

ADDa code of conduct

Objective

The purpose of this Code of Conduct is to provide guidelines and guidance for decision-making for employees and third parties that relate to ADDa and its partner organizations, as well as all the stakeholders involved in the projects, in order to reinforce and promote high standards of transparency, ethics and integrity, especially related to Sexual harassment, exploitation and abuse (SHEA), abuse of power and active/passive corruption, always in accordance with our Mission, Vision and Principles, our internal rules and current legislation, in Denmark or abroad.

Accountability

Accountability is the obligation to (i) demonstrate that work has been conducted in accordance with agreed rules and standards and (ii) report fairly and accurately on performance results vis-à-vis mandated roles and/ or plans.

ADDa is committed to independent and objective internal oversight to improve the effectiveness and efficiency of its operations.

Misuse of ADDa or sponsor funds for private gain, use of projects assets for purposes outside the scope of the projects, fraud, document fraud or miss reporting and other criminal conduct against ADDa or ADDa's sponsors will not be tolerated and will be investigated and employment or membership of the organization will be terminated. Criminal conduct will be reported to the proper authorities for criminal investigation¹. All possible legal actions against misconduct will be followed in accordance to the law, to retrieve misused funds.

On suspicion of any of the above contact your supervisor or ADDa's Ethics Officer ethics@adda.dk

¹ Using CISU format for reporting

Audit & Investigations

The Country manager and the board of directors conduct internal audits, related advisory services and investigation services.

Ethics

Ethics is an independent, confidential, impartial, and professional resource for all ADDA staff, personnel and board members, everywhere. We promote an organizational culture that places the highest value on professionalism, integrity, accountability, pluralism, transparency, results orientation, and mutual respect following the PANT principles. Our mission is to assist ADDA staff and other personnel to perform to the highest standards of integrity required by the Charter of the United Nations.

Ethics at ADDA is fundamentally about keeping the interests of ADDA and the public, donors we serve, ahead of our own self-interests. We have established (and encourage), from the top of the organization down, an overall environment that supports ethical behavior and decision-making. We instill in every board member and employee not only an obligation to do what's right in everything we do, but also expect that this culture will guide them when making any business and/or personal decisions.

Staff members, partner staff, consultants and contractors must demonstrate commitment to the values of the Organization through their personal conduct. This is reflected in our respect for fundamental human rights, the dignity and worth of the human person, equal rights of men and women, and respect for all cultures. These apply in respect of our partners, stakeholders, clients and beneficiaries and our staff.

When our personnel partner staff etc. observe actions and activities that do not live up to ADDA's standards or values, like corruption, or behaviors fall short, they all are expected to step in and be a champion for change. If they view such prohibited workplace behaviors that violate or ignore policy, they must step in,

and immediately raise objections/concerns to the Ethics Officer, the management or the board for full investigation.

Every individual in ADDA is expected to exhibit role model behaviors – discrimination (sex, race, national origin, ethnicity etc.), harassment, sexual exploitation and abuse, mobbing, abuse of authority, retaliation, exclusion/isolation and so on **will not be tolerated.**

Local culture is not an excuse for poor behavioral choices or actions that violate ADDA policy. Personal culture must take a back seat to our organizational culture and policies.

Accountability and transparency are key. Our personnel are required to maintain a high standard of ethics/integrity and to hold others accountable. Business processes and transactions must be transparent. Corruption and bribery avoided. We expect our staff and contractors to lead by example and take ownership for compliance. They strive to avoid *even the appearance* or inference of impropriety, or of conflicts of interest.

ADDA's ethical culture demands that we all hold each other to the same standards of behavior. We expect that if integrity pervades the organization and those who commit misconduct are called to task, the message will become ingrained. The Danish aid organization's as ADDA are looked upon as the standard bearer for ethical and humanitarian behavior. Our personnel have an obligation to uphold that legacy because individual actions affect ADDA's image, credibility and reputation.

Building an environment of trust supports and fosters loyalty to ADDA and its aims and values; it is part of our responsibility. Ethical conduct builds trust and translates to a healthy work environment.

ADDA's ethical program have five main responsibilities:

1. Developing and communicating policies and standards on ethics issues, and providing input to all policy development;
2. Providing training and education opportunities to staff and other personnel, on ethics, values and standards; this includes efforts aimed at raising ethics awareness and strengthening the ethical culture;
3. Offering confidential advice and guidance to staff, management and contractors to help prevent conflicts of interest and other potential ethical lapses;

4. Protecting staff against retaliation for reporting misconduct, or participating in investigations or audits.
5. Publish an annual financial statement and status on unethical conduct.

Evaluation

The auditors and board of directors works to enhance development effectiveness by strengthening accountability and learning through evaluation and partnership.

Transparency

ADDA has a long-standing commitment to transparency, with Country Offices publishing financial, procurement and program information on ADDA's websites on an annual basis.

Donors should be informed on confirmed cases of misconduct right away by the ADDA Ethics Officer through the ADDA board, regarding misconduct on projects they fund in full or partly.

ADDA.dk, ADDA's online website offers open, comprehensive public access to data on all ADDA's project.

Transparency leadership

ADDA should as one of Denmark's leading development NGO's take responsibility to further transparency and champion the new aid transparency standard under the International Aid Transparency Initiative (IATI) and make it relevant for national development planning, public financial management, mutual accountability and other processes at country level in benefitting countries.

Aid effectiveness

Performance effectiveness, accountability and transparency are critical ingredients to trusted development partnerships. ADDA has made itself readily available to

outside scrutiny through the external auditors and publishing of annual financial reports on the organization and its projects.

Taken together, the various assessments of ADDA demonstrate the organization's ambition to continuously enhance its efficiency, effectiveness, accountability and transparency.

Institutional effectiveness

Institutional effectiveness is central to the transformation that ADDA constantly have to undergo, do to changes in funding and projects. ADDA needs a constant focus on effective use of means, while still emphasizing partnerships and innovation.

ADDA focus on unlocking the path to inclusive, sustainable development. Our aim is a well-orchestrated fit between our global vision and what we do on the ground, even as we remain open and flexible in the face of change, and closely attuned to different contexts.

Procurement

Procurement should secure that funds are used in the best interest of the project. In general any major procurement exceeding 100.000 US\$ should go through a process of collecting offers from a minimum of 3 vendors, based on a set number of functional and nonfunctional requirements, and selection of offer should be based on price and quality of the offers ability to fulfill the requirements. These requirements can be of technical, administrative or financial character, but should be nondiscriminatory according to sex, race, political opinion or faith.

Prevention And Response To Sexual Misconduct

All forms of sexual harassment and sexual exploitation and abuse (SEA) are unacceptable and are prohibited in ADDA, whether perpetrated against a recipient of assistance or a coworker. Sexual harassment, exploitation and abuse violate human rights and are a betrayal of the core values of the United Nations and ADDA. It is our collective priority to prevent such behaviors and to support those

affected. We are also committed to ensure that all allegations of sexual harassment and SEA are responded to swiftly, appropriately and effectively.

Sexual Exploitation and Abuse

Sexual exploitation and abuse (SEA) refers to all forms of inappropriate conduct of a sexual nature committed by ADDA board members, members and personnel against recipients of assistance and other members of local communities.

Prohibited conduct includes, but is not limited to:

- Sexual activity with a child in accordance to the local law is prohibited. A mistaken belief that the person is not a child in accordance to the law is no defense. If donors require stricter conduct, these rules apply even in a country where the age of majority or the age of consent is lower than 18, all ADDA staff, board members and other personnel are then forbidden to have sexual activity with anyone under the age of 18.
- Exchange of money, employment, goods or services for sex or sexual favors. This includes any exchange of money, food, employment, goods, assistance, or services for sex or sexual favors is forbidden.
- Sexual activity with prostitutes, even when it is legal in the country is prohibited.
- Sexual relationships between ADDA staff and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of the ADDA and are strongly discouraged.
- Using a child or adult to procure sex for others is illegal.

Sexual Harassment

Sexual harassment occurs between personnel in the workplace or between ADDA members and is defined as “any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another person.”

Sexual harassment happens when it interferes with work, is made a condition of employment or when it creates an intimidating, hostile or offensive environment. It can be a one-off act or a series of incidents.

ADDA addresses sexual misconduct through a range of actions aimed to prevent and effectively address sexual misconduct and to support survivors.

Where a ADDA staff member develops concerns or suspicions regarding sexual exploitation or sexual abuse by a fellow worker, whether within ADDA or not and whether or not within ADDA, he or she must report such concerns via established reporting mechanisms.

ADDA staff are obliged to create and maintain an environment that prevents sexual exploitation and sexual abuse. Board members and managers at all levels have a particular responsibility to support and develop systems that maintain this environment.

The standards set out above are not intended to be an exhaustive list. Other types of sexually exploitive or sexually abusive behavior may be grounds for administrative action or disciplinary measures, including summary dismissal, pursuant to ADDA's Regulations and Rules.

Policy Framework

ADDA adheres to the UN Secretary-General Bulletin on sexual exploitation and abuse, ([ST/SGB/2003/13](#)) applicable to all ADDA employees and members as well as other separately administered projects of ADDA and cooperating local NGOs.

Standards of conduct related to sexual harassment are covered by this Policy on harassment, sexual harassment, discrimination, and abuse of authority.

Prevention

ADDA conducts rigorous pre-employment checks of personnel to prevent the hiring of known offenders. If possible, new staffs should be checked against databases with known offenses.

ADDA is committed not to partner with entities that fail to appropriately address sexual exploitation and abuse and sexual harassment.

Response

ADDA investigates all allegations of sexual harassment, exploitation and abuse, imposes disciplinary and/or administrative sanctions towards employees as well as members when allegations are substantiated, and may, through the Board, refer matters to national authorities for criminal prosecution.

ADDA staff members are not covered by immunity for acts that constitute crimes, and the Organization does not protect staff who commit such crimes.

Assistance and Protection

ADDA staff members are protected from retaliation for reporting allegations of sexual exploitation and abuse or sexual harassment in good faith. Retaliation is prohibited and, if established, constitutes sanctionable misconduct.

Staff members who believe that they have been the victim of retaliation may seek informal redress or make a formal complaint to the Ethics Officer ethics@adda.dk

ADDA has no previous institutional experience in responding to gender-based violence but will in collaboration with its partners take action to offer psychosocial assistance and medical treatment to victim/survivors.

Transparency

ADDA publishes annually information on the disciplinary actions taken against its personnel, including in cases of sexual harassment, exploitation and abuse in its annual report.

Donors should be informed on confirmed cases of misconduct right away by the ADDA Ethics Officer through the ADDA board, regarding misconduct on projects they fund in full or partly.

How to report

All allegations of sexual exploitation and abuse, and sexual harassment should be reported to the Ethics Officer ethics@adda.dk

If you are a victim of any unwelcome sexual advance, request for sexual favor, verbal or physical conduct or gesture of a sexual nature, or any other behavior of a sexual nature, contact the Ethics Officer: ethics@adda.dk

ADDA Social and Environmental Standards (SES)

ADDA's **Social and Environmental Standards** (SES) underpin the commitment to mainstream social and environmental sustainability in our programs and Projects. The objectives of the standards are to:

- Strengthen the quality of programming by ensuring a principled approach;
- Maximize social and environmental opportunities and benefits;
- Avoid adverse impacts to people and the environment;
- Minimize, mitigate, and manage adverse impacts where avoidance is not possible;
- Strengthen ADDA and partner capacities for managing social and environmental risks; and
- Ensure full and effective stakeholder engagement, including through a mechanism to respond to complaints from project-affected people.

The SES are an integral component of ADDA's quality assurance and risk management approach to programming.

The SES standards are underpinned by an **Accountability Mechanism** with two key functions:

1. A **Stakeholder Response Mechanism** (SRM) that ensures individuals, peoples, and communities affected by ADDA projects have access to appropriate procedures for hearing and addressing project-related grievances; and
2. A **Compliance Review** process to respond to claims that ADDA is not in compliance with ADDA's social and environmental policies.

Through application of the SES and Accountability Mechanism, ADDA enhances the consistency, transparency and accountability of its decision-making and actions, improves performance, and strengthens achievement of positive development outcomes.

Code of conduct on corruption

Zero tolerance towards corruption

Adda is a globally operating organisation. Staff are in contact with numerous other public organisations, NGOs, ordinary citizens, commercial companies and other counterparts all over the world. ADDA, actively supports the international fight against corruption.

In the ADDA, we are determined to maintain the highest standards of integrity and work ethics among our staff and across all areas of activity. We therefore maintain a policy of **zero tolerance** towards corruption in all its forms.

This Anti-Corruption Code of Conduct are applicable to all staff working in ADDA in Copenhagen and at ADDA projects. Its purpose is to ensure and support behaviour and work ethics characterised by the highest standards of personal and organisational integrity, both internally and externally with our many different partners.

This Anti-Corruption Code of conduct provides guidance to staff on their required conduct when confronted with corruption, corrupt practices or corrupt propositions, and when working to prevent corruption.

What is corruption?

Corruption is defined as the misuse of entrusted power for private gain. It affects everyone whose life, livelihood or happiness depends on the integrity of people in a position of authority, it threatens the stability and security of societies, and it undermines democratic institutions and values.

This definition corresponds to the concept of corruption in the Danish Penal Code and in international anti-corruption conventions, and it covers situations involving the taking and giving of bribes as well as other types of active or passive corruption.

Corruption is best known in the form of bribery, fraud, embezzlement or extortion. However, corruption does not exclusively involve money changing hands; it may also include providing services to gain advantages, such as favourable treatment, special protection, extra services or quicker case processing.

Anti-Corruption: Code of Conduct

All staff of ADDA in Copenhagen and ADDA Missions will respect and promote the principles of the Code of Conduct presented below.

The following conduct is prohibited for all staff, employees and members of ADDA, if this conduct is observed, it is mandatory to report it to **superior or** ADDA's ethics officer, for further investigation and reporting to appropriate local authorities.

1. Conflict of interest

Conflicts of interest arise from situations in which a member of staff has a private interest that could potentially influence, or appear to influence, the impartial and objective performance of his or her official duties. Private interests include any advantage to oneself or one's family, close relatives, friends and persons or organisations with which one has or has had business or political relations. When faced with a potential or actual conflict of interest, staff are required to promptly inform their superiors.

2. Bribery

Bribery is the act of offering, giving (active bribery), receiving, soliciting or accepting (passive bribery) something of value with the purpose of influencing the action of an official in the performance of his or her public or legal duties. Bribery is a criminal offence in Denmark.

3. Extortion

Extortion occurs when a public official unlawfully demands or receives money or property through intimidation. Extortion may include threats of harm to a person or his/her property, threats to accuse him/her of a crime/illegal act, or threats to reveal embarrassing information. Some forms of threat are occasionally singled out for separate statutory treatment under the designation “blackmail.” Extortion is a criminal offence in Denmark.

4. Fraud

Fraud is the use of deception with the intention of obtaining an advantage (financial or otherwise), avoiding an obligation or causing loss to others. This involves being deliberately dishonest, misleading, engaging in deceitful behaviour, practising trickery or acting under false pretences. Fraud is a criminal offence in Denmark.

5. Embezzlement

Embezzlement is the misappropriation or other diversion of property or funds legally entrusted to someone by virtue of his or her position. Embezzlement is a criminal offence in Denmark.

6. Gifts

In the context of corruption, a gift is a financial or other benefit, offered, given, solicited or received in the expectation of receiving a benefit in return. Gifts and hospitality may be in themselves a manifestation of corrupt behaviour. They may be used to facilitate corruption, or may give the appearance of corruption. Gifts may include cash or assets given as presents, and political or charitable donations. Hospitality may include meals, hotels, flights, entertainment or sporting events.

As a general rule, staff should not receive gifts or other advantages. However, in observing and respecting local hospitality conventions, small gifts may be accepted.

7. Nepotism and favouritism

Nepotism is favouritism shown to relatives or friends without regard to merit. Relatives or friends are treated favourably based on the close personal relationship alone rather than on a professional and objective assessment of their skills and qualifications.

8. Where and how to report corruption cases

All staff are obliged to familiarise themselves with the Code of Conduct and respect its principles. They are obliged to report any evidence or suspicion of breach of the Code to their superiors and/or ADDA Ethics Officer ethics@adda.dk

9. Complaint process

All complaints received by any channels of communications by the ADDA ethics officer will result in the opening of a case, that will be handled by the ethics officer and a member appointed by the ADDA board. The complaint group. If the complaint concerns one of the above, another representative appointed by the ADDA board will take over.

The complaint group assures the complaint is registered and documented. The group initially investigates if the case has a character, that decides if further investigation needs to take place or the complaint will be dismissed. The person complaining and the ADDA board should be informed, if the case is dismissed.

If the compliant has decided to send an anonymized compliant, only the ADDA board will be informed.

If the case is found to be relevant the group should do the following

- Investigate and document the case, to create the best possible decision basis on the complaint, concerning all the involved parties.
- Secure that the police or other proper public authorities are informed, in case the complaint falls under criminal law.
- Create a note to create basis for a decision/verdict on the case, and on which consequences and possible sanctions that should be taken.

The ADDA ethics officer makes an evaluation of the case and can make temporary suspension of employees / members involved in the case in ADDA, while the case is investigated. Likewise, the ADDA ethics officer can temporarily suspend cooperation or partners, suppliers etc. while the case is investigated.

Thereafter the group shall















- Monitor the process and the handling of the complaint and secure that the needed follow up takes place, after a decision has been made.
- Write up a final report, that includes the decision in the case
- Secure the complaint is included in the annual reports and in anonymized statistics on all complaints

- Secure that the complaint is filed correctly in accordance with national law, and that all communication with board members etc. are deleted by the other party.

This policy has been approved by the ADDA board on January 6th 2023.

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Underskrivere

  Bodil Engberg Pallesen Bestyrelsesmedlem ee0ce088-5daf-455f-8b52-e08b68118904 21-03-2023 22:13	  Helge Brunse Adda Bestyrelsesmedlem c0ce9653-14e0-4b1b-8a99-f5793df687e0 21-03-2023 23:30
  Povl Nørgaard Andersen Bestyrelsesmedlem d49c7a11-e263-425c-94b2-670add2c81d9 22-03-2023 11:21	  Torben Huus-Bruun Adda bestyrelsesmedlem 071cc6c6-849c-4ab1-9b11-369e63aedd00 23-03-2023 14:27
  Søren Thorndal Jørgensen Formand 2632a19b-1f32-447e-bd79-cbd781f8e83b 24-03-2023 11:21	  Ove Gejl Christensen Bestyrelsesmedlem dc33993a-1185-4b0e-a41b-adb46c128f6d 29-03-2023 09:44
  Per Åke Mikael Jonsson ADDA bestyrelsesmedlem 09c35130-5ab7-4530-9589-b10042a531c7 29-03-2023 23:00	

Dokumenter i transaktionen

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Nærværende dokument



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