

STAFF CODE OF CONDUCT



RECLAIM

This Code of Conduct applies to all staff during their service with RECLAIM, at all times – both during and after working hours. “Staff” in this Code of Conduct refers to all employees, including consultants, volunteers and interns. The Code of Conduct also applies to RECLAIM Board members.

1. RECLAIM employees must be familiar with and respect RECLAIM values as presented in our by-laws. Furthermore, RECLAIM is a human rights-based organisation, and recognises respect for human rights as a foundational prerequisite for the achievement of a more just, fair and sustainable future for people and the planet.
2. RECLAIM has a strong commitment to anti-discrimination and diversity in the workplace and in external relations. RECLAIM employees must respect and promote fundamental human rights without discrimination of any kind and treat others equally, irrespective of their social status, race, ethnicity, colour, religion, gender, sexual orientation, age, marital status, national origin, political affiliation, disability or health status.
3. RECLAIM employees are expected to refrain from any action or verbal statements in public, including in media and social media, which may discredit RECLAIM.
4. RECLAIM employees must refrain from drinking alcohol during working hours and where it can be harmful to RECLAIM’s image unless sanctioned by a manager.
5. RECLAIM employees should seek information about relevant security plans when travelling or working abroad and avoid behaviour that could provoke security threats.
6. RECLAIM employees may never commit any act or engage in any form of harassment that could result in physical, sexual or psychological harm to others.
7. RECLAIM employees may never engage in any kind of sexual exploitation or abuse. (See RECLAIM Staff Policy to Prevent Sexual Exploitation, Abuse and Harassment).
8. An employee who engages in a long-lasting intimate relationship with another employee is required to inform his or her manager about the relationship. If the relationship creates work-related problems, it may be decided to terminate the contract of one of the employees involved.
9. Managers are not allowed to have an intimate relationship with an employee who refers directly or indirectly to them. If the situation should arise, it may be decided to terminate the contract of the manager involved.
10. RECLAIM employees must act in accordance with RECLAIM’s Anti-Corruption Policy and should not accept gifts or other favours that may influence the exercise of their function, performance or duty. To respect local traditions and conventional hospitality, minor gifts can be accepted. Bribes shall neither be accepted nor provided.
11. RECLAIM employees may not undertake any other paid or unpaid work which may involve a conflict of interest or is otherwise incompatible with the position in question.
12. It is mandatory to raise breaches of the Code of Conduct to RECLAIM Chair (ane.sommer@reclaiming.eu)

This Code of Conduct reflects internal RECLAIM standards and, as such, they are secondary to national laws in the country where the employee works.

The signatory below has read, understands and agrees with the content of the above-mentioned Code of Conduct and policies.

The signatory accepts that any breach of this Code of Conduct will result in possible disciplinary action in accordance with the respective laws, labour customs, RECLAIM terms, conditions and guidelines.