

## **CODE OF CONDUCT UNDESIRABLE BEHAVIOUR**

*This code of conduct has been translated from the original Dutch version. Should there be any discussion regarding the interpretation of a provision in the English version of this code, the text of the Dutch version will be binding.*

### ***Introduction***

UNESCO-IHE's Working Conditions Policy (in Dutch: Arbobeleid), requires, in accordance with article 4 of the Working Conditions Act (in Dutch: Arbo-wet), the employer to pursue a policy aimed at protecting its employees from sexual harassment, and against aggression, and physical or verbal violence during working hours or during work-related activities. In line with UNESCO-IHE's Working Conditions Policy, this policy also applies to course participants, guest lecturers, and staff of third parties, trainees and visitors.

According to the Working Conditions law, suitable working conditions are the joint responsibility of employer and employees. In this context and in view of the policy mentioned above, the employer must formulate and implement a code of conduct. In addition, in consultation with the personnel council, the employer shall implement a procedure for lodging complaints, appoint a confidential counsellor and establish a complaints committee.

UNESCO-IHE endorses a culture in which people work together on the basis of mutual respect and wants to honour the agreed working conditions policy by fully implementing the code of conduct detailed below.

This code of conduct is intended to ensure a pleasant and stimulating working environment within the institute. Such an environment implies that good manners including collegiality, respect for and interest in each other are the norm and also demands an adequate response to undesirable behaviour. The active participation of all UNESCO-IHE staff will be essential to achieve this type of working climate. The objective of a code of conduct is to bring these principles to the attention of all sectors of the UNESCO-IHE workforce.

### ***Introduction, coming into force and scope***

This code of conduct has been approved by the Directorate, with the consent of the Personnel council in December 2002 and will come into force as from 1 January 2003. This code of conduct applies to all employees, guest lecturers, staff of third parties, course participants, trainees and visitors of the institute, and covers their behaviour towards:

- other employees and course participants at the institute,
- other persons who are working on assignment at the institute, such as guest lecturers, trainees and temporary agency staff
- third parties and their employees who are working at the institute
- visitors to the institute.

### ***Code of conduct***

UNESCO-IHE is a unique community comprising people of many different nationalities, cultural backgrounds and traditions. People who are far from their home countries are living in the same residences and share courses and classrooms. Within UNESCO-IHE, we expect all persons making up that community to respect each other and to observe the code of conduct generally accepted in the Netherlands. Within UNESCO-IHE sexual harassment, aggression, or violence, both verbal and non-verbal, towards colleagues, course participants and visitors are regarded as undesirable behaviour, which will not be tolerated.

UNESCO-IHE expects its employees, course participants and visitors to refrain from the conduct listed above and keep a watchful eye on all forms of undesirable behaviour in the institute. This implies that anyone who notices undesirable behaviour shall inform his/her executive or the confidential counsellor.

Line managers shall give special attention to the prevention and resisting of undesirable behaviour. Undesirable behaviour shall always be brought up, either by addressing the person involved directly or by involving others.

### ***Definitions***

Undesirable behaviour: sexual harassment, aggression, (verbal) violence and discrimination.

Sexual harassment: undesirable sexual approaches in the form of requesting sexual favours or other form of verbal, nonverbal or physical behaviour, including unrequested sending of or, whilst knowingly witnessed by others, looking at pornographic images or texts e.g. via internet).

Aggression and (verbal) violence: pestering, psychological or physical harassment, threatening or assaulting others.

Discrimination: uttering any statements about, performing any actions towards or taking any decisions concerning persons that may be offending because of race, religion, sex, disability, philosophy of life, and/or sexual inclination, or making any distinction on the basis of these factors.

Sexual harassment, aggression, (verbal) violence and discrimination (undesirable behaviour) could be used in various ways:

- subjecting a person to undesirable behaviour is explicitly or implicitly used as a condition for employing that person;
- subjecting a person to or rejecting undesirable behaviour is used as a basis for decisions pertaining to the job or the study activities of that person;
- the undesirable behaviour is aimed at or causes the work or study performance of the person to be affected and/or creates an intimidating, hostile or unpleasant working or study environment.

### ***Preventive policy***

UNESCO-IHE intends to pursue a preventive policy, by formulating and approving this code of conduct, thus preventing undesirable behaviour. Implementation of this policy will practically involve:

- effective communication of this code of conduct throughout the institute;
- providing adequate information on the policy regarding and the risks of undesirable behaviour within the institute;
- systematically mapping the risks with respect to undesirable behaviour in the framework of the Risk Inventory and Evaluation (in Dutch: Risico Inventarisatie & Evaluatie = RIE);
- eliminating or reducing the risks with respect to undesirable behaviour;
- monitoring adherence to this code of conduct;
- training confidential counsellors and, if necessary ,executives, within the institute;
- embedding the code of conduct in the Working Conditions Policy.

To inform employees on this subject as effectively as possible, to make them aware and to achieve broad public support, information will be disseminated by the Arbo coordinator or the confidential counsellor by e-mail, intranet, flyers etc. Executives shall offer employees the opportunity to attend information and training sessions or other activities organised by the confidential counsellor or Arbo coordinator on this subject.

Establishing a code of conduct, which will regularly be brought to the attention of all the institute's staff and course participants and of which everybody throughout the institute realises the importance, is a principal step in the right direction to achieving and maintaining a good, stimulating working environment.

However, having a preventative policy is not sufficient. The Working Conditions Act also requires the employer to appoint a confidential counsellor and a complaints committee. At UNESCO-IHE, this provision is fulfilled by establishing a Regulation for Complaints about Undesirable Behaviour UNESCO-IHE. This procedure specifies the composition and the duties and powers of both the confidential counsellors and complaints committee. The introduction of this procedure will enable everybody who is, at any time, present in the institute with the permission of UNESCO-IHE, to object to any form of undesirable behaviour directed at him/her.