target people directly. For example, when you are being belittled, ignored or excluded, unnecessarily criticised or are the subject of negative remarks or 'not quite funny' jokes. But bullying can also take place behind someone's back, for example in the form of gossiping or spreading false rumours. Sometimes, someone may not be aware that their joke or certain behaviour is hurtful to a colleague. For example, never inviting a specific colleague out to lunch can also be a form of exclusion.

3.4 Additional agreements

Gifts from third parties

Granting favours to business relations in any way and being rewarded or being favoured for doing so is called bribery and is not allowed. You must also avoid the appearance of bribery. For this reason, it is not permitted to accept gifts worth more than EUR 50 from others in relation to your work. This is only permitted if you have permission to do so. By gifts we do not only mean gifts, but also other advantages in the form of rewards, allowances, savings or discount schemes, services, favours or promises.

Guidelines for use of social media

Everything we communicate through NFP social media is done in line with our values (inclusive, peaceful, sustainable and integer). We actively share ideas, knowledge and other valuable information through social media, provided that this information is not confidential and it does not harm NFP, its members or collaborative partners.

Anyone who propagates the policy and strategy on behalf of the organisation makes it clear in which capacity they post on a subject related to NFP.

NFP complies with the General Data Protection Regulation.

Private use of internet and social media during working hours

consultants/partners/vendors are entitled to a degree of privacy at work and private use of computers, the Internet and e-mail during working hours is therefore permitted within reasonable limits (as a short break from work). Internet pages with inappropriate or illegal content should not be visited and e-mails with such content should not be sent. Inappropriate or illegal content includes, for example, "pornographic" and "discriminatory" content. In addition, they should be aware that the Internet is an open infrastructure that is accessible to everyone, so extra caution is required when using the Internet and e-mail in combination with confidential data.

Alcohol and drugs

Being under the influence of alcohol or drugs during working hours is prohibited. There is one exception for the consumption of alcohol during working hours: during drinks or dinner at the office at the end of your working day, or after a meeting due to your work. But even then: you are still at work.

4. Preventing and reporting violations

The code of Conduct in itself contributes to prevention. If followed and enforced it sends out a strong message to potential violations. Internally NFP's prevention system includes: (i) Human resource and integrity management by HR and NFP's external Health & Safety Service; (ii) Workplace safety officer (BHV-er); (iii) External confidential counsellor.

If you are a victim (or perpetrator) of a violation within the context of NFP activities. What can you do? But also if you are a witness of a violation. And if you are (unintentionally) the perpetrator of a violation or you have doubts about this, what can you do? And how does the process unfold subsequently?

Ideally in case of any undesired behaviour it is best to indicate this directly to the person that shows such behaviour.

If that is not an option for whatever reason NFP provides the possibility to report violations that have occurred within the context of NFP activities to the so-called **Whistleblower hotline**.

NFP subscribes to the whistleblowers hotline GIMD. Reporters of suspected integrity violation(s) can contact the hotline by email at meldpuntgoededoelen@gimd.nl.