

CARITAS DENMARK

ETHICAL CODE

The Ethical Code is in line with Caritas Denmark's Values, Vision and Mission. As a Catholic organization, it is our fundamental view that every human being is unique and created in God's image. Thereby all human beings are of equal value, no matter who they are, what they believe in or under which circumstances they live.

The personal conduct of anyone representing Caritas Denmark is expected to demonstrate respect for human dignity and universal rights.

Those representing the organization should possess a high degree of personal integrity, reliability and credibility and are obliged to act in compliance with the standards set out in this Ethical Code. Through defining the standards of conduct and acceptable behavior, the Code protects the organization, its representatives and those, which Caritas Denmark works with and for.

SCOPE OF THE CODE

The Ethical Code applies to all those associated with Caritas Denmark, including paid staff, volunteers and board members. On occasions, others will be asked to comply, for example consultants. For the purposes of this document, anyone bound by the Code is referred to as staff.

Managers have a particular responsibility in promoting and upholding the Code. They shall ensure that staff understands and works within the Code. They shall be role models in relation to expected behaviours.

The Ethical Code apply to staff behavior during professional duty hours, including official journey. The staff evidently has both a professional role and a private life; however, external perception may not always make the same distinction, and on certain occasions behavior during leisure hours may be evaluated against the Ethical Code. Especially during professional journeys, one may also during leisure time be conceived as a staff member and one's behavior thereby affects Caritas Denmark's reputation.

THE ETHICAL CODE

Caritas Denmark's Ethical Code includes the following principles:

1. VALUES, PROFESSIONAL ETHICS AND BEHAVIOR
 - Staff are expected to act professionally and in accordance with Caritas Denmark's Values, Vision and Mission
 - Staff will act in good faith and treat other people with dignity and respect
 - Staff will demonstrate respect for all human rights and challenge discrimination and exploitation, e.g. CI's Child Protection Policy

- Staff will work against misuse and neglect of any kind and prevent and oppose corruption in any form
- Staff shall be sensitive to local customs and culture and actively demonstrate respect as long as it is not in conflict with Caritas Denmark's values
- Caritas Denmark values and respects the right of all to freely choose and practice their faith and has no desire to impose any specific religious belief on staff or others
- Staff must bear in mind local sensitivities when practicing their own religious belief
- When handling data and information staff will uphold confidentiality in a manner consistent with general data protection principles
- Staff shall intervene to protect others from harm to an extent, which is considered possible and reasonable from a security point of view in the specific context

2. CONFLICTS OF INTEREST, COERCION, GIFTS AND BENEFITS

- Staff may never use the positions of power conferred by their roles as Caritas Denmark staff to exert pressure, obtain benefits or enhance personal gain – economically or otherwise
- Staff will declare any personal, family, friendly or similar interest, which may potentially or actually impact the work and give rise to suspected incapacity or nepotism – for example in relation to procurement or employment
- Staff will under no circumstances accept from partners, contractors, authorities or beneficiaries any benefits, bribes or other forms of personal enrichment
- Staff may not personally accept services or gifts - neither from beneficiaries, nor from suppliers, authorities, partner organizations or others. Small symbolic tokens of appreciation may be received if refusal to accept would offend local hospitality, and provided that management is subsequently informed

3. PERSONAL CONDUCT

- Staff shall observe all local laws in the country in which they are working
- The carrying of weapons is prohibited on Caritas Denmark's domain, including in vehicles
- Consumption of alcohol during working hours is only allowed during special, official occasions and in a quantum which does not affect the ability to work
- Staff must not possess or be under the influence of narcotics
- The sexual conduct of staff must not bring Caritas Denmark into ill repute or affect the role for which a staff member is employed. During professional stay there must be no kind of sexual relation to any person under the age of 18 or to a person, who receives assistance from Caritas Denmark
- Staff shall avoid any kind of relation, which can be perceived as taking advantage of a position of power or be suspected, that goods or services are exchanged with sexual or other benefits. Any suspicion of such a relationship shall be reported to the management
- Staff will not use the organization's computers to access illegal services or pornographic material

REPORTING

Every member of staff has a duty immediately to report any suspicion of concerns regarding breaches of this code. Reporting will be treated in confidence and the reporter be protected, provided concerns are raised in good faith. Deliberate false allegations, however, may have consequences according to employment law. Concerns shall be raised with the Head of Administration, orally or in writing and with full details and, if available, evidence.

Reporting from external stakeholders, partners, consultants or persons in program countries who receive help from Caritas Denmark happens through a special complaints mechanism on Caritas Denmark's website. Caritas' *Complaints Policy* describes the complaints mechanism and is available on the website.

EMPLOYMENT STATUS

The Ethical Code is an integrated part of any employment and contract with consultants. Anyone, employed with Caritas or contracting with Caritas on consulting services, is obliged to familiarize and comply with the Ethical Code.

Violation of the Ethical Code will be thoroughly investigated, and in view of circumstances, it may have consequences according to Danish employment law.

PARTNERSHIPS

The Ethical Code is not formally binding for employees of partner organizations. When entering into partnerships, Caritas Denmark demands that the management of the partner organization adheres to the principles expressed in the code. The partner organizations is encouraged to develop its own code of conduct if no such exists.

MONITORING

The Head of Administration in Caritas Denmark is responsible for the Ethical Code, including monitoring and review as required.

There may be personal behavior, which is not within the definition above, nevertheless is considered unethical and harmful to Caritas Denmark's reputation. Also such behavior shall be brought to the attention of the Head of Administration in order to determine, whether it gives rise to changes in the Ethical Code.

Approved by the Board of Caritas Denmark 1st September 2016