

A woman wearing a light blue headwrap and a patterned dress is working in a field. She is holding a bunch of green leaves. A large tree with many green leaves is in the background. The scene is outdoors and appears to be a rural or agricultural setting.

DANMISSION'S
**ETHICAL
CODE OF CONDUCT**

DANMISSION'S ETHICAL CODE OF CONDUCT

It is ethically wrong to exploit other people, and if exploitation is facilitated by the power inherent in the perpetrator's relationship with Danmission it becomes Danmission's responsibility to prevent and counteract it. Furthermore, unethical actions by Danmission staff expose the perpetrator, hence also Danmission, to the possibility of extortion, thus derailing the organisation's accomplishment of its mission.

Danmission's Code of Conduct spells out what is and what is not acceptable, as well as the procedures to avoid that unacceptable situations occur and to ensure that, to the extent possible, they are dealt with rapidly and fairly if they do occur.

This Code of Conduct applies to all Danmission staff, volunteers and interns, working outside Denmark, their accompanying family members as well as their private visitors from outside the country. It also applies to consultants hired by Danmission and other persons with a formalized relationship to Danmission. Danmission encourages its partners outside Denmark to develop similar (not necessarily identical) principles/procedures to prevent misconduct and unethical behaviour.

Administrative arrangements to implement this Code of Conduct

At the time of recruitment, the content of this Code of Conduct will be explained to and discussed with new staff. New staff will be required to sign the Code of Conduct as a sign of acceptance. At regular intervals staff will be reminded about these requirements and will be given an opportunity to discuss them and their experience with them.

IN GENERAL

Staff must:

- Respect and abide by national and international laws.
- Adhere to the mission and the values of Danmission.
- Positively represent Danmission.

DISCRIMINATION AND RESPECTFULNESS

Definition of discrimination: exclusion of, treatment of, or action against an individual based on social status, race, ethnicity, caste, color, religion, gender, sexual orientation, age, marital status, national origin, political affiliation or disability.¹

Code of conduct: Danmission does not accept any type of discrimination of any individual.

Staff must:

- Never discriminate against any individual
- Respect and promote fundamental human rights without discrimination.

Treat all communities that Danmission seeks to assist (including crisis-affected populations, internally displaced persons and refugees), fairly and with respect, courtesy, dignity and according to international laws and standards.

¹ <http://actalliance.org/wp-content/uploads/2017/01/ACT-Code-of-Conduct-Policy-Oct-2016-E.pdf>

POLICY ON SEXUAL EXPLOITATION, ABUSE OR HARASSMENT

Danmission has a zero-tolerance policy concerning any sexual exploitation. It is important to realize that, whether they like it or not, staff frequently find themselves in positions of power which may, in certain circumstances, translate into the power to exploit, including sexually.

- **Definition of sexual exploitation:** any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes including, but not limited to, profiting financially, sexually or politically from the sexual exploitation of another.²
- **Definition of sexual abuse:** an actual or threatened physical intrusion of a sexual nature, including inappropriate touching, by force or under unequal or coercive conditions.³
- **Definition of sexual harassment and intimidation:** any unwelcome comment or behaviour that is offensive, demeaning, humiliating, derogatory, or any other inappropriate behaviour that fails to respect the dignity of an individual.⁴

Code of Conduct: Danmission does not accept any kind of sexual exploitation, abuse, harassment or intimidation of any individual. Any breach of this Code of Conduct constitutes an act of gross misconduct and is therefore grounds for immediate investigation and possible termination of employment, plus legal action if required.

Staff must:

1. Never engage in sexual exploitation or abuse of any individual, including sexual relations based on remuneration, prostitution or similar
2. Never engage in any sexual activity with a child or children under 18 regardless of the local age of majority or age of consent. Mistaken belief in the age of a child is not a defence
3. Never act in a way that could place a child at risk of abuse, including not giving due consideration to assessing and reducing potential risks to children as a result of implementing activities. Behaviour and actions that are prohibited include, but are not limited to, using inappropriate language or behaviour when dealing with a child or children, bullying and harassing a child verbally or physically, physical punishment, exposing a child to pornography. Whenever possible avoid being alone with a child.
4. Never consume, purchase, sell, possess and distribute any forms of child pornography.
5. Never exchange money, employment, goods or services for sex, including sexual favours.
6. Never exploit the vulnerability of any target group in the context of development, humanitarian and advocacy work, especially women and children
7. Never engage in sexual relationships with members of crisis and/or poverty-affected populations given their increased vulnerability.
8. Never commit any act or form of physical, sexual, psychological and/or emotional harassment, especially towards women, children and people with disabilities

² United Nations Secretary General's Bulletin 2003/13, 9 October 2003; Special Measures for Protection from Sexual Exploitation and Abuse

³ United Nations Secretary General's Bulletin 2003/13, 9 October 2003; Special Measures for Protection from Sexual Exploitation and Abuse

⁴ <http://actalliance.org/wp-content/uploads/2017/01/ACT-Code-of-Conduct-Policy-Oct-2016-E.pdf>

CHILD PROTECTION

Danmission's Code of Conduct for child protection takes its point of departure from the UN Convention of the Child and focuses on discrimination, harassment, abuse, sexual abuse / exploitation, economic exploitation, and neglect.

The Code of Conduct of includes the following core values:

- Children need to be protected from all forms of physical and mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse
- Children should be ensured such protection and care as necessary for his or her well-being and personal development
- Children have the right to express their views freely in all matters affecting them – and children shall be provided the right to be heard in any matter affecting them
- Children have the right to freedom of expression, thought, conscience, religion, association and peaceful assembly
- Disabled children have the right to special care and encouragement
- Children have the right to be protected from economic exploitation and from any work that is likely to be dangerous or interfere with their education
- Children should be encouraged to participate in society and decision-making

Regarding application, use of information material regarding children, training and capacity building of Danmission staff and monitoring and evaluation please consult the code of conduct for child protection.

GENDER EQUALITY

Danmission is committed to promoting gender equality as an explicit internationally recognized human right and will actively engaging men and boys as allies in promoting gender equality. Danmission supports the empowerment of women and girls as a key strategy toward ending poverty, conflict, human suffering and gender inequality.

Code of Conduct: Danmission does not accept any kind of gender discrimination.

Staff must:

- Act as role models of gender-sensitive behaviours and practices

ANTI-CORRUPTION

The Anti-corruption policies and code of conducts' purpose is to ensure, and support behaviour and work ethics characterized by the highest standards of personal and organizational integrity, both internally in Danmission and externally among our many different partners in Denmark and abroad. Danmission defines corruption as the misuse of entrusted power for personal (or organizational) gain. Corruption can have many forms. The most well-known might be fraud, embezzlement, extortion and bribery, but corruption also involves issues around conflicts of interest, nepotism, favouritism, large gifts or offers of hospitality.

All acts of corruption go against Danmission's mission and core values. Danmission is legally bound to comply with anti-corruption and anti-bribery laws and regulations and does not accept any type of corruption.

WEAPONS AND AMMUNITION

Code of Conduct: Refrain from using or carrying about their person or in their luggage any weapons or ammunition.

COMPLAINTS

If Danmission staff, volunteers, interns or external consultants connected to Danmission's work, employees in partner organisations or communities encounter sexual exploitation, abuse or harassment, or have substantial suspicion thereof, they are obliged to report it to Danmission as a complaint. This mechanism is also accessible to the wider public in countries where Danmission works.

All complaints must be submitted through the global complaints handling system managed at Danmission headquarters where only two designated staff have immediate access to the system. It is possible to file a complaint on behalf of someone else. Investigation of the complaint will be coordinated by Danmission's complaints handler and a complaints committee.

The complaints mechanism has the following access points:

- Complaints mechanism on the Danmission website www.danmission.dk
- Email: anticorruption@danmission.dk
- Relevant channels of communication for beneficiaries will be announced on the Danmission website and communicated to Danmission's beneficiaries in locally appropriate ways

Based on the complaint, the complaints handler will decide whether an investigation committee is to be set up and an investigation to take place. The complaints handler will assess potential dangers and risks to all parties and incorporate ways to prevent injury or harm. The complaint will be handled confidentially and with great respect for the complainant and the persons/organisations identified in the complaint. Only a very limited number of people will have access to and be able to disseminate the information. Stakeholders must be able to lodge their concerns without fear of reprisals or unfair treatment so Danmission is committed to confidentiality around all cases filed through the complaints mechanism.

No anonymous complaints will be accepted. The complaint does not have to be sent by the person affected. A complaint can be made by anyone who is concerned that a staff member has breached policies, including having engaged in sexual exploitation, abuse or harassment. All such incidents shall be reported via the complaints mechanism, including cases where personal security is at risk.

The complaints mechanism can be accessed via Danmission's website:
[https://english.danmission.dk/about/anticorruption/ \(English version\)](https://english.danmission.dk/about/anticorruption/ (English version))

Once a complaint has been fully dealt with, the case will be publicized on Danmission's website in an anonymized form and a final report sent to the relevant donor(s). If full anonymity, even by inference, cannot be ensured in this way, the case will not be publicized but still reported confidentially to donors.



DANMISSION 