



## Memphis Foundation Code of Conduct

### **Introduction**

This Code of Conduct is one of the tools of Memphis Foundation's safety & security policy and integrity policy and creates a framework for the promotion of ethical, professional and risk reducing conduct by all Memphis Foundation associates. They are expected to sign the Code of Conduct to demonstrate that they endorse its content.

Memphis Foundation believes in a world where deaf youth and blind youth can fully participate in their communities, and where they can discover their talents and shape their future. Memphis Foundation empowers deaf youth and blind youth and builds supporting communities around them, through the power of sport and music.

### **Memphis Foundation holds the following core values:**

*We show respect* - We value diversity and recognise the worth and dignity of every person.

*We are passionate* - We follow our inner drive and passion, and we are convinced that joy and fun are key to achieving change.

*We are accountable* - We act responsibly and with integrity, behave ethically and ensure transparency in all that we do.

*We stand for innovation* - We constantly strive to innovate, we cultivate new ideas and encourage creativity.

*We work in collaboration* - We strengthen our impact through partnerships that are built on shared goals.

### **Article 1 Basic principles**

Memphis Foundation is committed to the preservation of human dignity, which is the basic principle for its actions. Accordingly, Memphis Foundation rejects any kind of (sexual) harassment, aggression and discrimination based on race, age, creed, religion, political views, gender, nationality, sexual orientation, marital status and disability.

Memphis Foundation undertakes to prevent and fight undesirable behaviour in its daily operations and in the development of its policies.

Memphis Foundation supports the promotion and implementation of genuine equality between woman and man.

During an assignment abroad, the associate represents Memphis Foundation on a 24/7 basis. They should act with integrity and awareness of their role.

Associates are expected to talk about Memphis Foundation and its national and international partners with respect and to perform their duties in an impartial and non-discriminatory manner.



Associates are expected to demonstrate responsible behaviour. As such, they act as being a good example.

Associates are aware that their voice counts. They signal, address, discuss and where necessary organize follow-up through the partner organisations if behaviour does not seem right. Associates should offer constructive suggestions for improvement.

### **Article 2 Scope of the Code of Conduct**

The Code of Conduct applies to all associates (employees, associates, interns and volunteers and other persons with a contract, hereinafter to be referred to as 'associates') of Memphis Foundation.

Memphis Foundation is responsible for the publication of the Code of Conduct. Every associate is expected to know this Code of Conduct.

### **Article 3 Definitions**

1. Sexual harassment is defined as:

- unwelcome sexual advances, requests for sexual favours or other verbal, non-verbal or physical conduct where one of the following points applies:
- submission to such conduct is either explicitly or implicitly used as a condition for the employment of a person
- submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the work of this person
- such conduct aims to affect an individual's work performance and/or create an intimidating, hostile or unpleasant work environment or has as a result that the work performance of the individual is affected and/or an intimidating, hostile or unpleasant work environment is created

2. Aggression is defined as:

- incidents during which a person is mentally or physically harassed, threatened or attacked in circumstances that are directly related to work. This includes bullying.

3. Discrimination is defined as:

- every distinction, exclusion, restriction or preference which has or is meant to have the effect of nullifying, compromising or restricting the recognition, enjoyment or equal opportunity to exercise the human rights and fundamental freedoms in the political, economic, social or cultural sphere, or in other spheres within society.

### **Article 4 Specific behaviour**

The following behaviour stipulations are related to all individuals (including children and youth) with whom the associate is in contact during his/her work for Memphis Foundation.

a. Discrimination, sexual harassment and aggression.

Respect for diversity and non-violence guide the organisation's actions.

1. Discrimination, sexual harassment and aggression are not permitted.
2. Discriminating, sexist or other offensive or humiliating acts, statements or jokes, whether verbal or in writing, are not permitted.
3. Aggressive acts or statements are not permitted.
4. It is not permitted to use the Internet or e-mail to visit sites that contain discriminating, pornographic, offensive or inappropriate material and to view, download or distribute this material.



b. Abuse of power.

Memphis Foundation is committed to equal rights.

1. Associates are forbidden to use the power that comes with their function for personal gain or for the benefit of family or friends.
2. Under no circumstances are associates allowed to take bribes or enrich themselves in other ways.
3. Associates must not accept personal gifts from beneficiaries or subcontractors in the form of money, goods or services with a monetary value of more than 25 Euro.
4. If contracts for services to Memphis Foundation are concluded partly through the contribution of the organisation's own associates, they should be equitable, drawn up in writing and signed by all parties.
5. Associates will refrain from using threats or rewards to influence/manipulate.

c. Conflicts of interest.

Memphis Foundation considers it important that the various interests relevant to a specific situation are carefully weighed against each other.

1. Associates are not permitted to negotiate or maintain business relationships between their relatives and Memphis Foundation.
2. Associates who have their own business or who have financial interests in particular businesses may under no circumstances sign contracts between MEMPHIS FOUNDATION and these businesses.
3. As soon as an associate suspects that a conflict of interest may occur, he must discuss this with the relevant supervisor or manager.

d. Use of Memphis Foundation's property and knowledge.

Memphis Foundation is aware that its material and immaterial properties are valuable and have been obtained thanks to the gifts of others. This is why it will always treat these properties with great care.

1. Memphis Foundation issues equipment and supplies to its associates so they can carry out their duties.
2. Memphis Foundation property is for business use only.
3. Associates may not use institutional knowledge and information for personal gain.

e. Relationships with other associates.

The bond between people is one of the pillars of Memphis Foundation's activities. This means relationships between people must be handled with care. The basic principle here is respect for diversity and appreciation for each other's contribution to Memphis Foundation's results.

1. Associates work and socialise with each other in an open and professional manner and respect each other's cultural, religious and political differences.
2. Personal friendships between associates may not stand in the way of Memphis Foundation's objectives.
3. The management and supervisors are not allowed to marry or enter into a similar relationship with associates they are responsible for. If the hierarchic situation is not changed or it is not possible to do so, one of the employees must terminate their employment.

f. Weapons

Non-violence is a guiding principle for the actions of Memphis Foundation. Memphis Foundation is committed to providing its associates with a safe & secure working environment.

1. During their work for Memphis Foundation, associates are not permitted to own, carry or otherwise have



weapons at their disposal.

g. Smoking, recreational drugs and alcohol

Memphis Foundation believes it is important that its associates find the right balance between work and relaxation.

1. Associates may under no circumstances work under the influence of any recreational drugs, legal or illegal, that impair their ability to do their job properly.
2. Drugs are not allowed at the Memphis Foundation offices and during an assignment abroad.
3. Smoking and alcohol consumption near the target group of children and youth is not permitted.
4. Working under the influence of alcohol is not permitted.

h. Sexual relationships

Memphis Foundation has set itself the goal to address wealth and power inequalities. This is also relevant to sexual relationships.

1. Associates will not have any sexual behaviour with children or youth or touch a child/youngster in what can be considered as sexual behaviour. This includes sexual provocative games or inappropriate touching.
2. Associates who are in a sexual relationship with a colleague, programme beneficiary, relative of a programme beneficiary or person who works for an organisation or a business with a contractual relationship with Memphis Foundation, must report this to their manager so he or she can assess to what extent this jeopardises Memphis Foundation's integrity.

i. Local culture and customs

Memphis Foundation believes it is important to have a thorough knowledge of and to be well rooted in the local context.

1. Acceptance of Memphis Foundation's actions will increase when its associates are aware of the norms and values in the society.
3. Associates will endeavour to adapt their behaviour so that their actions will be considered as acceptable and positive by programme beneficiaries and the society at large.
4. Associates will endeavour to create a supporting work and learning environment by ensuring a social & societal safe and supporting physical and emotional atmosphere.

**Article 5 Child & youth protection, (social) media, photo & video**

a. Child & Youth protection

Associates should endorse the Memphis Foundation Child & Youth Protection Policy. This includes reporting of violations of this Policy, when encountered or observed.

b. (Social) media, photography & videotaping

Associates should endorse the Memphis Foundation (social) media, photography & videotaping policy. This policy is included as annex 9 of this safety & security manual.

**Article 6 Specific provisions for associates during their stay abroad**

1. Associates must adhere to local legislation. However, if Dutch legislation is stricter, this shall be leading.
2. Associates may not take part in local political movements nor take the lead in social activities that may harm or compromise the objectives and interests of the Partner Organisation or Memphis Foundation in the country.
3. Associates can only have contacts with the (local) media after approval of the general director.

**Article 7 Compliance with the Code of Conduct**



The Code of Conduct is part of the agreement signed by all associates.

1. All associates should inspire and help each other to comply with the Code of Conduct.
2. Failure to comply with the Code of Conduct may result in disciplinary action, including dismissal. The general director will determine the nature and degree of the disciplinary action.
3. If an associate unintentionally violates the Code of Conduct and reports this to his or her supervisor or to the programme responsible when he or she realises this, this will be taken into account when determining whether or not to take disciplinary action.