

## Introduction

The Center for International Legal Cooperation (CILC) is an independent Dutch non-profit organisation founded in 1985. CILC is a foundation according to Dutch Law, with a mission to provide expertise to developing countries and countries in transition engaged in legal and judicial reform. Activities take place in a diverse range of settings around the world.

Against this background, CILC is aware that inappropriate behavior or misconduct cannot always be prevented. As organisation we believe that it is our obligation to create the conditions that allow us to implement our mission in a safe, ethically sound and professional working environment. For this purpose, we agreed on the present CILC code of ethics, which:

- \* outlines the core values to which staff and contractors are held;
- \* defines inappropriate behaviour or misconduct that goes against our values;
- \* provides information, guidance and protection with regard to a suspected violation of the CILC values; and
- \* provides a procedure to report a case of suspected violation of the CILC values.

The CILC code of ethics applies to all staff and contractors, regardless of their location. This document supplements the Partos Code of Conduct and the CILC Words We Live By, which have already for the past years shown the culture we want to embrace as an organisation. All these documents are standard part of any contractual agreement.

## CILC core values

There are a number of core values that guide the CILC code of ethics:

- \* Integrity, transparency and safety in our daily operations
- \* Equal and fair treatment
- \* Respect for different background and opinions
- \* Zero-tolerance for inappropriate behaviour or misconduct

## Scope of the CILC code of ethics

The CILC code of ethics applies to all CILC staff and contractors engaged within or beyond CILC activities and regardless of the location. This code applies 24 hours a day, 7 days a week and 52 weeks a year. Whenever engaging in CILC activities, staff and contractors are expected to avoid and report a suspected violation of the CILC values. This code of ethics addresses explicitly situations of (sexual) harassment, discrimination and abuse of authority. Such situations can include:

- \* Offensive, belittling or threatening behaviour that is unsolicited and may be repeated
- \* Aggression and violence
- \* Rude, loud, and off-coloured remarks
- \* Inappropriate or degrading jokes
- \* Brushing or touching someone in inappropriate or unwanted ways

- \* Posting personal effects (post-it notes, pictures, etc.) in their own work space that could be perceived as threatening or inappropriate
- \* Exhibiting presumably uncontrollable mood swings in front of the group
- \* Publicly displaying indecent and undignified (but not illegal) behavior
- \* Excessive or inappropriate consumption of alcohol and/or drugs

This list is neither exhaustive nor exclusive. At CILC we will take every suspicion of any type of inappropriate behavior or misconduct seriously to ensure over time an open and safe working environment.

## Roles and responsibilities

In implementing the CILC code of ethics there are four levels of roles and responsibilities:

1. Individual responsibility of each CILC staff member and contractor to familiarize themselves with and adhere to the CILC code of ethics;
2. Responsibility of the project manager to inform and promote the CILC code of ethics towards contractors;
3. Responsibility of the CILC Board to inform and promote the CILC code of ethics towards CILC staff members, to ensure its regular review and to account for the adherence of the code in the annual report;
4. Responsibility of the CILC Supervisory Committee to monitor compliance with the CILC code of ethics.

## Report a case of suspected violation of CILC values

At CILC we foster an open working environment where people feel safe and free to raise issues before they can escalate. While we favour a collegial approach to tackling unwanted and inappropriate behavior, we realize that there is a need for a clear and predictable procedure. The CILC code of ethics provides staff and others with the possibility to report any suspected violation of the CILC values. It lists the actions available to solve the situation in a confidential and satisfactory manner, without fear of prejudice or reprimand. To this end, the following steps have been identified:

### 1. Advice and support

- ▲ Any CILC staff, contracted expert, partner organisation, beneficiary or client can inform any CILC colleague, any member of the CILC Board or any member of the Supervisory Committee about a suspected case of violation of the code of ethics, confidentially and without fear of prejudice or reprimand.
- ▲ Any CILC staff, contracted expert, partner organisation, beneficiary or client can request information, advice and support from the CILC colleague, member of the CILC Board or member of the Supervisory Committee with regard to the suspected misconduct or inappropriate behaviour, depending on the nature and implications of the situation at hand.
- ▶ Situation is solved to everyone's satisfaction in a confidential manner.
- ▶ Situation is not solved and it is advised to submit an internal report of the suspected violation of CILC code of ethics.

### 2. Internal report

- ▲ Any CILC staff, contracted expert, partner organisation, beneficiary or client can report a suspected violation of the CILC code of ethics, confidentially and without fear of prejudice or reprimand.

- ▲ Any CILC staff, contracted expert, partner organisation, beneficiary or client can report to any colleague, any member of the CILC Board or any member of the Supervisory Committee, depending on the nature and implications of the situation at hand.
  - ▲ In case the report is not submitted to the CILC Board, the report should be submitted to the Supervisory Committee.
  - ▲ The Supervisory Committee will inform the CILC Board accordingly.
  - ▲ CILC will not retaliate against the reporter(s) for internally reporting in good faith about a suspected violation of the code of ethics.
  - ▲ CILC must ensure that the report and related materials are stored and shared in such a way that they are only accessible (physically and digitally) to the people involved in handling the case.
  - ▲ Everyone involved in the case must not reveal the identity of the reporter(s) without the latter's permission and they must keep the information about the case confidential.
  - ▲ The CILC Board and/or Supervisory Committee will start an inquiry into the suspected violation to determine whether it is an actual violation of the CILC code of ethics, and what further actions could be taken.
- ▶ Should the CILC Board and/or Supervisory Committee decide to not pursue further action, they must explain the decision to the reporter(s).
  - ▶ Should the CILC Board and/or Supervisory Committee decide to pursue further action, they will assess what other measures should be taken in consultation with the reporter(s).
  - ▶ Should the situation not be solved to the reporter(s)' satisfaction, the reporter(s) together with the CILC Board and/or Supervisory Committee will assess whether other measures should be taken, including the possibility of consulting an external advisor.

### 3. *Independent investigation*

The CILC Board and/or Supervisory Committee will assign independent and impartial investigator(s)

- ▲ The investigator(s) will be given full access to all documentation that can be reasonably deemed necessary for their investigation.
  - ▲ The investigator(s) must give the reporter(s) the chance to comment on drafts of the investigation report, unless there are strong objections against this.
  - ▲ The reporter(s), the CILC Board and/or Supervisory Committee will receive a copy of the final investigation report, unless there are strong objections against this.
  - ▲ The reporter(s), the CILC Board and/or Supervisory Committee) will have a chance to react to the final investigation report.
  - ▲ Based on the final report, the CILC Board and/or Supervisory Committee will determine their stance and inform the reporter(s) accordingly, unless there are strong objections against this. This can include whether or not an external authority should be informed about the outcomes of the investigation.
- ▶ The reporter(s), CILC Board and/or Supervisory Committee reach a common understanding based on the outcomes of the investigation and agree on measures to be taken, if needed.
  - ▶ The reporter(s) does not agree with the outcomes of the final report and/or stance of CILC and is of the opinion that the suspicion has been wrongly disregarded.
  - ▶ The reporter(s) can submit a report to an external authority of their choice should the internal procedure be exhausted or not solved to their satisfaction.

### 4. *Monitoring and evaluation*

- ▲ The CILC Board will ensure that these procedures are accessible to CILC staff, contracted experts, partners, clients and donors.
- ▲ The CILC Board is responsible for its regular review.
- ▲ The CILC annual report will contain a short paragraph about the adherence to the Code of Ethics.
- ▲ The CILC Supervisory Committee is responsible for compliance with the procedure to report a case.