

Code of Conduct

Rutgers

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Introduction

This document contains the Rutgers Code of Conduct. It describes Rutgers' core values and the behaviour that the organisation expects of its employees. We hold ourselves and each other responsible for both the performance of our duties and personal presentation in a manner that is in keeping with the values and views described.

In many cases, this Code of Conduct is closely associated with other Rutgers policy documents. Wherever it is considered desirable that employees consult Rutgers' policy more closely, then reference is also made to the applicable policy document. These documents are available on Rutgers' intranet and the website.

The Board of Rutgers and its delegated managers bear responsibility to ensure that everyone who performs work on Rutgers' behalf is familiar with the contents of this Code of Conduct. Employees are responsible for acquainting themselves with the Code of Conduct and behaving accordingly.

1 Rutgers Code of Conduct

The improvement of people's sexual and reproductive health and rights (SRHR) throughout Europe, Africa and Asia is a field in which Rutgers endeavours to play a leading role. And we are proving successful in rendering sexual and reproductive health issues, such as family planning and the right to self-determination, discussable, even in countries where these are considered delicate matters.

Our organisation rests on three pillars: research, advocacy and interventions, which are pursued in the form of programmes and projects. Research offers us insight into certain situations, while also providing scientific proof to support the work we perform. We lobby governments and policy-makers to secure the rights of young people, women and minorities to affordable contraception and care during pregnancy, childbirth and abortion. We respect cultural nuances during the implementation of projects, training courses and teaching packages. Our programmes and projects enable us to make a difference, both in the Netherlands and abroad, thanks to the assistance of partner organisations and professionals in the field.

Rutgers is keen to offer a positive, educational and encouraging environment for employees, volunteers and partners alike, in which equality and mutual respect can be taken for granted. It is therefore absolutely essential that we create the greatest possible level of clarity within the organisation with regard to the basic principles which everyone should observe, also with a view to embedding these throughout the organisation.

The Code of Conduct describes the principles on which both all of Rutgers activities and the professional behaviour of everyone who works on its behalf are based. This implies that all direct employees of Rutgers, representatives of Rutgers in the field and any third party engaged by Rutgers to provide services on its behalf, are obliged to act and behave in accordance with this Code of Conduct. This obligation is also to be laid down in all contracts and agreements.

1.1 Vision

Rutgers envisages a world in which every human being can experience on an equal footing their own sexuality in a voluntary, enjoyable and safe manner.

1.2 Mission

Based on the aforementioned vision, it is Rutgers' mission to assume a leading role in reinforcing people's sexual and reproductive health and rights both in the Netherlands and throughout Europe, Africa and Asia. Our mission statement, as contained in the Rutgers strategy 2017 – 2020, is as follows:

We empower people through education and improved access to information and services. We strengthen professionals, organisations and societies. We connect research, implementation and advocacy.

We collaborate with local, national and international organisations and networks as equal partners, with a view to achieving our joint objectives. The efforts we make in this regard are invariably based on the principles of non-discrimination, justice and respect for diversity. These principles are embodied in the values that are described in the Rutgers Strategy, and which are expressed both in our work and dealings with partners, our target group and third parties.

1.3 Purpose and scope

The purpose of the Code of Conduct is to serve as a guide to working with a sense of integrity, while simultaneously offering protection to the organisation's own workforce, partners, its target group and third parties with whom it collaborates. The Code of Conduct is applicable to salaried employees, volunteers, consultants engaged on a temporary basis, trainees; i.e. everyone who performs work on Rutgers' behalf, regardless of the type of contract involved or the location where the work is carried out

This Code of Conduct should also protect the organisation from negligence that may arise as a result of parties' ignorance or innocence. All parties therefore bear responsibility to acquaint themselves with the Code of Conduct.

Rutgers has no intention to restrict parties' personal activities. It nevertheless expects all parties to observe the Code of Conduct at all times, regardless of the location in question, if the party in question might be considered to be acting in the capacity of a representative of Rutgers. On the other hand, all parties are asked to ensure that their personal activities, views and opinions are not misconstrued as the official position van Rutgers.

Should an employee, a volunteer, partner or anyone else outside Rutgers, feel that the behaviour of, or statements made by an employee, or anyone else performing activities on Rutgers' behalf, is not in keeping with this Code of Conduct, then Rutgers kindly requests that they submit a complaint to their complaints coordinator in accordance with the complaints procedure.

2 Code of Conduct

All parties are encouraged to treat one another in an open and professional manner. Differences in culture, religion and political persuasion are to be respected. If the Code of Conduct is observed, then everyone involved can rest assured that:

1. they are treated with respect, while they are also expected to treat others respectfully.
2. they are not subjected to inappropriate behaviour, while they are similarly expected to refrain from behaving inappropriately.
3. they should treat the target group in a respectful manner. Rutgers tolerates no form of abuse or exploitation of the target group whatsoever, while it simultaneously endeavours to make everyone who works on Rutgers' behalf aware of – while supporting them in bearing – their responsibility to prevent abuse and to protect children, young people and (vulnerable) adults. This should be carried out in accordance with the guidelines contained in the 'Child (Adolescent and Vulnerable Adult) Protection Policy'.
4. Rutgers' intention is to provide a working environment which is professional and devoid of intimidation, hostility or other infringements, which might affect an individual's performance or dignity. Inappropriate behaviour of any kind – be it verbal, physical or visual – will not be tolerated. In the event of failure to observe the code, disciplinary measures shall be taken which may extend as far as termination of one's contract. The following sections describe the various forms of inappropriate behaviour in question, while also explaining where employees can acquire information and/or support with a view to preventing or putting a stop to such behaviour.

2.1 Inappropriate conduct

The term inappropriate conduct refers to behaviour by an employee or a group of employees, which another employee may perceive as hostile, humiliating or intimidating. This rather loose definition of the term leaves adequate scope for the subjective perception of the victim. Rutgers consciously.

Opted for this definition of the term 'inappropriate conduct' for the simple reason that behaviour which one employee may perceive as 'inappropriate', may be viewed as 'appropriate' by another employee. This approach offers employees the opportunity to indicate their own boundaries in their interaction with colleagues or superiors.

The 'Rutgers Complaints Scheme' explains both who an employee should approach for support in the event that they have witnessed any of the forms of inappropriate behaviour described below, and how to submit a complaint.

Inappropriate conduct basically refers to sexual harassment, discrimination and aggression and violence, including bullying, as referred to in the Working Conditions Act (*Arbowet*). Descriptions of the various forms of inappropriate conduct follow.

2.2 Sexual harassment

The Working Conditions Act defines sexual harassment as follows: 'any form of verbal, non-verbal or physical behaviour with a sexual connotation, which is intended to or actually has an adverse effect on a person's dignity, and in particular if it creates a threatening, hostile, offensive, humiliating or hurtful situation. 'Examples of this range from unwanted attention in the form of requests for sexual favours, to other verbal, non-verbal or physical behaviour (including the unwanted / non-professional forwarding or public viewing of pornographic images or text, e.g. on the internet).

2.3 Bullying

Inappropriate behaviour need not necessarily be of a sexual nature. It can also occur in the form of psychological or physical bullying and intimidation. The Working Conditions Act also covers bullying. It is defined as follows: '*all forms of intimidating behaviour of a structural nature, by one or more employees (colleagues, superiors) targeted at a particular employee or group of employees who are incapable of protecting themselves from this kind of behaviour.*'

A major aspect of bullying at work is the repetition of such behaviour throughout a certain period of time. The isolated incidence of this type of behaviour does not constitute bullying therefore. While there are many characteristics of such behaviour, it generally consists of words, gestures, acts or threats. This is not an exhaustive list, however. It is often the perpetrator's deliberate intention to hurt and humiliate another person. Bullying may therefore comprise the following: hurtful words, gestures, jokes, cartoons, images, posters, email jokes or messages, physical contact, or attacks.

2.4 Aggression and violence

Extreme forms of intimidation include aggression, or even go so far as the use of violence. The Working Conditions Act defines aggression and violence as follows: '*Incidents in which an employee is psychologically or physically harassed, threatened or attacked in circumstances which are directly associated with the performance of work.*' Aggression and violence can be categorised as follows: verbal violence (such as being sworn at or insulted), physical violence (such as being kicked, punched, pushed, struck with a weapon, or having one's property damaged) and psychological violence (such as being threatened, intimidated, coerced, and intrusion on one's private life).

2.5 Discrimination

Discrimination means that a person does not receive equal treatment in identical circumstances. The legal definition of discrimination is as follows: 'Discrimination or discriminatory is any form of distinction, any exclusion, restriction or preference which is either designed to or may result in diminishing or the denial of the recognition of, or the opportunity to exercise one's equality by virtue of the Human Rights and Fundamental Freedoms in the field of political, financial, social or cultural matters, or in other areas of social life.'

Differences in culture, religion and political persuasion also have to be respected. We shall neither tolerate anyone being subjected to expressions, acts or decisions, in any form whatsoever, which may be hurtful to people on the basis of their race, religion, gender, personal convictions and/or sexual persuasion, nor any distinction being made according to these factors (race, religion, etc.).

2.6 Integrity

Every party that performs work on behalf of Rutgers should behave as follows:

1. Do nothing that might affect the integrity of the organisation.
2. Do not play any active or passive role in corruption, bribery or fraud.
3. Avoid any conflict between your personal interests and those of the organisation, and immediately report any circumstances in which such conflict may arise.
4. Ensure that your personal behaviour does not compromise the role which you play within the organisation.
5. Do not attempt to further your personal interests either by abusing Rutgers' position to influence a person or organisation with whom/which we are associated, or by offering them personal benefits.
6. Do not make private use of the organisation's property, facilities, services or financial resources.
7. Respect the law applicable in those countries in which Rutgers operates.
8. Do not directly or indirectly offer, request or accept any gift or favour – either personally or on others' behalf – which might compromise our sound judgement or the performance of our role or execution of our duties. In this context, the term 'gift' is defined as any material object, in either monetary or non-monetary form, which is given for the specific purpose of benefitting the giver and the recipient. This does not include gifts which are customary in our professional field and which are not of considerable financial value. If you have any doubt whatsoever in this regard, you should consult your manager or the Executive Director. In exceptional cases – with the prior approval of the Executive Director – gifts may be accepted as a gesture of politeness, or if acceptance serves a humanitarian/communal purpose.
9. Endeavour to achieve the greatest possible openness and transparency. However, observe confidentiality wherever necessary, to protect the rights of our partners, employees and others.
10. Observe the principles of the Code of Conduct and report any evidence of or suspected case of violation of integrity; including reporting evidence of or suspected cases of corruption, bribery or fraud committed by colleagues or others to Rutgers' Executive Director or Human Resources. Details of fraud prevention measures and how to report any (suspected) violation of integrity are contained in the 'Rutgers Complaints Scheme'.

2.7 Proprietary Rights

Rutgers is the sole owner of all rights and interest in and to all materials, reports, information, documentation and other written works created, compiled or produced by a party while either employed by Rutgers or acting on behalf of Rutgers. Said party is not entitled to claim such products as their personal property.

1. All articles and reports related to Rutgers and written by parties require the approval of its Executive Director, or the person mandated by the latter, prior to publication.
2. All work-related files and correspondence produced during the course of a party's working relationship with Rutgers remain the property of the latter.

2.8 Alcohol, drugs and weapons

1. Parties are neither permitted to consume drugs or excessive amounts of alcohol, nor to be under the influence of alcohol or drugs during the performance of work for Rutgers.
2. Everyone who performs work on Rutgers' behalf should pay due consideration to legislation, culture and customs pertaining to alcohol consumption in the country in which they work. No alcohol should be consumed if this is contrary to local custom and/or legislation.
3. Rutgers prohibits the storage or use of any weapon whatsoever (knives/blades, firearms and other weapons) in its office premises and places of work.

2.9 (Social) Media Relations

Rutgers' employees are not permitted to talk to the press by themselves. All contact with the media, including requests for personal interviews or comments, are coordinated by the communications department at the head office in Utrecht, in accordance with the spokespersons' procedure. At the country offices in Indonesia and Pakistan, the country representative or communications advisor coordinates press contacts.

The guidelines contained in the 'Child (Adolescent and Vulnerable Adult) Protection Policy' have to be observed, with a view to both upholding the rights of young people and vulnerable groups with whom Rutgers has contact in the course of its work, and preventing the publication of sensitive, harmful or humiliating images of young people and vulnerable groups.