



# CODE OF CONDUCT AND ETHICS

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## INTRODUCTION

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Humundi is a Belgian development NGO that has been actively fighting hunger and poverty in rural areas of Africa and Latin America since 1964.

Humundi overarching aim is to fight hunger and poverty by supporting family farming in two main ways:

- Build the capacities of farmers in the South by providing them with **technical, organizational and financial aid** so that they can improve their food, economic and social situation themselves lastingly and ultimately become autonomous.
- **Raise awareness and mobilize people in the North** to influence, along with our partners in the South, policies that influence hunger and poverty in developing countries.

We do not have expatriate staff; we work together in collaboration with local partners such as farmers' organizations, producers' associations and micro-finance institutions. The choice we made to employ local staff instead of expatriate staff in the Humundi branches in Africa and South America is consistent with our choice of long-term commitments with southern partners. We do not perform charity work - we support their own actions to enable people in the South to become the agents of their own development.

As we work with, and accompany partner organizations in 9 countries of Africa and South America, Humundi implements a number of principles and practices, based on an ambitious understanding of partnership:

- knowledge of action context;
- mutual understanding of the actors;
- sharing common objectives and values;
- fair relationships between the actors;
- transparency and trust;
- sustainability and long-term commitment;
- adaptability.

These principles and practices provide evidence of our long-term commitment with organizations which are well rooted in their social context, aiming to bring benefits for the local populations.

Considering the need to fight gender inequalities existing all over the world in practically all sectors of society, Humundi has also set up a gender policy, comprising of a charter and an action plan, different tools which are implemented by a working group composed of employees belonging to various services.

This code of ethics and conduct highlights the standards required to be met by all the employees working with Humundi or representing the organization.

All Humundi collaborators, i.e. : employees, interns, long-term volunteers<sup>1</sup>, ENABEL juniors, long-term consultants and members of the Humundi Board are required to accept and adhere to the standards defined in this Code of Ethics.

We inform those others close to Humundi of the existence of Humundi's code of ethics and conduct and encourage them to respect its values. Those close to Humundi are: staff of partners (NGOs, etc.) and projects carried out by Humundi with funding from other institutional donors (Enabel, WBI,...), consultants and service providers, one-off volunteers, companies, foundations, institutions, academic institutions, peers, GA members, donors, supporters and digital followers (Newsletter, Facebook, LinkedIn, Instagram..).

The latest version of the Code of Ethics and Conduct is available on the Humundi website.

## STANDARDS

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### STANDARD 1: Compliance with laws, policies and regulations

Regardless of the location where Humundi works, whatever the funding sources – both public and private - the Humundi collaborators are expected to comply with the laws, rules and regulations- on local, state and federal levels – of the countries where they work.

The collaborators of Humundi, i.e.: employees, interns, long-term volunteers, ENABEL juniors, long-term consultants and members of the Humundi Board, will respect the rules and requirements of donors supporting our projects, as well as our policies and procedures. Wherever a clear conflict appears between different laws, rules and regulations, and if employees are unsure of what measures to apply, they should refer the matter to the Integrity Advisor<sup>2</sup> (IA).

We legally and morally bind all our collaborators<sup>3</sup> to respect the laws and regulations in force in the following areas:

- **Human rights** : Overall, Humundi abides by the Universal Declaration of Human Rights<sup>4</sup>.
- **Child protection** : Humundi forbids its collaborators and those close to him to engage in any form of violence, exploitation of and neglect against children, and subscribes to the Convention on the Rights of the Child.<sup>5</sup> Humundi promotes control procedures to guarantee the safety of children and is working to reduce the risk of violence, exploitation or neglect against children, including hidden interactions with children, forbidden exposure to pornography, and compliance with the rules and practices related to photography, videos and other means to capture children's image. Humundi

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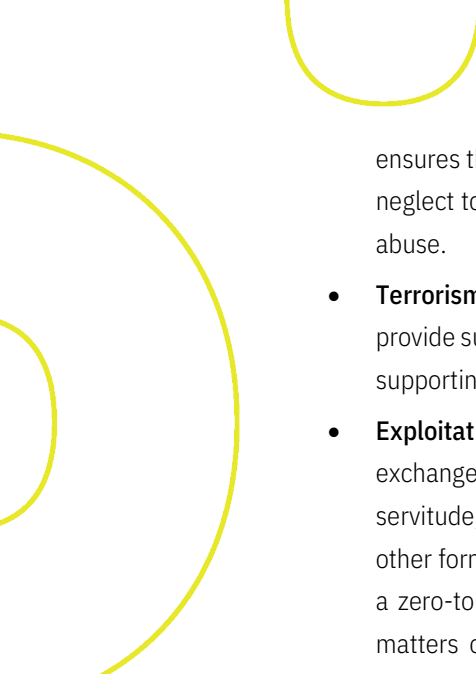
<sup>1</sup> More than two months

<sup>2</sup> The Integrity Advisor (IA) is available to offer confidential advice, inform you of procedures, redirect you to the necessary resources and help you better understand your options. She is not involved in formal investigations.

<sup>3</sup> The collaborators of Humundi, i.e.: employees, interns, long-term volunteers, ENABEL juniors, long-term consultants and members of the Humundi Board. They sign the Code of Ethics directly when they join Humundi, and are made directly aware of the importance of integrity by the organization.

<sup>4</sup> Universal Declaration of Human Rights (UDHR) adopted by the United Nations General Assembly on December 10, 1948, in Paris

<sup>5</sup> The International Convention on the Rights of the Child (CRC), or Convention on the Rights of the Child, is an international treaty adopted by the United Nations General Assembly on November 20, 1989.



ensures that its collaborators are in a capacity to identify such behaviors of violence, exploitation or neglect towards children, and that they know how to report suspicious behaviors and / or obvious abuse.

- **Terrorism** : Humundi is committed to, and takes the required steps<sup>6</sup>, to assure that it does not provide support or material resources to an individual or a structure engaging or trying to engage in, supporting, facilitating or taking part in terrorist acts.
- **Exploitation of human beings**: Humundi forbids the use of forced, bonded<sup>7</sup> or illegal labor, the exchange of money for sexual favors, the use of involuntary labor in prisons, [involuntary] domestic servitude, forced child labor, use of children involved in armed conflicts, child sex trafficking, or any other forms of exploitation of human beings by our collaborators. Moreover, Humundi implements a zero-tolerance policy (immediate cancellation of collaboration or partnership agreements) on matters of exploitation of human beings by the participants in our projects or by the workers appointed by the partner organizations.
- **Anti-corruption<sup>8</sup> and fraud<sup>9</sup> policies**: Humundi rejects the act of paying or offering counterparts to governmental representatives, or to private individuals or enterprises with the aim of obtaining or keeping a purchase contract or any privilege. Collaborators of Humundi will reject any form of corruption, bribes<sup>10</sup>, gifts, or other corruption practices involving governments, local authorities of private individuals.

## STANDARD 2: Financial resources management

Humundi implements the highest standards in terms of managing donated funds (procedure guide, transparency of information, internal control, auditing and review of accounts).

Records, archives and accounts of Humundi are complete and accurately reflect the nature of the registered transactions; Humundi collaborators will appropriately and accurately account for all transactions of the organization.

All funds accepted by Humundi will be used for their agreed purpose only; financial reports as well as other reports (such as annual accounts) will be accurate and complete. An auditor will check, every year, the annual accounts to assure that they are reliable and reflect the assets, financial situation and the income of the organization.

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<sup>6</sup> See the internal charter “Charte entreprises et fondations - aide à la décision”.

<sup>7</sup> forced work for an employer for a fixed time without being paid, often as a way of paying a debt (Oxford Advanced Learner's Dictionary, 2024)

<sup>8</sup> dishonest or illegal behaviour, especially of people in authority (Oxford Advanced Learner's Dictionary, 2024)

<sup>9</sup> the crime of cheating somebody in order to get money or goods illegally (Oxford Advanced Learner's Dictionary, 2024)

<sup>10</sup> a sum of money or something valuable that you give or offer to somebody to persuade them to help you, especially by doing something dishonest (Oxford Advanced Learner's Dictionary, 2024)

### STANDARD 3 : Performing our work with equity and impartiality

As a good manager of its resources, Humundi implements fair, open and impartial decision-making processes in matters of supply and appointment. Collaborators shall avoid using their Humundi position, or organizational equipment or information for their own benefit.

Humundi collaborators will avoid conflicts of interest, which arise when their personal interests interfere with the organization's interests, or the performance of their duties and responsibilities in an honest, objective and efficient way.

Fraud is the act of intending to deceive, aiming to keep something of value for oneself at the expense of somebody else. Deception can include falsehoods, false statements or concealment of facts. Some examples are false statements of expenses, theft, acceptance or giving of bribes. According to Humundi's ROI, workers are expressly prohibited from accepting or being promised remuneration, gifts or bribes in connection with their professional activities.

Humundi collaborators will avoid situations where someone (friend, wife/husband, family member, professional relationship, colleague, etc.) endeavors to influence a decision involving a contract or a purchasing decision.

Humundi collaborators will not offer or accept any advantage with an intent to influence a decision. Such advantages include monetary gifts, tips, hospitality, entertainment, travel and transport, favors, contracts or appointments. Humundi collaborators should pay attention to situations involving Belgian or foreign governmental representatives, local authorities, enterprises, individuals, as well as other non-governmental organizations' representatives.

Humundi is committed to supporting its collaborators in sensitive situations and to ensuring that every situation is handled impartially, based on the company's integrity policy and code of ethics and conduct. This vigilance ensures that all decisions are taken fairly and in the best interests of the organization.

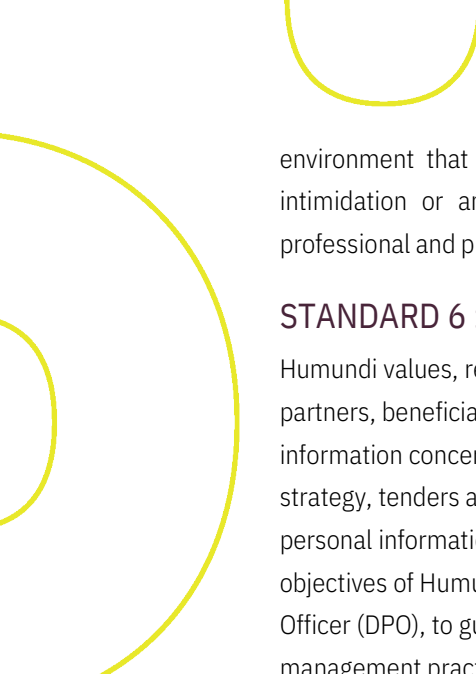
### STANDARD 4 : Respecting diversity

Humundi is a multicultural organization, which benefits from diversity among its collaborators. Humundi treats all people with respect, regardless of sex, race, age, skin color, religious belief, language, handicap, origin, ethnic origin or sexual orientation. Humundi promotes gender equality, non-discrimination and human rights in the organization's image, behavior and culture, as well as in its approaches, deliverables, and achievements. Humundi seeks to appoint collaborators coming from different social backgrounds and to live by the principles of equality of opportunities in its hiring procedure.

Any breach of these fundamental principles constitutes a serious breach of our integrity policy and may result in action being taken. Humundi strives to hire employees from diverse backgrounds and to honor the principles of equal opportunity in hiring.

### STANDARD 5 : Commitment to health and safety

The organization commits to educating, training and motivating its staff to maintain a safe and healthy environment for its collaborators, its partner organizations and hosts visiting the workplace/ environment. Humundi has a prevention advisor who is available to support and advise employees on safety and well-being issues. Humundi expects from its staff that they demonstrate personal responsibility, learn and comply with the safety management plans of the organization, and actively contribute to creating a working



environment that will be safe, free of violence, of threat of physical or verbal abuse, of harassment, intimidation or any other abusive behavior. Humundi will promote a healthy balance between the professional and private life of its employees, and to maintain tobacco- and drug free working environments.

### **STANDARD 6 : The Protection of confidential and sensitive information**

Humundi values, respects and protects the confidentiality of its collaborators, Board members, clients, partners, beneficiaries and donors. Collaborators and Board members regularly have access to confidential information concerning individuals: salary, performance, level of contribution, health status, competitive strategy, tenders and personal data. Therefore, our staff must keep confidential all sensitive and/or personal information and disclose such information only to those who demonstrably need it to serve the objectives of Humundi. Humundi has set up an RGPD Working Group and appointed a Data Protection Officer (DPO), to guarantee compliance with personal data protection legislation and ensure that all data management practices meet the highest confidentiality standards.

Humundi also requires its consultants to sign a confidentiality and non-disclosure agreement. All employees are trained in the management of sensitive information and confidentiality obligations, and must comply with established procedures to guarantee the security of personal and professional data.

### **STANDARD 7 : The respect of intellectual property**

Humundi recognizes and respects intellectual property rights and commits to comply with the related legal and ethical obligations. Collaborators must protect Humundi intellectual assets and must not infringe on any intellectual property rights of its collaborators.

Humundi authorizes the dissemination, use and modification of its deliverables to non-commercial ends in so far as the organization has agreed, and as the intellectual property item is returned.

All reports, documents / records and articles drawn up, written or prepared as a result of employment with Humundi are to be considered as intellectual property of the organization.

### **STANDARD 8 : The management of natural resources and the environment**

When carrying out their activities, Humundi will seek to minimize the impact on the environment and on climate change. Humundi seeks to reduce the environmental impact and to create a working environment in which consumption of energy and production of waste are minimized. In line with Humundi environmental policy, such commitment includes making reasonable choices in terms of means of transportation, recycling, cutting water and energy consumption, as well as paper products, appropriate disposal of waste, including computers and other digital tools.

## **AWARENESS AND PREVENTION**

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Every collaborator must take part in an integrity awareness program as soon as he or she joins Humundi, as well as other collective training and awareness programs to better understand and prevent integrity-related risks.

## BREACHING THE CODE OF ETHICS / OF CONDUCT

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Humundi is committed to taking prompt, fair and appropriate action, in accordance with the current Complaints Management Manual, in response to violations of this Code of Ethics and Conduct. Violation of these standards may result in disciplinary action up to and including dismissal and/or legal action.

## REPORTING

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Every collaborator must report suspected violations and express their concerns regarding ethical practices. If a collaborator believes he/she has witnessed or been the victim of an unethical act, he/she can contact the Integrity Advisor, who will be able to advise and inform them of possible procedures.

Any complaint of ethical violation must be submitted to the Complaints Manager. The complaint may be lodged directly by the victim or by a witness. If a collaborator does not wish to file the complaint themselves, they can inform a trusted person, such as a line manager or colleague, who can help them to file a complaint with the Complaints Manager.

Contact details for the Integrity Advisor and the Complaints Manager can be found on the website (<https://www.humundi.org/contactez-nous/>) or via their respective e-mail addresses: [integriteconseil@humundi.org](mailto:integriteconseil@humundi.org) and [signalement@humundi.org](mailto:signalement@humundi.org).

A reporting form guaranteeing anonymity is also available in French, English and Spanish on the Humundi website, <https://www.humundi.org/signalement-dincident/>.

If these initial actions are deemed unsatisfactory or inappropriate, the employee can contact the Chairperson of the Board<sup>11</sup>, who has been designated as Humundi's Board Integrity Contact.

Collaborators can use this contact, confidentially and without reprisal, to report their concerns about inappropriate conduct by a member of the Humundi team. They will receive a response to their report as quickly as possible.

Any person filing a complaint must act in good faith and have reasonable grounds to believe that the information disclosed constitutes an act of ethical violation.

## MODIFICATION AND UPDATING THE CODE

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Humundi reserves the right to modify this Code if necessary. The most recent version of this Code is available on Humundi's website.

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<sup>11</sup> Chairperson of the Board of Directors: [salima\\_kempenaer@yahoo.fr](mailto:salima_kempenaer@yahoo.fr) - +32 487 36 11 44



## ACCEPTANCE

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By accepting a position as director, employee, consultant, intern or long-term volunteer, everyone accepts to conform to Humundi present Code of Conduct and Ethics.

Collaborators sign the Code of Conduct and Ethics when they sign their employment contract.

**Last name - First name - Date - Place**

Read and approved,

Signature :