

# Kentalis International Foundation Code of Conduct

## 1. Introduction: Why This Code of Conduct?

The Kentalis International Foundation Code of Conduct is a statement of the expectations the organization has of its employees and others involved in our work. It is part of our ambition to ensure a safe, inclusive, and professional environment for all people working for and with Kentalis International Foundation, and for those involved in our project activities.

This Code of Conduct describes which behavior is appropriate and inappropriate. In your work for Kentalis International Foundation, you are aware of your responsibilities and the applicable rules. When rules are missing, unclear, or contradictory, you are expected to judge for yourself and act in a morally responsible manner. This means you act within generally accepted social and ethical norms, you take responsibility for your own behavior, and you are approachable and accountable.

This Code of Conduct applies to all Kentalis International Foundation staff members and anyone acting as a representative of, or on behalf of Kentalis International Foundation, such as interns, volunteers, experts, and (external) consultants. It also applies to project partners who conduct activities in projects led by Kentalis International Foundation.

The purpose of this Code of Conduct is:

- promoting awareness of responsible behavior;
- protecting against missteps by removing risks or temptations;
- the careful handling of integrity.

The Code of Conduct is also part of our larger Child Protection Policy, with which we aim to prevent any harm to children. Our Child Protection Policy can be found and accessed on [www.kentalis.com](http://www.kentalis.com).

## 2. General Behavior in Relation to Colleagues and the Organization

### 2.1. Duty of Confidentiality

1. You have a duty of confidentiality. Whatever you learn through your job, you are to keep it secret, unless laws or regulations require you to disclose it.
2. The duty of confidentiality applies even after the termination of your work for Kentalis International Foundation. Functional consultation with Kentalis International Foundation staff and colleagues is an exception to this rule.
3. Whenever you gain access to sensitive information, you handle this with extreme care.

### 2.2. Culture and Respect

1. You treat all people fairly, with respect and dignity, and are accountable for your own actions.
2. You help to ensure the safety, health, and welfare of all colleagues, partners, and children.
3. You respect other persons' feelings, values, norms and cultural or philosophical views. This does not necessarily mean that you accept all the resulting behavior, especially when the mission, vision and core values of Kentalis International Foundation are at stake.

## 2.3. Inappropriate Behavior

1. You refrain from any form of harassment, discrimination, physical or verbal abuse, aggression, intimidation or exploitation, in word, gesture, image or behavior, to children and adults alike.
2. You never knowingly engage in any exploitive, abusive, or corrupt relationships and take appropriate action if you become aware of them.
3. You treat others with mutual respect and courtesy and never use language that could be considered offensive or derogatory.
4. You recognize the right of every person to privacy and physical integrity, and act according to this right and the normal decency rules.
5. You do not distinguish between persons based on their disability, race, sex, age, skin color, race, faith or sexual preference.
6. You address issues when you become aware of disrespectful or inappropriate behavior to a member of the Kentalis International Foundation team.

## 2.4. Responsible Working

1. You are responsible for the use of information and resources to which you are given access by reason of your working relation with Kentalis International Foundation.
2. You ensure that you use Kentalis International Foundation information, funds and resources entrusted to you in a responsible and cost-effective manner.
3. You do not accept any additional employment or consultancy work outside of Kentalis International Foundation that may result in a conflict of interest.
4. You ensure that your conduct does not bring Kentalis International Foundation's reputation into disrepute or cause potential safety and security issues for Kentalis International Foundation staff, other (partner) organizations, beneficiaries or local populations.
5. You avoid involvement in any criminal activities, activities that contravene human rights, or those that compromise Kentalis International Foundation's work.
6. You inform Kentalis International Foundation and the appropriate authorities if you become aware of or are found guilty of any form of illegal activity.

## 2.5. Communication

1. Kentalis International Foundation strives for an open and accessible dialogue between those who work for and with our organization. This means consciously trying to connect and tune into each other's communication, including using sign language, voice, interpreters, images, adapted meeting technology or otherwise.
2. If you use social media or other online means of communication, your expressions are not harmful to Kentalis International Foundation or our partners. You take the confidentiality of information, the privacy of children or students, or colleagues, and copyrights into account.

## 3. Behavior in Relation to Children

### 3.1. Minimizing Risk Situations Related to Children

1. Apart from complying with this Code of Conduct, you are aware of and behave according to Kentalis International Foundation's Child Protection Policy, which can at any time be found and accessed on our website, [www.kentalis.com](http://www.kentalis.com).
2. You commit yourself to creating a safe environment for children, and a culture of openness and mutual accountability to enable all child protection issues to be raised and discussed.
3. You empower children: inform them of their rights, teach them what is acceptable behavior of adults towards them, what not and what they can do if something occurs.

4. You are aware of situations which may present risks to harm children and report and manage these.
5. You realize that children are vulnerable to abuse, and the children involved in the work of Kentalis International Foundation are often more vulnerable or already victims of abuse.
6. You follow the 'two adult' rule for physical encounters, wherein two or more adults supervise all activities where minors or children are involved and are present at all times. This means you never spend time alone with a child or young person with whom you have a work relationship.

### 3.2. Psychosocial Behavior

1. You treat all children with respect and uphold the practice of non-discrimination at all times, including age, sex, gender, race, color of skin, language, religion, political or other conviction, nationality, ethnical or social background, disability, et cetera.
2. You do not exclude, show favoritism or spend excessive amounts of time with one child with whom you have a work relationship.
3. You do not act in ways intended to shame, humiliate, belittle, stigmatize or degrade children, or otherwise perpetrate any form of emotional abuse.
4. You never use language or offer advice, which is inappropriate, offensive, or abusive.
5. You are aware of and never abuse the power and influence that you have by virtue of your position over the lives and well-being of any child or any other vulnerable person.
6. You contribute to creating an environment where children are listened to and respected as individuals. This includes listening carefully to a child, asking open questions, and taking notice of the child's reaction. When necessary, you adjust your tone of voice and manner.
7. You inform and consult children on matters affecting them and try, as much as possible, to involve them in decision-making.
8. You encourage children to express themselves and raise any concerns, and will act on children's concerns or problems immediately. You never react judgmental or rejective or openly question the credibility of a child's story.
9. You do not, without good reason, share confidential information about a child or their family.

### 3.3. Physical Behavior

1. Before taking photographs or videos of children, you ask for informed consent, except under exceptional circumstances, based on the child's best interest, where this might not be possible.
2. When making images of children, you ensure that they are decent and respectful, that the children are adequately clothed, and that sexually suggestive poses are avoided.
3. You never hold, fondle, kiss, cuddle, touch or harass, hit or otherwise physically abuse children, young persons, or other vulnerable persons in an inappropriate and/or culturally insensitive way.
4. You never condone, or participate in, behavior of children which is illegal, unsafe or abusive.
5. You do not actively or passively engage in or condone child labor activities.
6. You never neglect children or purposely fail to meet their needs, e.g. not offering adequate care.

### 3.4. Sexual Behavior

1. You avoid any semblance of unwanted proximity between you and a child.
2. You do not respond to or take any initiative in sexual behavior or sexual harassment towards a child, young person or other vulnerable person, online or offline; engaging in sexual contact or purchasing sexual services is prohibited and has immediate consequences for the continuation of your employment for or with Kentalis International Foundation.
3. You never make sexually suggestive comments or jokes to a child or other vulnerable person.
4. You never behave physically in a manner which is inappropriate or sexually provocative, nor engage in or allow sexually provocative games with children to take place.

5. You refrain from doing things of a personal nature that a child could do for himself or herself, such as dressing, bathing, and grooming.
6. You are never involved in any way in the viewing, possessing, producing or distributing of child pornography, child sex tourism, trafficking of children, or any other form of sexual exploitation.

### 3.5. Use of Social Media in Relation to Children

1. You never invite or accept invitations from children that are directly or indirectly involved with Kentalis International Foundation to connect to your personal social media accounts.
2. You are conscious of any material portraying or giving information about children that you share via social media or other online accessible platforms. Even if you have written permission to use the material, ask yourself critically how it portrays the children and if sharing it is necessary. Private use of photos taken during a Kentalis International Foundation assignment is not permitted.

## 4. Reporting & Procedures

1. If you suspect a (serious) violation of the rules of this Code of Conduct, including any suspicion of sexual contact with children during or surrounding activities of Kentalis International Foundation, you are **obliged** to report this to the organization through either [international@kentalis.nl](mailto:international@kentalis.nl) or, if an anonymous report is desired, the contact form on our website, [www.kentalis.com](http://www.kentalis.com).
2. In severe cases and cases where victims feel unsafe, Kentalis International Foundation encourages victims to report to competent legal authorities and seek help. In countries of the European Union, victims fearing for their security can call emergency number 112. Worldwide, victims can also reach out to a Child Helpline: <https://childhelplineinternational.org/helplines/>.
3. Kentalis International Foundation will take appropriate action in response to breaches of this Code of Conduct. This can include disciplinary measures such as an official warning, legal action, or dismissal. If there is a criminal offence, local authorities such as the police will be notified.
4. All complaints and remarks will be processed confidentially, with care and understanding, and no legal action will be undertaken without the consent of the person reporting.

I hereby state that I have clearly read and understand this Code of Conduct and will adhere at all times to the standards of behavior described in it. By signing this Code of Conduct, I am also signing to abide by the standards of Kentalis International Foundation's Child Protection Policy, which can be found on [www.kentalis.com](http://www.kentalis.com).

I declare that I have never been convicted of any offence involving any type of harm to a child, young or vulnerable person, nor have I ever been warned or cautioned in relation to such a matter. I also declare that there are no civil or criminal proceedings of any nature pending against me at the date of this declaration relating to any allegation concerning any type of harm to a child or children.

Name: .....

Date: .....

Signature: .....