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<b>Type of document:</b>	Policy	
<b>Title of Document:</b>	Code of Conduct	
<b>Document ID (name-version-year)</b>	CoC.1.2021	
<b>Date of Issue/Update: (mm/dd/yyyy)</b>	Created: 12/06/2021 Last reviewed and/or updated:	Version: 1
<b>Approved by:</b>	Executive Director	12/23/2021
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<b>Related documents:</b>	n/a	

X  
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Executive Director



# Code of Conduct

## ARTICLE 1. PREAMBLE

WASTE initiates, strengthens, and contributes to scale sanitation and waste management solutions that help low-income communities to become healthier, that contribute to greater social inclusion and protect the environment.

WASTE values transparency in communication and relations, decision making based on solidarity and by consensus, diversity of opinions and backgrounds of its staff, independency of staff in cooperation with others, optimal sharing of intellectual achievements, professional relations based on respect, subsidiarity and the common good.

This Code of Conduct (CoC) wants to encourage a professional, transparent, and uncorrupted conduct of all those mentioned in the next paragraph. It is an important reference to create a safe and supportive environment in which people are not afraid to speak their mind, treat each other with respect and are open to constructive criticism.

## ARTICLE 2. SCOPE

This CoC sets out standards of personal and professional conduct and applies to our Supervisory Board members, employees, and members of our extended workforce (volunteers, interns, vendors and independent contractors) and others who may be temporarily assigned to perform work or services for WASTE or its partners. We expect from our contracted partner organisations to respect our CoC.

## ARTICLE 3. PRINCIPLES

WASTE expects its staff, associates and partners to be:

1. Respectful and collaborative in contacts with others, with an eye for the common goal and the interest of the organization.
2. Responsible in its relation to nature and future generations.
3. Open-minded without prejudice, open to other ideas, views and behaviors.
4. Result-oriented and pragmatic to achieve goals, using a systematic and inclusive approach.



#### ARTICLE 4. EXPECTED BEHAVIOUR

As a colleague, you are responsible for:

1. Your own behavior, attitudes and working relationships.
2. Finding a way of working constructively with colleagues. If you are finding this difficult you have a responsibility to seek help.
3. Treating all colleagues with courtesy, respect and tolerance and a right to receive such treatment yourselves.
4. Establishing transparent and effective communication. To ensure this:
  - You need to establish for yourselves, and agree with colleagues, what you need to know about and what is not relevant to you,
  - You have a responsibility not to divulge information inappropriately,
  - You have a responsibility to tell colleagues who need to know (e.g. managers, colleagues, project partners) what you are doing and when,
  - You have to comply with the communication systems developed in the organisation.
5. Keeping a friendly working environment and understand that bantering and making jokes at colleagues' expense should be avoided.

#### ARTICLE 5. COMPULSORY BEHAVIOUR

Working for/with WASTE, you must

1. Respect and promote fundamental human rights without discrimination and act with integrity,
2. Act within and accordance with the national and international law and within any statutory, regulatory or cultural codes relevant to the work of WASTE,
3. Act in accordance with the policies and procedures of WASTE and (where relevant) any partner organisation,
4. Be loyal to, and positively promote, the reputation, integrity and aims of WASTE and its partners and funders, avoiding any act which may bring the organization into disrepute or result in the disclosure of confidential information,
5. Deal fairly and honestly with colleagues, partners, clients and funders and the public at large,
6. Ensure that all health and safety policies and rules are adopted and take reasonable care to ensure your own health and safety at work and that of others with whom you work,



7. Report any personal interest which might conflict with, or be seen by others to affect, your ability to perform your duties fairly and impartially,
8. Notify WASTE immediately of any change of circumstances which may prevent you from carrying out, or jeopardise your ability to carry out the tasks in your job description,
9. Work to the same high standards with all people regardless of their age, gender, sexuality, race, disability or religion, respecting their privacy and personal choice of lifestyles, customs, values and spiritual beliefs.

#### ARTICLE 6. FRAUD

WASTE has no tolerance for fraud, therefore:

1. Be transparent, accountable and honest in all work-related financial transactions.
2. Ensure that financial and other resources are used solely for the intended purpose.
3. Ensure, where possible, that goods and services purchased are produced and delivered under conditions that do not involve the abuse or exploitation of any persons and have the least negative impact on the environment.
4. Not to steal, misuse or misappropriate funds, property or any other income,
5. Not to engage in abusive transactions, forging of documents, money laundering, taking of commissions or influencing tender process for benefit or illegal activities,
6. Not to take part in activities that generate personal, organisational or collective profit such as buying or selling when such activities may affect, or appear to affect, WASTE's credibility or integrity,
7. Not to share the profits such as kickbacks, cuts or discounts for improper personal or organisational benefits,
8. Not to accept any gifts or other favours that may influence the performance of staff functions or duties. Gifts are defined as, but not limited to services, travel, entertainment, material goods, among others. In order to respect national and local traditions and conventional hospitality, minor tokens and gifts can be accepted up to a maximum value of €25,
9. Not to use or benefit from illegal labour, child labour or forced labour.

#### ARTICLE 7. DATA AND INFORMATION

WASTE is serious about data and information sharing and we want you:

1. Deal with enquiries courteously and confidentially,
2. Share relevant information about your work and projects, except which is confidential among your colleagues for the benefit of quality of the work of WASTE,



3. Be able to explain briefly and clearly the aims of WASTE and the project/work in which you are engaged,
4. Not to engage, in whatever form or shape, in the misuse of data, means or services that are at our disposal as a result of our working for WASTE,
5. Refuse to discuss or share information given in confidence with others, except, where appropriate with colleagues and through confidential project recordings,
6. Obtain consent from a person or from a parent/guardian of a child when taking a picture, making a video or when personal reporting is made, and the person/child's face or name is visually identifiable in the photo/film footage or report.
7. To be conscious when using social media that your reputation or that of WASTE or its partners can be at risk. Therefore, we expect you to refrain from sharing unlawful ideas and wording. Always act in a professional and constructive manner and use sound judgement before posting. Always be polite and respectful of individuals' opinions.
8. Comply with WASTE's IT security policy and be responsible for the security of all personal and work environments where IT information is processed or stored,
9. Adhere to following procedures when mobile devices are used for work purposes (privately owned or provided by WASTE). The approval of the IT Manager must be obtained before they may be used. Such devices (e.g. phones, tablets, laptops) must at a minimum:
  - have anti-malware software installed and updated as required by the IT manager
  - have pin, password or another authentication installed
  - have manufacturer-supplied updates applied within 14 days of release
  - be encrypted, wherever possible,
  - be capable of being remotely tracked and wiped,
10. Inform the IT Manager or the Director immediately if any device is lost or stolen.

#### ARTICLE 8. GROSS MISCONDUCT

The following types of behaviour are completely unacceptable and will be treated as gross misconduct, and may lead to you being asked to leave the workplace, to your instant suspension:

1. Assaults and threats, physically, verbally, or otherwise,
2. Sexual or non-sexual exploitation or abuse of any individual, either physical or non-physical,
3. Sexual acts, insinuation or intimidation of colleagues, requests for sexual favours, or display other undesirable verbal, non-verbal, or physical behaviour in this respect,



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4. Statements or engaging in any activity, that may be seen as discrimination of others on the basis of their ethnicity, religion, gender, life conviction, and / or sexual orientation, or discriminate on the basis thereof,
5. Personal insulting and shouting at others,
6. Consumption of alcohol or drugs in a way that affects your ability to carry out your role or affects the reputation of WASTE.

#### ARTICLE 9. REPORTING COMPLAINTS

For reporting any complaints, you are referred to WASTE's Policy Enforcement Procedure.