

# New Women Connectors

## Code of Conduct



**This Code of Conduct sets out minimum standards of behavior and actions expected from everyone engaged in all New Women Connectors' (NWC) activities as UNHCR beneficiary. By committing to its eight guiding principles, we are supporting and applying critical values.**

**NWC is a Pan-European social change movement that advocates for feminist ideals and is led by migrant and refugee women from diverse backgrounds. Thus, we strive for intersectional feminism, anti-racism, the defense of human rights, democratic governance, and the empowerment of migration.**

### **WE ARE COMMITTED TO:**

- **TREATING ALL PARTICIPANTS WITH DIGNITY AND RESPECT**

This means that **we are always respectful towards our participants, partners, and interlocutors of all types.** Degrading comments, behaviors, or other forms of undermining others are not tolerated. Always think about how you would like to be treated, and use the utmost respect and professionalism, being sensitive to how your words may impact the other person.

- **ENSURING FAIRNESS TOWARDS ALL PARTICIPANTS**

We are committed to giving all our participants clear and concise information to our participants, and taking into consideration differences which may make our communications unclear, for example providing interpretation services or accessible venues. Additionally, based on our values, **we require our members to stand against discrimination** and do everything they can to facilitate equal opportunities among participants.

- **PREVENTING AND COMBATING ALL EXPLOITATION AND ABUSE**

Any form of abuse towards participants -either internal or external to the organization- is prohibited, and constitutes an act of gross misconduct and is therefore grounds for termination of employment or any other type of relationship. **Emotional, physical, or sexual abuse should be immediately reported** to the internal safeguarding resource (reachable at [safeguarding@newwomenconnectors.com](mailto:safeguarding@newwomenconnectors.com)) and is to be recorded by the team member following the referral form in Appendix A.

Protection from Sexual Exploitation and Abuse (PSEA) is specifically mentioned (see definition at ST/SGB/2003/13). NWC is committed to creating and maintaining an environment which prevents sexual exploitation and abuse -and all types of exploitation and abuse- and promotes the implementation of their code of conduct.

- **RESPECTING LAWS AND POLICIES**

**Compliance with applicable laws, regulations, policies, and standards is imperative** to our work both on a national level in the Netherlands and on a European level. This means that we are aware of, understand, and keep our work within the framework that concerns our work, and require our members and participants to do the same. We respect official fees, taxes, and other regulations and have legal guidance on necessary actions.

- **PRESERVING CONFIDENTIALITY AND PRIVACY**

As our work intersects with the lives of vulnerable groups such as refugees and undocumented people it is important that we use diligence and care in handling their personal data if or when we gather it. **Personal data is never disclosed to a third party without authorization**, and is only collected when absolutely necessary to the functioning of an event or for organizational matters.

- **REJECTING BRIBERY AND CORRUPTION**

Accepting or requesting bribes or offers of favors is unacceptable, dishonest, and damaging. In order to maintain our integrity and continue appropriately serving our members **we do not engage with unethical opportunities**. This means that we set a good example by acting responsibly, professionally, and are transparent about our funding history.

- **ENSURING INTEGRITY AND RESPONSIBILITY**

It is paramount to us that **we act responsibly, ethically, and professionally at all times**. It is our job to ensure that we feel like a safe space for both financial and non-financial resources so that stakeholders, clients, and other participants are clear on our intentions.

- **REPORTING CONCERNS AND COMPLAINTS**

Remaining aware of (potential) issues and raising them to the internal safeguarding team: [safeguarding@newwomenconnectors.com](mailto:safeguarding@newwomenconnectors.com), and when appropriate to an external mediator. We all play an important role in keeping proper standards, and **it is everyone's responsibility to speak up** if you see something that feels wrong.

I, \_\_\_\_\_ commit to the above code of conduct and all of its clauses, as well as participating in the PSEA (Prevention of Sexual Abuse and Exploitation course) training below on my own time.

<https://agora.unicef.org/course/info.php?id=7380>

Signature: \_\_\_\_\_

## Appendix A: Referral Form

<b>Individual's name:</b>	<b>Case no:</b>
<b>Referral details:</b>	
Time:	Date:
Place:	
<b>Individual's details (where available):</b>	
Name:	
Age:	Gender:
Address:	
Language spoken:	
Any Disability:	
Identity no:	Status/whose legal responsibility:
<b>Details of concern: what, who, where, when (<i>including victim's words if possible</i>):</b>	
<b>Alleged Perpetrator's details (if known):</b>	
Name:	
Address:	
Age:	Date of birth:
Employment details:	Nature of job:

Identify if NWC or partner agency is the employer:

Relationship, if any, to victim:

Current location of alleged perpetrator:

**Current safety of the individual including location:**

**Has emergency medical attention been required?**

**Provided by:**

**Who else knows? Include contact details.**

Agencies:

Family members or other individuals:

**Actions taken to date** e.g. Referral to police, social welfare, other. Give contact details and date and time of action.

**Referral taken by (where possible, line manager):**

Name:

Position and Location:

Date:

Signature (on hard copy):

**Action to be taken**

**Decision made by Director for immediate action as agreed in Safeguarding Policy?**  
(Please specify who is to do what and when and give names and contact details of people to be contacted.)

Referral to police (if not, why not?)

Yes/No

Other action required to ensure individual is not at further risk from alleged perpetrator:

Referral for medical treatment/ to meet health needs  
Yes/No

Signature of person arranging above action: