

Code of Conduct in the Danish Family Planning Association Including safeguarding children and vulnerable adults (June 11, 2019)

Introduction

The Danish Family Planning Association (DFPA) is member of International Planned Parenthood Federation (IPPF) and is governed by a number of rules and principles made within the IPPF federation. This also applies in relations to the Code of Conduct, in which IPPF in November 2018 adopted an expanded Code of Conduct. The Danish network for development organizations, Globalt Fokus, has made a number of principles in order to prevent and react on sexual abuse in the Danish civil society.

DFPA has been inspired by the rules and principles from IPPF and Globalt Fokus. DFPA has made the following “Code of Conduct” for volunteers, trustees and staff in DFPA, which applies to the performance of all duties or execution DFPA related activities

DFPA Code of Conduct

1. DFPA is committed to a human rights framework, which prohibits any discrimination, exclusion or restriction on the basis of age, sex, sexual orientation, gender, gender identity or expression, race, ethnic or national origin, religion or belief, partnership status, pregnancy or parental status, disability health or any other status.
2. DFPA recognizes that the right to be free from abuse, exploitation and harassment is enshrined in international human rights law¹. DFPA additionally acknowledges that physical sexual harassment and abuse is a form of gender-based violence.
3. In keeping with its vision and values, DFPA is committed to maintaining the highest degree of ethical conduct amongst all its volunteers, trustees and staff². To help increase understanding, this Code of Conduct details DFPA expectations of all involved in DFPA’s work.

Purpose and Scope

4. DFPA adopts this Code of Conduct as part of its commitment to providing the best possible environment for those providing DFPA services and those engaging with DFPA services and activities
5. DFPA recognizes the need to provide an environment able to address the inherent unequal power dynamics within the workplace, but stresses the importance of having an open dialogue about it.
6. The purpose of this Code of Conduct is to enable greater individual accountability by providing clear guidance on what is expected of DFPA volunteers, trustees and staff, while on organizational premises, attending organizational functions or otherwise performing DFPA related activities.

¹ International Convention on the Elimination of All Forms of Racial Discrimination, International Covenant on Civil and Political Rights, International Covenant on Economic, Social and Cultural Rights, Convention on the Elimination of All Forms of Discrimination against Women, Convention against Torture and Other Cruel, inhuman or Degrading treatment or Punishment, Convention on the Rights of the Child, Convention on the Rights of Persons with Disabilities.

² Staff refers to all paid staff: permanent, fixed term and temporary staff; it includes employees, agency workers, consultants, interns.

7. Whilst recognizing that local laws and cultures may differ from one country to another, DFPA is an international non-governmental organization, and therefore the Code of Conduct is based on international human rights standards. DFPA volunteers, trustees and staff are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.

Vision, mission and values (OBS)

8. DFPA wants a world, where sexual and reproductive health and rights are respected as a fundamental part of all human welfare and sustainable development, and works to ensure people are free to make informed choices about their sexuality and well-being, in a world without discrimination.

We will, as the strongest and leading Danish organization in the SRHR field, fight for universal access to sexual and reproductive health and for the sexual and reproductive rights for all. We will do that with partners, alliances and networks in Denmark, Europe and the world.

Our work is based on:

Diversity, inclusiveness and respect for all regardless of age, gender, status, identity, sexual orientation or expression.

A right based approach to our work, which promotes rights for all, with a special focus on the most vulnerable and excluded.

That popular and voluntary participation in our fight is pivotal to our succeeding with our mission and for ensuring sustainability in our work and organization.

That we are accountable for the trust that is bestowed upon us, through good results, high ethical standards, cost effectiveness and transparency.

Our vision, mission and values forms the basis of DFPA's code of conduct.

Code of Conduct Standards

DFPA volunteers, trustees and staff, are required to:

9. Uphold the integrity and reputation of DFPA by ensuring that professional and personal conduct is consistent with DFPA's values and standards

I. treat all people fairly with respect and dignity

II. when working in an international context or travelling internationally on behalf of DFPA, be observant of all local laws and be sensitive to local customs

III. ensure that individual conduct does not bring DFPA into disrepute and does not impact on or undermine the ability to undertake the role for which engaged

IV. not work under the influence of alcohol or use, or be in possession of, illegal substances on DFPA premises or accommodation³

³ The employee is encouraged to go to their supervisor to get the necessary help should the employee have a substance abuse or alcohol problem.

10. Not engage in abusive or exploitative conduct

- I. not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence⁴
- II. not engage in any sexual relationships, with beneficiaries of assistance, since they are based on inherently unequal power dynamics
- III. not engage in any exploitative activities with children or vulnerable adults including those that are commercial such as child labour or trafficking
- IV. not physically assault others, in particular a child or vulnerable adult
- V. not emotionally or psychologically abuse others, in particular a child or vulnerable adult.

11. Ensure the safety, health and welfare of all DFPA volunteers, trustees, staff and communities

- I. adhere to all legal and organizational health and safety requirements in force at the location of their work
- II. comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines
- III. behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of themselves and others, including partner organizations and communities with whom DFPA work
- IV. be responsible with social media accounts, when using photos obtained during DFPA work, always gain informed consent and preserve the privacy and dignity of all individuals, ensuring that they are not exposed to risk from the use of their image⁵

12. Not behave in any way, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive working environment for that individual

- I. be respectful and considerate in behavior to all, particularly in the working environment
- II. not engage in sexual relationships with volunteers, trustees and staff, who are in direct line of supervision
- III. declare as soon as potential conflict of interest may arise to supervisor or Human Resources, if in a relationship with a volunteer, trustee, staff member (where there is no direct line of supervision). As long as relationships are conducted appropriately, such disclosures will be treated confidentially⁶
- IV. not by action or inference promote sexual favours as a requirement in the workplace
- V. not to be inappropriately tactile or flirtatious or sexually explicit in the workplace
- VI. not use offensive language or belittle or humiliate other volunteers, trustees, staff or beneficiaries

⁴ This prohibition does not apply to DFPA youth volunteers who are in a consensual relationship, with each other and are under the age of 18 but over the applicable age of majority or consent. DFPA obtains child protection certificate for staff with direct contact with children and young people.

⁵ For which there must be a DFPA signed consent form.

⁶ Work decisions must not be made based on that relationship. This may include staff who share responsibility for sign off on the same budget lines; or are involved in carrying out joint decision-making relating to resourcing or programme issues; or are carrying out or acting as decision makers for internal investigative processes.

VII. not victimise volunteers, trustees, staff or beneficiaries for speaking up or raising complaints

VIII. not abuse their position of power

IX. adhere to workplace behavior expectations.

13. Be responsible for the use of information, assets and resources to which they have access by reason of working with DFPA in any capacity

I. be accountable for all DFPA money and property given to them and ensure that DFPA assets and resources are used in a responsible manner

II. not use DFPA IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on the protected characteristics, as described in the Introduction of this Code of Conduct.

III. react to inappropriate or abusive material that is received as part of one's job in a professional manner.

14. Perform their duties and conduct their private life in a manner that avoids conflicts of interest

I. declare any financial, personal or related (spouses, partners and co-habitees, parents, grandparents, siblings, children, grandchildren, in-laws or close intimate relationship) interest in matters of official business which may impact on the work of DFPA

II. not be involved in awarding benefits, contracts for goods or services, employment or promotion within DFPA, to any person with whom they have a financial, personal, related (or close intimate relationship) interests

III. make a declaration and involve supervisor with regards to being nominated as a prospective candidate or another official role for any political party

IV. not accept significant gifts or any remuneration from governments, communities, individuals with whom DFPA work, donors, suppliers and other persons which have been offered as a result of working with DFPA in any capacity.

15. Uphold confidentiality

I. exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so.

Complaints and reports

16. DFPA volunteers, trustees and staff are obligated to bring to the attention of the supervisor any potential incident, abuse or concern that they witness, are made aware of, or suspect, which appears to breach the standards contained in this Code. DFPA staff reporting concerns are protected as whistleblowers.

17. If the volunteer, trustee or staff member does not feel comfortable reporting to their supervisor they can use IPPF's SafeReport, IPPF's external incident reporting service: <https://www.ippf.org/ippfsafereport>.

18. Supervisors receiving reports or concerns are obliged to refer the report immediately to the relevant incident reporting mechanism.

Enforcement

19. The respective management of DFPA Secretariat has a responsibility to ensure that all staff understand and adhere to this Code of Conduct.

20. The Code of Conduct forms part of all contracts of employment. Breaches of the Code of Conduct by staff are grounds for disciplinary action, up to and including dismissal.

21. This Code of Conduct will become an integral part of all DFPA employment contracts. Breaches of the Code of Conduct may result in the termination of contracts.

22. This Code of Conduct also applies for trustees, volunteers and consultants. Breaches of the Code of Conduct may result in the termination of contracts or trustee and volunteer roles.