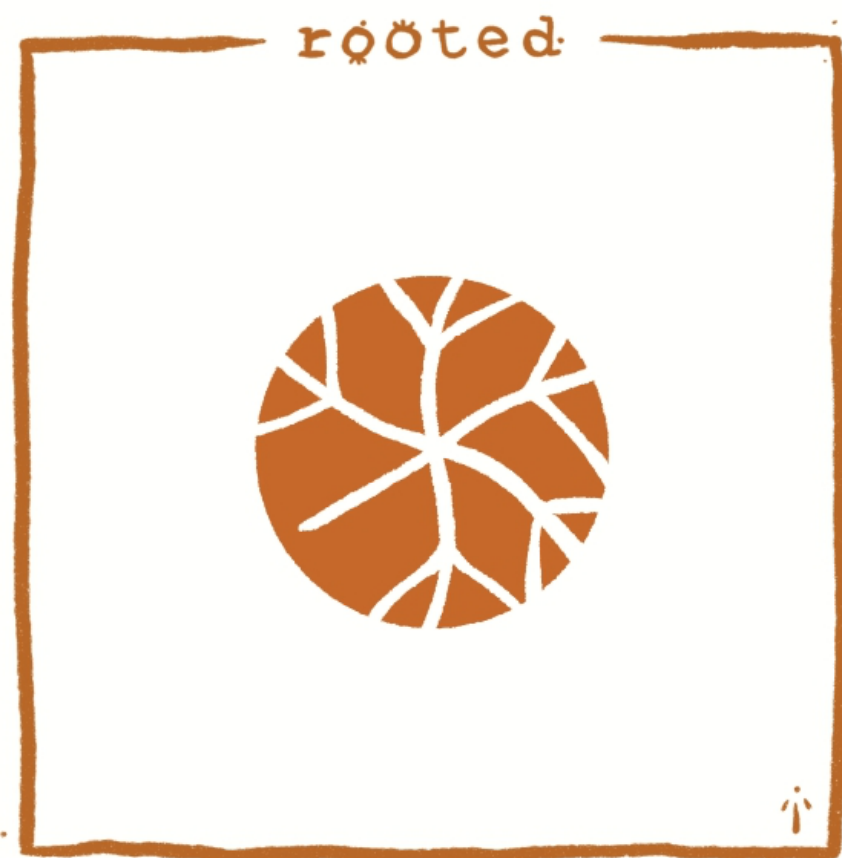


# Rooted

code of conduct



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# Introduction

At Rooted, we are committed to our mission of supporting people with a migratory background in rooting in the Netherlands and mostly, in themselves. To achieve this mission with the highest standards of ethical conduct, we have established this Code of Conduct to guide our actions and decisions.

Rooted is committed to promoting and maintaining an environment where everyone that is associated with us or encounters our activities feels respected, safe, and valued. It is, therefore, very important that all board members, employees, and voluntary representatives understand what it means to behave responsibly so they can contribute to an environment that upholds their wellbeing and safeguards participants and other members of the communities we work with and for.

To this end, the Code of Conduct (CoC) aims to inform our stakeholders about:

- Rooted's responsible behaviour standards and behaviours considered as misconduct;
- responsibilities under the CoC; and
- the process for reporting and addressing violations.

Overall, this CoC aims to support and strengthen an ethical culture throughout Rooted, based on the core values and principles that guide our mission, including humanity, respect, integrity, professionalism, confidentiality, inclusivity and diversity, transparency, and accountability.

This document can be found online on [www.wearerooted.org](http://www.wearerooted.org)

## Scope

This CoC applies to any person who works for Rooted, whether paid or voluntary, full-time, or part-time. Where differences exist between this CoC and Dutch national laws, policies or customs, the higher standard applies, as determined by the Rooted board. The responsible behaviour standards set out in this CoC are not intended to be exhaustive.

The Rooted board will evaluate this CoC every three years and update it as deemed necessary.

## Responsibilities of staff

As an Rooted staff member, you must take steps to inform yourself of and comply with this CoC. You must always seek to act in the best interest of Rooted employees, participants and other stakeholders and report any behaviour that in your judgement would violate the CoC.

## Responsibilities of board members

In addition to the above, if you are a Rooted board member, you must promote awareness of the CoC to employees and representatives to ensure they fully understand their responsibilities under the CoC and the complaints process. You must also act when someone reports a possible violation

of the CoC to you, or when you become aware of a possible violation. This includes referring the case to the Board when you need advice or are not able to address the case.

Deliberate failure by a board member to act on a received complaint is a violation of this CoC.

## Integrity and ethical behaviour

- We maintain a respectful working environment by promoting good working relations and an atmosphere of collaboration, honesty, mutual respect, open communication, and trust.
- We are dedicated to upholding the highest standards of honesty and integrity in all our activities.
- We will act in a transparent and accountable manner, striving for the participants' and public's trust in our work.
- We use responsible judgement online, including when sending information by email or sharing imagery or information about our participants on social media platforms. We must keep in mind that we are accountable for our professional and private emails and any other online activities that may impact Rooted stakeholders, reputation, or work. This also includes responsible selection and use of audio-visual material.

## Confidentiality

- We respect the [privacy](#) and confidentiality of the Rooted participants, as well as that of our staff.
- Information obtained during our work will be handled with the utmost care and will only be shared with authorised personnel on a need-to-know basis.

## Avoiding harmful impact on all stakeholders of Rooted

- We are committed to assessing the potential harmful impact of our activities on participants, board and other stakeholders and will take steps to mitigate any harm.
- We prioritise the safety of the participants we serve over anything else.
- Cultural sensitivity is key in all our activities, ensuring that local customs and practices will not be undermined.
- We do not engage with people below 18.
- We do not serve or tolerate the use of alcohol or drugs during any Rooted programming.
- We do not tolerate romantic or intimate relationships between Rooted staff members and Rooted participants during Rooted programming. Overall, we engage in any romantic or intimate relationship with care. This means not allowing these kinds of relationships to have a negative impact on our work, on stakeholders, or our working environment. To this end, we must disclose romantic or intimate relationships formed within the working environment with a clear potential for conflicts of interest and/or abuse of power. This will

allow steps to be taken, as appropriate, to minimise any risks. When in doubt, we must always disclose.

## Anti-corruption

- We ensure that the material and financial resources entrusted to us by our donors are used responsibly and efficiently for the benefit of Rooted stakeholders. This means we must use and maintain Rooted property, records, files, work products, accounts and financial statements in a manner that conforms to work objectives, applicable national laws, and Rooted internal controls.
- We are committed to a zero-tolerance policy towards bribery, corruption, and unethical practices.
- We will comply with all applicable laws and regulations related to anti-corruption efforts in the Netherlands.

## Respect for human rights

- We recognize and respect the fundamental human rights of all individuals, regardless of their background or circumstances.
- We will work to ensure that our actions promote and protect the human rights of marginalised populations.

## Fight any form of sexual misconduct

At our workplace, any form of Sexual Exploitation, Abuse, and Harassment (SEAH) is unequivocally unwelcome and strictly prohibited. We are committed to fostering an environment that values respect, dignity, and equality for all employees. Any behaviour that involves exploitation, abuse, or harassment undermines the foundation of a healthy and inclusive workplace. We believe in providing a safe space where everyone can thrive and contribute their best, free from any form of mistreatment. Our organisational policies are designed to prevent and address SEAH, and we encourage open communication and reporting mechanisms to ensure swift and appropriate action against any instances of misconduct. It is imperative that all team members adhere to these policies, and failure to do so will result in sanctions.

### Definitions

Sexual misconduct refers to any unwelcome behaviour, action, or communication of a sexual nature that occurs in the workplace or is connected to the company's activities. It encompasses a wide range of behaviours and includes, but is not limited to, the following:

- Sexual harassment: Unwanted sexual advances, requests for sexual favours, or any other verbal or physical conduct of a sexual nature that creates a hostile or intimidating work environment.
- Sexual exploitation and abuse: Any form of non-consensual sexual activity or sexual coercion involving employees, clients, or any individuals connected to the company's operations. This includes but is not limited to sexual assault and rape.
- Sexual discrimination: Treating individuals unfairly or making employment decisions based on their gender or sexual orientation, including promotion, compensation, or job assignments.
- Retaliation: Taking adverse actions against an individual who has reported sexual misconduct or participated in an investigation or grievance process related to sexual misconduct.

## Inclusivity and diversity

- We value diversity and inclusion, striving to create a workplace and collaborations that respect and represent the voices of all individuals.
- Discrimination or harassment of any kind will not be tolerated.
- We treat all our stakeholders with dignity, respect, and cultural appropriateness. This includes acting with care and awareness that some behaviour may be viewed as offensive even when not intended as such.

## Conflicts of interest

- We will avoid conflicts of interest or the appearance of conflicts that could compromise our ability to conduct or mission impartially.
- We will promptly disclose any potential conflicts of interest and manage them transparently.
- We will establish clear procedures for reporting and addressing conflicts of interest.
- We will take appropriate action to address conflicts of interest, such as recusal from decision-making processes or divestment of financial interests.

## Transparency

- We will be transparent about our intentions, activities, and results with the participants.
- We will explain the potential risks and benefits associated with our work in a clear and honest manner during an in-take conversation with one of our facilitators and upon further request by participants.

## Accountability and Complaint handling procedures

- All team members and stakeholders have a duty to report any concerns of possible violations of this Code of Conduct and provide a safe environment to do so. Anybody can report an issue through the channel you are most comfortable with, such as a Rooted board member, a Rooted facilitator or through our publicly available [Incident Report Form](#) which includes an anonymous option if preferred.
- Rooted treats all received complaints confidentially to the extent possible, considering its interests and those of its stakeholders, and in line with the relevant national laws and regulations. Rooted also takes measures, as appropriate, to safeguard the wellbeing of complainants, subjects, and witnesses.
- Rooted does not accept violations of the CoC. Depending on the severity of CoC violations, disciplinary measures may include, but are not limited to, oral and written warnings, mandatory trainings, suspension, and dismissal.

## Conclusion/Adherence

By adhering to this Code of Conduct, all Rooted team members, including both voluntary and remunerated staff, reaffirm our commitment to the highest ethical standards, and we honour the trust placed in us by the participants.