

CODE OF CONDUCT RIDH EUROPA	
Functional Area:	Human Resources and Organizational Development
Owner:	RIDHE
Validated by:	Management Committee / Board of Directors
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The Code of Conduct of the International Network for Human Rights Europe (RIDHE) consists of the following provisions on the main labour rights. The Code of Conduct applies to all personnel working on behalf of RIDHE, regardless of location and type of contract.

### I. Guiding principles

The International Network for Human Rights (RIDHE) is an international non-profit institution governed by the principles of humanity, neutrality, independence and impartiality.

1. Actively work in the field of development cooperation and international solidarity, whether in the field of development, emergency response or development education.
2. Support and cooperate with people regardless of their ethnic, national and social origin, their religious and political beliefs, their sexual identity and orientation, age, gender and disability.
3. Have a desire for change or social transformation, actively participating in the improvement of society through proposals that favour fairer and more equitable international relations.
4. Ethically and transparently manage resources, both human and economic, that come from solidarity, public and private donations, voluntary work or similar.
5. Act with transparent and participatory mechanisms for the election or appointment of their positions, promoting gender equality and opportunities for all.
6. Be transparent in our policy, in our practices and in our budgets. This implies the obligation to publish quantitative and qualitative documentation, as well as facilitate external control of its activities and resources.
7. Be based on and articulated around the goals of international solidarity and cooperation. This implies the need for the main objectives to include

cooperation for development, the fight against inequalities, poverty and its causes. In addition, it requires that its practice be coherent and consistent with this purpose.

## II. Work conduct

1. We treat each other with respect and consideration, aware of individual differences, cultural and ethnic diversity. We do not tolerate any form of harassment, discrimination, intimidation, exploitation or abuse.
2. We uphold the integrity and reputation of the organization in our professional and personal conduct. We maintain respectful relationships at all levels to maintain the institutional integrity of the RIDHE and its staff.
3. We respect the privacy and private life of our colleagues when dealing with personal information. When professional relationships between colleagues are affected in any way, we initiate mediation processes.
4. We recognize our beneficiaries as dignified human beings and as partners in development. Our activities and interactions will uphold and adhere to the basic protection of human rights and will not contribute to violating them.
5. In times of conflict, war and emergency situations, we show the utmost caution to safeguard our security and the protection of the populations with which we work.
6. We are aware that the projects are financed with public and private funds, and therefore, we guarantee their correct use and good accountability and transparency.
7. In accordance with the privacy law, we are committed to handling the personal data of donors and beneficiaries with the utmost care and responsibility.
8. We will carry out with responsibility and ethics the positions that we have been selected to occupy, except in case of force majeure or fortuitous events.

## III. Laboru rights

- ❖ **Wages and benefits:** Employers must recognize that wages are essential to meet the basic needs of their employees. Employers must pay employees, at a minimum, wages and benefits that comply with all applicable laws and regulations and provide enough money to cover their essential needs, as well as to establish a fair and living wage for workers and their families.

The salary must be established according to the average standards in accordance with the countries where the employees carry out their work. When assessing whether their current legal minimum wages are adequate, the RIDHE will take as a reference a basket of goods and services at real prices, or 60% of the gross median wage and 50% of the gross median wage.

- ❖ **Work hours:** Employees paid by the hour and/or by quota (i) must not be required to work more than the lesser of these two options (a) 48 hours per week, or (b) the limit of regular hours permitted by the law of the country of work and (ii) must be entitled to at least one day off during each seven-day period plus holidays and vacations. Vacations and days off must be arranged with the organization.
- ❖ **Overtime Compensation:** All overtime must be worked voluntarily by employees. In addition to their compensation for regular hours of work, employees paid by the hour or by quota must be compensated for their overtime at the rate established by the law of the country of work or, in countries where there are no laws establishing the rate, for a rate of at least 50% in addition to the regular hourly rate of compensation.
- ❖ **Child Labour:** Employers must not employ anyone under the age of 15 or, in a developing country, under the age of 14 following the practices of the International Labour Organization. In the event that the age for completion of compulsory education is higher than the minimum age standard for employment described above, the higher age for completion of compulsory education would apply to this section.
- ❖ **Forced Labour:** There must be no use of prisoner forced labour, debt-compulsory contract labour, or any other type of forced labour.
- ❖ **Health and Safety:** Employers must provide a safe and healthy work environment.
- ❖ **Non-discrimination:** No person should be subjected to any type of discrimination in employment, including everything related to their hiring, salary, benefits, promotion, discipline, termination or retirement, based on their gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin.
- ❖ **Women's Rights:** Women workers should have the same opportunities and equal treatment as men. Female workers shall have the right to maternity during their employment. When they take their maternity leave, they will not be fired or threatened with dismissal, loss of seniority or pay deduction.
- ❖ **Post-employment:** We will not act in a way that takes improper advantage of our official roles and positions, including insider information obtained from such roles and positions, when seeking employment or designation after leaving our service with RIDHE.
- ❖ **Mechanisms to combat corruption:** Corruption can take the form of misappropriation of funds, financial gain, nepotism, bribery, and the exchange of gifts or favours for private gain.

For this reason, any gift greater than 100 euros (in money or in the value of an experience or object) will have to be notified in a report that will be delivered to the RIDHE administration. Any instance of corruption, violation of the RIDHE code of conduct or any malicious act or fraud will have to be reported to the RIDHE without fear of being penalized.

- ❖ **Commitment to the environment:** RIDHE is committed to developing sustainably in development programs and activities. None of the interventions of our programs and results will cause damage to the environment and we will strive to protect the environment and promote its restoration.

#### IV. Implementation

1. Copies of the code of conduct are provided to each staff member and will be posted on our website.
2. The code will be attached to all contracts of employment and assignments.
3. Each staff member must understand and sign the Code of Conduct.
4. At the national and regional level, the programme manager or regional representative is responsible for ensuring the application of the code.
5. There will be an annual review of code compliance and evaluation of its impact.

This Code of Conduct is a guide, but does not cover all possible situations that staff may face. Any situation where staff members may have concerns about matters covered by this Code will be discussed with the programme manager or regional representative.

I have received, understood and accepted the RIDHE Code of Conduct.