

CODE OF CONDUCT WEMOS

Introduction

Wemos is committed to the right to health worldwide. We are an independent social organisation that strives to improve public health worldwide. Our analyses concern Dutch, European and global policies that have an impact on health, for which we suggest relevant changes. We draw the attention of the Dutch government, the EU and multilateral organisations to their responsibility to respect, protect and execute the right to health. This important role can only be fulfilled if we maintain high standards of behaviour.

Scope

This Code of Conduct applies to anyone who works for Wemos: both internal employees on the basis of a training or an employment contract, and external employees on the basis of, for instance, secondment, agency loan or a freelance contract. This Code of Conduct is supplementary to Wemos' terms and conditions of employment.

The relations Wemos has with its cooperation partners and with fellow organisations in the Netherlands and abroad are mutually beneficial and are based on mutual respect. Prior to every (new) collaboration, the parties involved make agreements about the procedure for cooperation and the codes of conduct that apply to this. We expect our partners to apply codes of conduct that are consistent with our own.

All our employees are responsible for familiarising themselves with and should sign this Code of Conduct, which is explicitly part of the employment contract.

Application abroad

Wemos is active abroad, including in low and middle income countries. Wemos' employees and those who carry out activities on behalf of Wemos are obliged to comply with the laws and regulations of the countries in which they operate. Sometimes, this legislation does not offer the standard protection that international law does. For instance, regarding child labour, slavery or other elementary employment conditions. In this case, we adhere to the international standards included in the Universal Declaration of Human Rights.

Objective

The objectives of this Code of Conduct include:

- To safeguard and maintain the good reputation our organisation has.
- To safeguard good employment practices.
- To protect the employee.
- To combat and prevent aggression, racism, age discrimination, discrimination in the general sense, (sexual) intimidation and other violations of integrity.

Composition

The Code of Conduct is composed on the basis of 'Relations'. Wemos has relations with various stakeholders, such as donors and financiers, cooperation partners, fellow organisations, employees, (possible) volunteers, supervisors and business relations. The code prescribes which behaviour and which regulations Wemos advocates for each of these relations. The rules and values apply in all of Wemos' relations.

Guide for you as an employee

This document is about behaviour. But what is the correct behaviour? This Code of Conduct provides you as an employee a basis for the answer to this question and applies to all Wemos' employees, regardless of their role, position or situation. As a supervisor (in particular), you should also be aware of your exemplary role.

Sometimes the Code of Conduct explains a clear rule, sometimes it is an open standard. Have the courage to call one another to account about behaviour and consult with one another. In the end, common sense is conclusive. This is the foundation for pleasure at work and the sustainability of our relationships.

Do you have any questions about the Code of Conduct?

If you have any questions about the application of the Code of Conduct, feel free to contact your supervisor. You can also contact Wemos' Integrity officer or confidential contact person(s). The relevant contact information can be found at the end of this document.

Contents

Chapter	Page
Introduction	1
1. Wemos' relation to society	5
1.1 Sustainable positive change	
1.2 Local ownership	
1.3 Professionalism and effectiveness	
2. The relationship between Wemos and its supervisors	6
2.1 Good Corporate Governance	
2.2 Supervisors' compliance to regulations	
2.3 Proactive dialogue	
3. Wemos' relationship with its employees	7
3.1 Employer integrity	
3.2 Safe working environment	
3.3 Health	
3.4 Diversity and inclusion	
3.5 Discrimination	
3.6 Development of employees	
3.7 Remuneration	
3.8 Privacy of employees	
3.9 Location security	
3.10 International travel	
4. The employees' relationship with Wemos	10
4.1 Employee integrity	
4.2 Fraud and theft	
4.3 Cost-conscious claiming of expenses	
4.4 Company information	
4.5 External representation	
4.6 Ancillary activities	
4.7 Information provision and management (archiving)	
4.8 Clean desk & Clean screen	
4.9 Company equipment	
4.10 Internet and email	
4.11 Use of social media websites	
4.12 External communication and publication	
4.13 Working from home	
4.14 Drugs and alcohol	

5.	The relationship between Wemos' employees	14
5.1	Communication	
5.2	Trust	
5.3	Cooperation	
5.4	Approachability	
5.5	Exemplary behaviour	
5.6	Discrimination between employees	
5.7	Intimidation, bullying and threats	
5.8	Aggression among employees	
5.9	Abuse of power	
5.10	Conflict of interest in private relationships at work	
6.	The relation between Wemos and its partners and alliances	16
6.1	Reliable partnerships	
7.	The relationship between Wemos and donors and financiers	17
7.1	Professional	
7.2	Fundraising	
7.3	Privacy of customers	
7.4	Aggression or threats	
8.	The relationship between Wemos and its suppliers and other relations	18
8.1	Purchasing and hiring	
8.2	Conflict of interest with business relations	
8.3	Business gifts and invitations	
9.	Integrity	20
9.1	Zero-tolerance policy	
9.2	Unacceptable/ Improper behaviour	
9.3	Responsibility for own actions	
9.4	Working in accordance with laws and regulations	
9.5	Suspicion of behaviour lacking integrity or violations	
9.6	Follow-up on notifications	
	Compliance with the Code of Conduct	23
	Appendix 1: Overview integrity body and person of trust Wemos 2020	24

1

Wemos' relation to society

At Wemos we attach value to sustainability, safety and respect for people, society and our environment. Because of this, in our daily operations we favour environmentally friendly, sustainable products. In this section we describe the role Wemos sees in its relationship to society and the sustainable development of civil society.

1.1 Sustainable positive change

Our policy focuses on the sustainable effect of our work and collaboration in order to have a sustainable effect and impact. In all our activities, we serve the long-term objectives and needs of those groups of people that our programmes focus on. These activities take place in the regions in which these target groups are located as well as, for instance, on a global level.

Before we carry out our operations and activities, we take stock of any possible negative consequences and do whatever is possible to prevent these.

Wemos complies with human rights as these have been laid down in the Universal Declaration of Human Rights. In the framework of this, we pay special attention to the vulnerable and underprivileged in the areas in which we operate.

1.2 Local ownership

Wherever possible, we make sure that our partners are part-owner of the programmes and projects and that our objectives and needs and those of our target groups have priority in the policy-making and setup of the programmes and projects.

We make use of local structures and the knowledge that is available whenever possible and in this way strengthen civil society in the countries in which we operate.

1.3 Professionalism and effectiveness

Wemos uses the resources it has at its disposal as effectively and efficiently as possible. At the same time, we continually strive to improve our own capabilities in order to realise our mission. We aspire to collaborate beyond the organisation in situations in which this increases effectiveness and/or efficiency. We also demonstrably work on the quality of the organisation and our processes, which we regularly have assessed externally. We use the Partos 9001 as a guideline for this. We monitor and assess our activities and results and comply with the universally applicable standards for corporate socially responsible entrepreneurship and where applicable, with the OECD guidelines.

In the interests of the effectiveness of development cooperation, we contribute actively to sectoral interests and the reputation of the sector when operating individually as well as collectively.

2

The relationship between Wemos and its supervisors

The charity sector is monitored by various supervisors. They monitor all sorts of fields of activity carried out by Wemos and for this reason, have a considerable influence. Wemos appreciates the importance of monitoring and invests proactively and purposefully in the relationship with its supervisors. In this section, we describe how we view our role in relation to these supervisors.

2.1 Good corporate governance

Governance means setting up good management and monitoring this. Accountability for the management to the Supervisory Board is also part of this.

At Wemos, the management is set up according to the principles of the 'Samenwerkende Brancheorganisaties Filantropie (SBF) (Collaborative Sectoral Organisations Philanthropy) code for Good Governance and the Charity Quality System. The annual report is adopted by the Supervisory Board. Decisions that have an influence on the character and identity of Wemos are presented for approval to the Supervisory Board, which also monitors the management and the general affairs of the foundation.

Should a conflict of interest with regard to a board member or supervisor occur, the member in question must report this to the management or the supervisory body in which he or she serves. The member in question should also refrain from participating in any deliberations and decision-making on this matter.

2.2 Supervisors' compliance to regulations

Wemos is involved with multiple supervisors and regulators, such as Goede Doelen Nederland and The Netherlands Fundraising Regulator (NFR). They regularly request Wemos to provide insight into its business processes and operating data. This information is used to determine whether Wemos meets the strict quality requirements as a charity.

This also includes Wemos employees knowing that when carrying out their activities, professionalism and diligence is demanded and that this should be in line with the relevant laws and regulations of the supervisors, among others.

2.3 Proactive dialogue

Supervisors are important conversation partners for Wemos and we value transparency in our relationship. Besides the formal requests for information made by the supervisors, we therefore

2

also

actively seek contact with them in order to engage in dialogue. This way, we establish a relationship of trust that is based on both formal and informal communication.

3

Wemos' relationship with its employees

Wemos aims to offer its employees an ethical, stimulating and safe working environment. In order to achieve this, Wemos focuses on drawing up and complying with sound management policies.

These management policies are explained in this section.

3.1 Employer integrity

Wemos respects its employees, their ambitions and capabilities. Wemos strives to be a loyal and reliable employer by clearly defining and keeping to agreements with employees.

Wemos follows clear guidelines with regard to the health, safety and well-being of all employees and (any) volunteers that work in the Netherlands and abroad. We formulate the policy in such a way that it is obvious from which objectives we formulate our guidelines and so that mutual agreements are apparent. Before being implemented, the guidelines are tested and assessed by the Board of Directors and the management team (MT), after which they are shared and communicated to ensure that they are propagated across the organisation. Employees can always consult the guidelines or changes in these. New employees are informed about them during their introduction.

3.2 Safe working environment

At Wemos, safety comes first and foremost. In and outside the office, and at home and abroad. We have a risk analysis with regard to safety and integrity at our disposal for our employees, volunteers and other parties for which we have responsibility. We control these risks by applying procedures and inform employees so that they are able to use this knowledge to operate in a safe way.

Should unsafe situations or incidents occur, we trust employees to report these. Reports are carefully examined and followed up in order to be able to take the correct measures to prevent recurrence. We attach great importance to discussing incidents and the consequences of these for internal agreements and procedures with our employees.

3.3 Health

Wemos takes several measures to promote the health of its employees. We point out health risks to people when they travel and advise them to take precautionary measures for this. See also 'Code of Conduct for Trips to areas with an increased safety risk'. In addition to this, workplaces are evaluated to ensure these are ergonomic.

Wemos employees monitor their own safety and health but also call their colleagues to account on this subject. If you are of the opinion that your health is at risk while carrying out your work, we expect you to inform your supervisor about this or to make an appointment with the occupational physician.

3.4 Diversity and inclusion

At Wemos, we acknowledge the definition of gender as this is formulated by the World Health Organisation: “Gender is used to describe the characteristics of women and men that are socially constructed, while sex refers to those that are biologically determined. People are born female or male but learn to be girls and boys who grow into women and men. This learned behaviour makes up gender identity and determines gender roles.”

Gender expectations vary between cultures and can change over time. It is therefore important to recognise identities that do not fit in the binary gender categories male and female. Gender norms, relationships and roles also have an influence on the health of people with transgender or intersex identities.

We strive to have a workforce that reflects society. Working in teams with different people that have different perspectives results in a more tolerant climate. It underpins an atmosphere and way of working in which all the talents present are acknowledged and used, in which different ideas and perspectives are heard and nobody is excluded. We are also geared as much as possible towards the broadening of the labour market. Moreover, by doing this we express our social responsibility for underrepresented groups.

3.5 Discrimination

Wemos upholds and operates on the basis of the principle of non-discrimination. Decisions concerning recruitment, employment, working conditions, promotion and termination of employment are made on the basis of objective, non-discriminatory criteria.

We do not make distinctions on the grounds of gender, race, colour, ethnical or social background, genetic characteristics, language, religion or belief, political or other ideas, belonging to a national minority, wealth, birth, physical disabilities, age or sexual orientation, marital status, parenthood or any other legally protected status.

If you think that there is a case of discrimination, report this to your supervisor or through a confidential councillor (person of trust), or to Ethical Standards.

3.6 Development of employees

Wemos offers its employees various training possibilities in the shape of training or courses. Supervisors encourage their staff to develop themselves and support this in drafting development plans. You are also responsible for your own development. Please indicate what you need in the way of knowledge and skills and discuss this with your supervisor. Describe specific, achievable and measurable objectives.

By setting realistic goals, Wemos avoids the pressure to perform becoming too much for its employees. Besides this, objectives are measurable and we evaluate results periodically. Matters such as traineeships, promotions and opportunities for internal transfer are always negotiable.

3.7 Remuneration

Wemos follows the salary table and pension scheme of the Collective Labour Agreement Social Work, Welfare & Social Services (CAO Sociaal Werk, Welzijn & Maatschappelijke Dienstverlening), thus offering its employees a terms of employment package that is in line with the market. The remuneration of the director and/or manager takes place in line with the most recent version of the Director's Remuneration Regulation for charitable organisations from Goede Doelen Nederland. In addition to this, the DG norm from the Ministry of Foreign Affairs applies as a maximum for all managers, directors and employees.

3.8 Privacy of employees

Wemos processes the personal data of its employees. It is important to us that this information is treated carefully and confidentially. Naturally, we respect the way in which our employees live their personal lives as much as possible.

Employees' details are, among other things, registered, changed and stored. This is always done in accordance with the General Data Protection Regulation (GDPR). Wemos is always aware of why personal data has been supplied, what it may be used for and to what extent this may be used.

In addition to this, personal data may not be processed in such a way that it is incompatible with the purposes for which it has been collected. In its business operations, Wemos may make use of a so- called 'data processor', to whom personal data is supplied, for instance, when the payroll is outsourced. In this case, a data processing agreement has been concluded with that other party.

3.9 Location security

Wemos applies a strict and uniform access policy. This creates a protected work environment for Wemos' employees and visitors as well as a trustworthy and reliable image. Providing a safe work environment is guaranteed, among others, by an access control system, fire safety system and intrusion detection.

3.10 International travel

Wemos' employees often travel abroad. A trip abroad must include safe and efficient transport and accommodation. Wemos uses an external travel agency with an extensive Duty of Care programme for this.

4

The employees' relationship with Wemos

Wemos strives to have dedicated employees who are proud of the organisation and its mission. Employees who act on the basis of Wemos' values and who comply with statutory provisions and internal guidelines. This section is about the relationship Wemos has with its employees. It explains the agreements and frameworks our employees comply with regarding Wemos. In section 9 of this Code of Conduct, Integrity, a further explanation is given about integrity and Wemos' values.

4.1 Ethical employment

Wemos requires an ethical basic attitude from its employees. This is reflected in the sincerity in relations with colleagues, donors and financiers, cooperation partners, fellow organisations, volunteers, other stakeholders and with society.

While working, employees comply with the national and international laws and regulations that prevail. In addition to this, they comply with the internal rules, including this Code of Conduct, the underlying guidelines and the often unwritten, but just as important, general norms and values. If you feel uncomfortable about your actions becoming more widely known, this often constitutes an integrity violation.

Example of an integrity check:

- Do my actions cause harm to anyone or to Wemos?
- Do I dare to talk about my actions at home?
- If my actions become known, could this cause negative publicity for Wemos?
- Keep monitoring your own integrity.

Always talk to a colleague, supervisor or confidential councillor (person of trust) if you are struggling with an integrity conflict.

4.2 Fraud and theft

Fraud is a form of deception with the purpose of benefitting another person, yourself or Wemos. Fraud is committed with intent and things are presented in a way that differs from reality. This can cause considerable financial damage to Wemos and to its reputation. Wemos permits neither theft nor fraud.

These manifest themselves in all sorts of ways, for instance, the abuse of authorisations, expenses fraud, time-keeping fraud, annual report fraud or fraud through extortion. Be aware that some things may not directly be viewed as fraud or theft but that they in actual fact are. In the case of theft or fraud, Wemos will generally report this to the police.

Examples of fraud:

- Paying for a private lunch with a friend using a Wemos credit card.
- Creating unnecessary overtime in order to record more hours.
- Taking small things home, such printing paper.

4.3 Cost-conscious claiming of expenses

Wemos' employees are accountable for any business costs incurred with valid and substantiated expenses. They are aware of the costs of a business trip or lunch during the week, for instance, and do not spend unnecessary amounts on this. Agreements concerning expenses employees may and may not claim can be found in the terms and conditions of employment.

4.4 Company information

Sensitive or confidential information may only be shared or made public if explicit permission to do so has been given by the supervisor and it is for the benefit of Wemos.

4.5 External representation

Wemos employees regularly take part in central consultative bodies in the sector. In doing so, they represent Wemos. Communicating Wemos' policy principles has a direct influence on Wemos' reputation. This can have consequences. It is important to communicate a clear and consistent standpoint.

If you participate in a consultation in which you represent Wemos' standpoints, discuss what these standpoints are internally beforehand and do not deviate from these. Be aware of the possible consequences. If you are in doubt about anything, discuss this with your supervisor.

4.6 Ancillary activities

What are ancillary activities? These include all activities that you carry out on top of your work as an employee of Wemos, paid or unpaid and regardless of the scope, duration and form in which you do this. This includes writing an article or speaking at a congress in a private capacity. Ancillary activities are performed in your own time (this can also be during leave) and are not part of the activities you perform as an employee of Wemos. Wemos appreciates it if employees are actively involved in society. Accepting or performing ancillary activities may never conflict with the interests of Wemos or have the appearance of this.

Employees are obliged to inform the employer timely of ancillary activities that may affect the interests of Wemos. In this, the concept 'ancillary activities' must be taken in the broadest sense of the word. Board membership, supervisory directorships, being a partner in a legal entity and shareholdership also fall under ancillary activities. Whether or not the ancillary activities are paid or

unpaid is irrelevant. The basic principle is that ancillary activities are permitted, on the condition that they do not constitute an obstacle for the way in which the employee in question or Wemos functions. If you have any doubts, please contact your supervisor.

4.7 Information provision and management (archiving)

Wemos handles both physical and digital information with care and expects all its employees to do the same. We supply correct and complete information to one another. Each employee is responsible for the reliability of the information he or she gathers or adds to the information others have. Store digital documents in an organised manner. Make sure you also archive physical documents insofar as this is necessary. Each employee is also responsible for keeping and cleaning their own files and if necessary, documents that have been dealt with are archived centrally.

4.8 Clean desk & Clean screen

It is important that sensitive information is handled with care. For this reason, we maintain a so-called clean desk policy. Employees keep their desks tidy and always lock files and papers with sensitive information away when they are absent. The clean screen policy also means that employees must not leave computer screens open, on which sensitive information can be read. Make sure that your workplace is tidy when you leave work. In any case, ensure that sensitive information is always stored in a locked cupboard. Also make sure that USB sticks and other data mediums are not left on your desk.

4.9 Company equipment

The company equipment Wemos makes available for its employees is meant for company use. Wemos' employees must always handle company equipment such as laptops, etc. with care. Valuable data mediums such as laptops are prone to theft and contain important information. Never leave them unattended.

4.10 Use of internet and email

Wemos makes ICT facilities such as computers, email and internet available to its employees for company use. Our employees may use internet and email every now and then briefly for personal purposes, as long as this does not interrupt with their daily activities and the computer network. Make sure your use of email and internet is brief, that you can continue to do your job well, that your colleagues are not bothered by it and that you catch up with the lost working time.

The use of internet and email may never be unethical or illegal, for instance, you may not send threatening, sexually intimidating or racist emails or check out websites or download content that is pornographic, racist, discriminatory, insulting or otherwise offensive in nature.

When personal emails are sent, employees must be aware that it can appear as though this is done on behalf of Wemos. Under certain conditions, Wemos may check the use of email and internet (see also section 3.8 Privacy).

4.11 Use of social media

Social media is a collective name for all internet applications via which users can share information without this being edited. This includes blogs (such as Twitter), fora (such as the Kassa and Radar websites) and social networks (including Facebook, Instagram and LinkedIn). Wemos encourages all employees to make use of the possibilities of social media where relevant.

Everything we say about, or on behalf of Wemos on social media has an influence on our reputation. If you communicate about Wemos on social media, it is expected that you do not communicate anything that may cause damage to Wemos.

4.12 External communication and publications

Wemos' employees opt for images and messages that are communicated on the basis of the following principles:

- Respect for the human dignity of those involved;
- The equality of all people;
- Acceptance of the necessity to promote solidarity and justice.

The facts, opinions and/or images that Wemos and its employees communicate are based on personal experience or on sources that are known and that are considered to be reliable. The principle of hearing both sides is applied when required in order to get all the facts. Wemos also applies the principle of hearing both sides to avoid one-sidedness in reporting. In serious cases, for instance when the safety of those involved or the organisation is at stake, this can be deviated from.

4.13 Working from home

Wemos encourages flexible working and working from home. Agreements about working from home are always made in consultation with the supervisor. Anyone working from home must always be contactable and available.

4.14 Drugs and alcohol

Our employees do not use drugs or alcohol, such as cannabis, amphetamines or narcotics at work. The use of drugs or alcohol outside work may not have any affect whatsoever on the performance of one's duties. Smoking is not permitted in Wemos' office of.

Any employee using medicines that impair reactions must not perform activities the use of which may compromise their own safety and that of others. In this case, the occupational physician must be consulted.

5

The relationship between employees

Integrity is also extremely important in the relationship between colleagues. The Wemos culture is based on sympathetic and clear communication with each other. In this section, we describe the behaviour that employees can expect from one another in order to maintain a pleasant and productive work relationship.

5.1 Communication

Wemos employees may expect to be treated with appreciation and respect by others. We communicate in a clear way and demand clarity from our conversation partners. This way, problems and irritation can be avoided and it is also an essential condition to be able to work and function optimally. Colleagues must provide one another – within the bounds of confidentiality – the necessary and correct information.

Talk to your colleagues on the basis of equality. Let your colleagues finish what they are saying when they are speaking. Make sure you are available and share your diary with colleagues. Involvement also means showing interest in each other and one another's work.

5.2 Trust

Sincerity is one of the foundations on which we work together. This means, among other things, that our employees may rely on colleagues and supervisors to honour agreements that have been made. Talk to your colleague if you think that he has failed to comply with agreements. You expect your colleagues to honour agreements; your colleagues expect the same from you. Time can often be saved and annoyance avoided if you are alert to this. Do not make promises you cannot fulfil. Be honest if you make a mistake so that you can correct it as soon as possible.

5.3 Cooperation

Our employees operate as a team and have to be able to rely on one another in difficult situations. They actively look for solutions together. Wemos employees don't restrict their thinking to their own programme or department but consult with others who are involved. A good workflow is also part of good cooperation.

Focusing on cooperation often makes one more productive. Don't hesitate to ask for advice or help. Your colleague will not dismiss or condemn you for this. It's not always possible to solve everything on your own.

5.4 Approachability

Our employees hold one another accountable for their behaviour. Employees are open to criticism from each other about their activities. Problems are solved effectively and can be avoided in this way. Provide constructive criticism and accept criticism as a suggestion. Wemos employees talk to one another, not about one another.

5.5 Exemplary behaviour

Employees are aware that their behaviour has an influence on the behaviour of their colleagues. Colleagues follow one another and this is how group behaviour arises. Make sure you are a good example and address your colleagues about their exemplary behaviour.

As a supervisor, you manage your colleagues. Be conscious of the far-reaching effect of positive and negative behaviour that employees follow. Supervisors have a unique exemplary role to play in this towards employees.

5.6 Discrimination among employees

At Wemos, we treat each other as equals and discrimination is fundamentally wrong. Discrimination can be defined as unjustified distinction and is punishable. Every person has the right to respect for his origin, religion, belief, political persuasion, gender, age, sexual orientation or for whichever grounds.

5.7 Intimidation, bullying and threats

Any form of bullying, (sexual) intimidation and threat is unacceptable to Wemos. Bullying often starts gradually. One person or a small group turns against a specific employee.

Sexual intimidation includes all sorts of sexual remarks or sexual attention that is experienced as undesirable. These can include questions about private life, sexist and threatening remarks, suggestive remarks or improper physical contact with a sexual intent. The main thing is that this is about the way in which the behaviour is experienced, not about what is meant by the behaviour. Intimidation, bullying and threats can result in the termination of employment.

5.8 Aggression among colleagues

Physical and verbal aggression are unacceptable at Wemos. This affects the safe work environment that every employee has a right to. As adults, we deal with conflict situations by holding an open conversation that gives for all those involved the opportunity to speak. Wemos does not accept any form of verbal or physical violence.

In specific cases, in consultation with the victim Wemos will report physical violence. Wemos also offers the possibility of professional support.

5.9 Abuse of power

Our employees do not abuse their positions in anyway whatsoever for personal purposes. Abuse or the appearance of abuse of power comprises a supervisor using his or her position in a manipulative manner, at the expense of his or her employee.

Examples of this include consciously withholding information, criticising someone excessively, blackmailing or falsely accusing someone. Delegating tedious tasks or asking someone to violate certain rules can also be considered abuse of power.

5.10 Conflict of interest in private relationships at work

Wemos colleagues who have a personal relationship may not damage the interests of Wemos and other colleagues. They shall inform their supervisor about their romantic or family relationship. Of course, it's fine to have colleagues as friends, but make sure that you maintain the necessary distance business-wise. Romantic relationships at work can lead to rumours and sometimes, severe tensions.

6

The relationship between Wemos and its partners and alliances

Wemos maintains relations with various external parties, such as partner organisations and other alliances. Wemos strives to be a reliable and valuable partner that acts from its own strength for its external relations. In this section, we explain what business relations may expect from us when they enter into cooperation with us.

6.1 Partnerships

Wemos stands for sincere cooperation with mutual benefit. We approach cooperation partners and fellow organisations in and outside the Netherlands with integrity and also expect this from those parties with whom we cooperate. We aim to have partner relations that are based on shared values, such as equality, complementarity, mutual respect, trust, autonomy of the organisation and mutual, long-term objectives, solidarity and global citizenship. Prior to any (new) cooperation, the parties involved make agreements about the procedure for cooperation and the code of conduct that applies. We expect our partners to apply a code of conduct that is consistent with our own.

We do not make negative comments about one another publicly, are prepared to negotiate mutual interests and aim for coordination and cooperation in the raising, management and spending of capital.

Wemos does not support organisations that promote certain beliefs, such as specific political parties or religious organisations. Wemos does not make contributions to funds of groups that promote party interests or pursue proselytism.

Wemos neither gives nor receives, directly or indirectly, bribes or other undue advantages

for business or financial gain. No employee is permitted to offer or receive a gift or payment that

represents a bribe or that can be interpreted as such. Any request or offer of a bribe must immediately be refused and reported to the management team.

7

The relationship between Wemos and its donors and financiers

Donors and financiers may expect excellent service from us. This means that we approach them in a sympathetic, realistic and targeted way. In this section, we explain the starting points that apply to Wemos employees in their relationship with donors and financiers.

7.1 Professional

Donors and financiers are the *raison d'être* for Wemos. We make it clear what can be expected from us, paint a realistic picture of our activities and honour commitments made. Wemos' professionalism is visible through the work we do. Besides this, every employee is an ambassador of the organisation and reflects what Wemos stands for. This professionalism is reflected in customer focus, a tidy appearance, courteous behaviour and good communication skills with the donors and financiers.

Wemos wants to make a sympathetic impression on (potential) donors and financiers through our open and honest way of working. Always be conscious that your external conversation partners will link your behaviour to Wemos.

Wemos employees are professionals.

7.2 Fundraising

Wemos uses responsible fundraising methods. Wemos acquires its donors and financiers on the basis of the provision of complete, correct and accessible information about the purpose of the fundraising. Conflicts of interest must be eliminated when raising and acquiring funds. Employees carry out fundraising activities for the charity and not for their own financial gain. When fundraising, Wemos employees show respect for the giver and the beneficiary. They are able to provide satisfactory answers to questions posed by (potential) donors and financiers.

Wemos justifies the costs for activities for which fundraising is the main purpose in a transparent way as fundraising costs. Wemos makes clear agreements about financing with its financiers, for example, by concluding a contract and determining what can be done in return, such as visibility in communications.

We do everything possible to justify and to promote the confidence the public has in us when raising, managing and spending the funds acquired.

Fundraising shall not affect the independence, reliability and/or credibility of Wemos and/or the other party.

Wemos observes all statutory requirements for fundraising.

7.3 Privacy of donors and financiers

Wemos handles the data of donors and financiers with care and acts in accordance with the regulations in the General Data Protection Regulation (GDPR).

Wemos can opt to involve third parties in its operations, for instance, to outsource a procedure or activity. Wemos may make the details of donors and financiers available to this third party. A data processing agreement shall be drafted for this.

Employees shall not disclose confidential information without the explicit and prior consent of the source it may concern.

Handle the details of donors and financiers that you process with care. They must be assured that we manage their confidential information well and that we will never make this available to third parties without reason.

7.4 Aggression or threats

Our employees never behave aggressively towards (potential) donors and financiers. We also do not tolerate aggression or threats from donors and financiers towards our employees. There are different types of aggression or threats, such as insults, blackmail, intimidation and physical violence. Wemos has drafted instructions about the various forms of aggression and how to deal with this.

8

The relationship between Wemos and its suppliers and other business relations

Wemos has relationships with various external parties, such as suppliers, lessor and other business relations. Wemos aims to be a reliable and sympathetic partner for its external relations, which does business based on its own strength. In this section, we explain what business relations may expect from us when they cooperate with us.

8.1 Purchasing and hiring

Wemos is a reliable partner for its external relations. We approach business relations ethically and

expect the same of the parties with whom we do business. The purchasing procedure should take place with objectivity and carefully.

When you award assignments one-on-one, it is important that you are able to motivate to whom you award the assignment or, in case of one or more quotations, from whom you have requested a quotation from a business point of view. That way, you can justify your decision and you make the reasons transparent. Avoid conflicts of interest and favouritism. Multiple suppliers can compete with one another on price and quality. The purpose of this is to create equal opportunities, to make choices based on business cases and to avoid wasting public funding and other funds acquired.

Indicate the periods within which the agreements must be fulfilled. Confirm agreements in writing and check whether this has been received. Also, be outright and honest with your business relation.

Wemos is prepared to part with a business relation that fails to act with integrity.

8.2 Conflict of interest

Any hint of trading in influence must be prevented. This is because our organisation uses public money and other funds received. Wemos employees must avoid conflicts between their business and personal interests. They must also avoid their actions leading to any semblance of a conflict of interest.

Employees shall always act independently and professionally in their external business contacts. They do not do any business on behalf of Wemos if private interests are served as a result of this. Employees must also avoid the supply of products and services from a business relation of Wemos to themselves. This can result in a conflict of interest.

8.3 Business gifts and invitations

We choose our business relations on the basis of business reasons and strive to prevent any (perception of) involvement in unfair trade and bribery. Every now and then, a business relation may want to offer something, or an employee is able to make use of certain advantages through work. This may be an actual gift, a service, or other advantages. Wemos employees do not accept any gifts or invitations from business relations where doing so might influence the transparency of their decisions. The principle is that the value must be 'reasonable' and must be proportional to the nature and type of relationship.

Always take into consideration who is offering you something and when, and the reason for this. Sometimes this is simply out of courtesy, for instance a bottle of wine or a bunch of flowers as a thank you for a presentation. Without any ulterior motive. But what if a long-term external relation wants to send a Christmas gift to your home address every year? In this case, the giver may have ulterior motives and want to please you and influence you for future decisions.

Our employees report gifts worth more than 25 euros to their supervisor. If a gift is given on the basis of work carried out by the entire team, this will be raffled. Business gifts are preferably not accepted at home addresses.

Networks may be part of your position, so you may receive invitations from external parties in the framework of this. These invitations may be accepted as long as you use your common sense and keep in mind the circumstances in which this occurs. If the invitation is accepted, it must be functional, sober (fitting to the circumstances) and goal-driven. Reciprocating invitations is also an aspect that must be taken into account. As with accepting gifts, the context in which an invitation is accepted is also of importance. What about combining a business meeting with a meal? Nothing is wrong with that, but attending a sports event in the VIP lounge on the invitation of a business relation is a sensitive issue.

To avoid unnecessary problems, we have the agreement that invitations are discussed with your supervisor and with colleagues in work meetings. That way, you can learn from one another and from situations that may arise.

9

Integrity

An organisation demonstrates integrity – that is to say, is honourable, reliable and acts in an ethical manner – if it acts in accordance with people and organisations with whom and for whom it works. An organisation is ethical if it is prepared to act in all honesty towards all its stakeholders.

There is growing awareness among all organisations – public, private and civil society – that the success of their mission and strategy, as well as their results, depends on the relation it has with its stakeholders and on the integrity of the organisation itself.

Wemos' integrity is expressed in the behaviour of its employees. That is why it is important to know what we mean by acting with integrity. Norms and values can give rise to differences in interpretation, which means a framework is needed that can be used to assess the behaviour in advance.

9.1 Zero-tolerance policy

Wemos maintains a proactive policy in the area of preventing and tackling behaviour that lacks integrity, in the organisation as well as in the way the organisation operates externally. We maintain a zero-tolerance policy on any form of sexual intimidation, intimidation, aggression, violations or discrimination in the workplace, treat incidents that are reported seriously and investigate accusations that have been made immediately.

Fraud and corruption form a serious threat to our reputation and assets. For this reason, we adopt a zero-tolerance policy for fraud and corruption. We require employees to act honestly and with integrity at all times and to protect the assets for which they are responsible.

Any actual attempt of fraud or corruption by staff, contractors or their employees, partners or external parties that operate on our behalf is regarded as being very serious and will be dealt with immediately. Staff that is involved in an actual attempt of fraud or corruption of whatever nature, will be subject to disciplinary measures, up to and including dismissal (if legally bound), and will be reported to the law enforcement authorities for criminal prosecution. We will, with all legal means, attempt to recover any money that has been lost as a result of fraud from those responsible. And we will take strong action against any third parties involved (including partners, contractors and external parties).

As an organisation, we attach great value to integrity. This means that we will act in a fair manner at all times and treat the people and organisations we cooperate with well. 'Integrity' should be a way of thinking for every employee. Integrity belongs in every aspect of the work, business operations and staff policy: recruitment, selection and the introduction of staff, work instructions, work meetings, courses and training, performance and exit interviews. Integrity should consciously be taken into account in the organisation of the work.

9.2 Unacceptable/unethical behaviour

We make sure others are not burdened by undesirable behaviour and that their integrity is not harmed. Moreover, as a Wemos employee, you must be independent and unbiased. Conflicts of interest arise if you are directly or indirectly a stakeholder or party in a decision on which you as a Wemos employee have an influence. This may also be the case if it is not you but your partner, friend or acquaintance who has an interest in the decision. You can also be pressured or tempted by others to serve their interests in your work. Conflicts of interest, or even the appearance of these, must be avoided. Talk about it. By intervening in a timely manner, you protect yourself and the organisation.

Behaviour that lacks integrity and violations can be divided into the following groups:

1. Abuse of power, including:
 - Corruption;
 - Conflict of interest and nepotism
 - Manipulation of or abuse/leaks of (access to) information;
2. Financial violations, including:
 - Fraud;
 - Improper use/abuse of means, theft;
 - Tax evasion and asset management/investment policy contrary to the objective of the organisation;
3. Interpersonal violations, including:
 - Undesirable intimacy, sexual intimidation and sexual violence;
 - Aggression, discrimination and bullying.

Definitions of unacceptable behaviour:

- Sexual intimidation is understood to mean: any undesirable sexual attention, which is expressed in verbal, physical or non-verbal behaviour, which can be intentional as well as unintentional and which is experienced by the person/people as being undesirable and unpleasant.

- Discrimination is understood to mean: any form of distinction, exclusion, restriction or preference on the grounds of gender, race, religion, belief, sexual orientation or origin, with the purpose of harming or rendering equal treatment void.
- Violence and aggression are understood to mean: any form of verbal, physical and/or physical harassment, threat or attack, under circumstances that have a direct connection with carrying out the work.

9.3 Responsibility for own actions

We take responsibility for our actions and can justify the choices we make in our work. We give a good example and can be held to account for what we do and say. We are conscious of the fact that others (such as donors and financiers, colleagues and volunteers) may experience our manner of working in a way that is not intended.

9.4 Working in accordance with laws and regulations

We comply with (statutory) requirements, laws and generally accepted codes of conduct. We also comply with the obligation to report any possible violations.

9.5 Suspicion of behaviour lacking integrity or violations

Employees, volunteers and others who work for and with Wemos can report violations.

For employees:

If you suspect that there is a case of behaviour that lacks integrity within Wemos, depending on the situation, you can take the following action:

- Consider the situation and consult the Code of Conduct to see what the relevant rules are.
- Discuss the situation with your supervisor.
- Report the situation via one of the following three channels in the notification system:
 - Management (own manager, manager next to you or above you) (internally, non- anonymously)
 - The integrity officer (internally, anonymously)
 - The whistle-blower point (externally, anonymously)
- Reports of financial violations are always entered into the management channel of the notification system. The integrity officer is always informed.
- You can also consult one of the two confidential councillors (person of trust). The confidential councillors are available for initial help and further support. They are sworn to secrecy and are not obliged to take action.

For others:

Volunteers and others for and with whom Wemos works can report violations to the integrity officer or the external whistle-blower point.

➔ Zie also the Wemos Whistleblower policy

9.6 Follow-up on notifications

When the integrity officer receives a notification (through one of the three channels mentioned), a preliminary investigation will always be held. The purpose of this investigation is to ascertain whether a disciplinary investigation must be held following this notification or whether a different follow-up is necessary. The matter will also be checked to see whether it does actually concern a violation and whether there is reason to conclude that the accusation may not be true. The provability will also be assessed and whether the damage a further investigation may cause would exceed a suitable punishment.

If further investigation (internally or externally) proves that an employee has committed a violation, proportional disciplinary measures will follow. The director has the final decision on any possible punishment to be imposed. Criminal acts will be reported.

Compliance with this Code of Conduct

This Code of Conduct applies to all Wemos employees. If employees do not comply with this Code of Conduct, it can have serious consequences for Wemos' reputation. This can lead to disciplinary measures or be a reason for dismissal of employees.

Anyone who deliberately breaches the Code of Conduct and, having made himself familiar with these, informs the manager of this, this will be taken into consideration in the decision about any disciplinary measures to be taken.

If an employee has broken the laws of a country, they may also be subject to criminal or civil law proceedings.

Signature

I fully endorse the Code of Conduct and shall promote the values of Wemos to the best of my ability for as long as I am employed by Wemos.

Date:

Signature

:

Name:

Appendix 1

Overview integrity body and person of trust Wemos 2025

Internal

Manager responsible/MT member: Mariëlle Bemelmans marielle.bemelmans@wemos.org
Integrity officer/MT member: Geert Lammerink integrityofficer@wemos.org
Person of trust/employee: Naima Latife personoftrust@wemos.org
General phone number Wemos: +31 20 435 20 50

External

Confidential councillors (person of trust)

Organisation: Arboservice ArboNed:
Confidential councillor: Sharon Beeldsnijder tel: 020-6878748
Telephone: +31 20 687 87 48
E-mail: sharon.beeldsnijder@arbo.nl

Whistleblower reporting point

Organisation: Gimd
E-mail contact point for violations: meldpuntgoededoelen@gimd.nl
Telephone: +31 88 800 85 22