# **Code of Conduct[Name of organisation]**

# **Introduction**

[Organization Name] is committed to maintaining the highest degree of ethical conduct among its staff, associated personnel, subcontractors, and volunteers in relation to its values and vision. To reinforce this commitment, the expectations for [Organization Name], employees, subcontractors, and volunteers are outlined in this Code of Conduct.  
 **Scope and purpose**

The Code of Conduct applies to all personnel, as well as subcontractors and volunteers, while they are engaged with [Organization Name], and must be distributed to all relevant parties. The Code of Conduct is applicable both during and outside of working hours, and violations of the Code may lead to disciplinary actions, including dismissal.

[Organization Name] is a globally engaged organization, and therefore, the Code of Conduct is developed based on international laws and UN standards. [Organization Name], its personnel, subcontractors, and volunteers are expected to comply with local laws in the country where they are located. In cases where the Code of Conduct is more comprehensive than local legislation, the Code of Conduct will prevail.

**Vision and values**

[Insert the organization’s vision and values that are relevant to the Code of Conduct]

**Standards in the Code of Conduct**As part of [Organization Name], everyone supports and adheres to the following standards outlined in the Code of Conduct:

Anti-corruption[[1]](#footnote-2)

* All employees, associated personnel, and volunteers neither offer nor accept any form of services or payments that could be considered illegal or corrupt practices.
* Any form of illegal or corrupt practice may result in disciplinary action.
* [Organization Name] is also committed to reporting any cases or suspicions of corruption to donors, including the Danish Ministry of Foreign Affairs, within 14 days.

Prevention and Protection Against Sexual Harassment, Exploitation, and Abuse [[2]](#footnote-3)

* [Organization Name] has zero tolerance for sexual harassment, exploitation, and abuse, and therefore actively works to protect individuals from such behavior caused by employees, associated personnel, and volunteers.
* [Organization Name] ensures that there is a mechanism for lodging complaints if incidents of sexual harassment, exploitation, or abuse occur.
* [Organization Name] ensures that complaints are investigated and handled in an anonymous, credible, safe, and transparent manner. The resolution of complaints may lead to disciplinary and/or legal consequences.

Anti-Child labour[[3]](#footnote-4)

* [Organization Name] complies with both national and international legislation that protects children, including the UN Convention on the Rights of the Child and ILO conventions.
* Any form of violation may result in disciplinary and/or legal consequences.

Anti-terror[[4]](#footnote-5)

* [Organization Name] does not collaborate with entities or organizations listed on the UN and EU terrorism lists. When implementing projects, [Organization Name] screens partners and other affiliated collaborators against these two lists.
* In situations where [Organization Name] has collaborated with organizations or entities listed on the UN and EU terrorism lists, [Organization Name] is committed to reporting this to the Danish Ministry of Foreign Affairs.
* Any form of violation may result in disciplinary and/or legal consequences.

Complaint access

* [Organization Name] ensures the possibility of filing complaints via email and/or phone.
* [Organization Name] ensures that complaints are investigated and handled in an anonymous, credible, safe, and transparent manner. The resolution of complaints may lead to disciplinary and/or legal consequences.

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Underskrift Dato

[navn og titel]

Øverst på formularen

1. [Organization name] complies with the Ministry of Foreign Affairs' anti-corruption clause in accordance with the [guidelines](https://um.dk/-/media/websites/umdk/danish-site/danida/samarbejdspartnere/retningslinjer-for-forvaltning-af-tilskudsmidler-fra-udenrigsministeriet-til-puljeordninger-og-netvr.ashx). [↑](#footnote-ref-2)
2. [Organization name] complies with the Ministry of Foreign Affairs' PSHEA clause in accordance with the [guidelines](https://um.dk/-/media/websites/umdk/danish-site/danida/samarbejdspartnere/retningslinjer-for-forvaltning-af-tilskudsmidler-fra-udenrigsministeriet-til-puljeordninger-og-netvr.ashx). [↑](#footnote-ref-3)
3. [Organization name] complies with the Ministry of Foreign Affairs' anti-child labour clause in accordance with the [guidelines](https://um.dk/-/media/websites/umdk/danish-site/danida/samarbejdspartnere/retningslinjer-for-forvaltning-af-tilskudsmidler-fra-udenrigsministeriet-til-puljeordninger-og-netvr.ashx). [↑](#footnote-ref-4)
4. [Organization name] complies with the Ministry of Foreign Affairs' anti-terror clause in accordance with the [guidelines](https://um.dk/-/media/websites/umdk/danish-site/danida/samarbejdspartnere/retningslinjer-for-forvaltning-af-tilskudsmidler-fra-udenrigsministeriet-til-puljeordninger-og-netvr.ashx). [↑](#footnote-ref-5)