

# CARE DENMARK CODE OF CONDUCT

CARE Denmark's Code of Conduct is a set of rules that must ensure acceptable behavior in the workplace and intends to help all employees understand what expectations CARE Denmark has for behavior in the workplace and in work contexts.

Positive and good collaborative relationships between CARE Denmark's employees are an important prerequisite for our success in our work. For that reason, we focus on creating a work environment where all employees are met and meet others with recognition and respect. This Code of Conduct is there as a tool for preventing conflicts in the workplace and in the relationships with our partners.

The Code of Conduct applies to all CARE Denmark employees, trainees, and volunteers.

## RULES OF CONDUCT

CARE Denmark's management<sup>1</sup> group has the overall responsibility for ensuring that all employees are aware of the Code of Conduct and what these rules entail in relation to the individual's behavior. New employees will be given a Code of Conduct at employment, and by signing the employment contract the employee accepts that he / she will comply with the Code of Conduct. Employees are required to report suspected violations of the Code of Conduct to CARE Line, the nearest director or HR.

### Fundamental Rights

CARE Denmark's employees must contribute to preventing any form of discrimination in relation to social status, race, ethnicity, skin color, religion, gender, sexual orientation, age, marital status, citizenship, political affiliation, disability, or illness.

### Humanitarian Principles

CARE Denmark's employees must respect the humanitarian principles of humanity, neutrality, impartiality and independence. In connection with their work, all employees must adhere to the 10 principles in "Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief".<sup>2</sup>

1. The humanitarian imperative comes first.
2. Aid is given regardless of the race, creed or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone.
3. Aid will not be used to further a particular political or religious standpoint.
4. We shall endeavor not to act as instruments of government foreign policy.
5. We shall respect culture and custom.
6. We shall attempt to build disaster response on local capacities.
7. Ways shall be found to involve programme beneficiaries in the management of relief aid.
8. Relief aid must strive to reduce future vulnerabilities to disaster as well as meeting basic needs.
9. We hold ourselves accountable to both those we seek to assist and those from whom we accept resources.

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<sup>1</sup> Director of Finance and Operations. Responsibilities and tasks in relation to CoC can be delegated to department directors, HR or others.

<sup>2</sup> <http://www.ifrc.org/en/publications-and-reports/code-of-conduct/>

10. In our information, publicity, and advertising activities, we shall recognize disaster victims as dignified human beings, not hopeless objects.

### Bullying and harassment

At CARE Denmark, we prioritize a good working environment and good well-being for our employees, and we strive to make CARE Denmark an attractive workplace that we can be proud of. Therefore, we have set a number of guidelines in relation to bullying and harassment which the employees must follow:

- We have zero tolerance for all forms of sexual harassment, exploitations, and abuse.<sup>3</sup>
- Jokes or remarks about colleagues with a sexual or sexist content are not tolerated.
- Employees must show respect for each other and each other's individual characteristics.
- Derogatory and hurtful remarks about colleagues are not tolerated.
- Negatively charged remarks or jokes about colleagues' appearance, religion or ethnicity are not tolerated.

### Travels

Employees traveling to CARE Denmark's program countries or other countries are expected to act in accordance with CARE Denmark's goals and values. The employee must respect the laws, rules, religion, customs, and traditions of the host country and strive to create good relations with colleagues, partners and the local population.

### Alcohol and drugs

Alcohol or other intoxicants may not be enjoyed during working hours. Alcohol is allowed at receptions, staff parties or the like.

Employees who represent CARE during travel and stays abroad should refrain from excessive alcohol or other drug use.

### Bribery, gifts, and services

CARE Denmark's employees may not use their position in collaboration with colleagues, partners, or suppliers for personal gain. The employee must not receive bribes or gifts from colleagues, partners, or suppliers. However, smaller gifts can be accepted if it is a matter of local traditions or common courtesy.

### Use of Information Technology (IT)

Employees must use CARE Denmark's IT facilities if the applicable IT policy is complied. If there is a suspicion of misuse of IT facilities, the director of Finance and Operations should be contacted.

Unacceptable use of CARE Denmark's IT facilities is:

- If it is directly illegal (cf. Danish law).
- Compromises CARE Denmark's IT security.
- Creates IT operational disruptions in case of breaches of guidelines or rules.

### Protection of CARE's image

CARE Denmark's employees must avoid, through words or actions, bringing CARE's image and reputation into disrepute or causing potential security risks for CARE's employees, other organisations or the local population.

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<sup>3</sup> CARE International's Policy on Prevention of Sexual Exploitation and Abuse and Child Protection.

## Conflicts of interest

A conflict of interest is any situation in which an employee's personal interests or loyalty may, or may be perceived as, stand in the way of the employee's decisions being in CARE's best interest.

Employees must be aware of whether they, in relation to other work, board work, leisure activities, family relationships, suppliers or other engagements, risk entering a conflict of interest. If the situation arises, the employee has a duty to inform his/ her director and / or make the necessary decisions to avoid the current conflict. The employee is also obliged to report suspicions of colleagues' possible conflicts of interest in relation to CARE to his / her director.

## Violation of the Code of Conduct, sanctions and review

Any violation of the Code of Conduct will have consequences at one of the following levels: guidance, reprimand, written warning, or expulsion. The consequence depends on a concrete assessment of the individual violation and which sanction applies.

CARE Denmark's employees must ensure that information they receive about colleagues', partners' or other stakeholders' violations of rules and guidelines is passed on to CARELine, the nearest director or HR and is treated in the strictest confidence. This applies in relation to the Code of Conduct as well as the other guidelines and policies that form the principled basis for CARE Denmark's work.

In addition to the ability to report violations directly to the management group of CARE Denmark or HR, all employees have the opportunity to use CARE International's whistleblower scheme, CARELine.<sup>4</sup> CARELine can be used for all types of complaints and reviews. A review can take place anonymously and without risk to the employee.

## Other guidelines and policies

The Code of Conduct is based on and supplemented by CARE Denmark's other policies and guidelines, as well as CARE International's policies, all of which are part of CARE Denmark's policy basis. This includes:

- CDK Personalehåndbogen
- CDK Personale- og Arbejdsmiljøpolitik
- CDK IT Politik
- CARE Danmark Travel Security Policy
- CARE International Code of Conduct
- CARE International Gender Equality Policy
- CARE International Safeguarding Policy
- CARE International Policy on Fraud and Corruption
- CARE International (EU) Environmental Guide, inkl. CARE Danmark Annex

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<sup>4</sup> Link til CARELine: <https://care.dk/om-os/etik>