
EQUILITAS FOUNDATION - APPENDIX III-B

Code of Conduct

Part of the Equilitas Foundation's Governance and Policy File

Artikel 1. Why this Code exists

Equilitas Foundation works from the conviction that every person is valuable and has the right to safety, dignity and honesty. This Code of Conduct shows how we translate those values into behaviour, decisions and cooperation. Everyone associated with the foundation — directors, employees, volunteers, advisors and partner organizations — contributes to our culture. That is why clarity about our standards of conduct is essential.

Artikel 2. Our Core Values

Our core values form the foundation of our actions:

- **Justice:** We treat people fairly and promote redress of inequality.
- **Equality:** every person counts, regardless of background, role or position.
- **Compassion:** we act with respect, care and humanity, especially towards vulnerable groups.
- **Balance:** we seek harmony between efficiency, sustainability and human dignity.
- **Integrity:** we act fairly, reliably and transparently, avoid conflicts of interest and take responsibility for our choices – even when it is difficult.

These values are not meant to be just named—but to be lived visibly.

Artikel 3. Behavior that goes with it

Within Equilitas Foundation, we expect everyone to:

- communicate respectfully, even when there are differences of opinion;
- handles confidential information, resources and access options with care;
- act transparently, honestly and without deception or conflict of interest;
- takes responsibility for their own choices, behaviour and influence;

- actively contributes to a safe, inclusive and respectful environment;
- is aware of positions of power, dependency and vulnerability in relationships and collaborations.

Good behavior is not a control tool, but a choice to build and protect trust.

Artikel 4. Borders that wij bewaken

Within and on behalf of Equilitas Foundation, we do not tolerate:

- discrimination or exclusion;
- bullying, intimidation or transgressive behaviour;
- emotional, psychological, sexual or financial manipulation or exploitation;
- abuse of position, resources or power;
- improper use or dissemination of confidential information;
- fraud, corruption or financial abuse.

When in doubt , **ask, report or stop.**

Artikel 5. Protection of children and vulnerable people (Safeguarding)

As a foundation that works with and for people, we take safeguarding extremely seriously. Any indication of abuse, negligence or exploitation must be reported immediately.

We act in accordance with internationally recognized safeguarding principles — including Do No Harm, zero-tolerance for abuse, protection of children and the vulnerable, transparency and accountability — and in accordance with Appendix VII – Privacy & Data Protection Framework.

Protecting others is not an administrative obligation, but a moral responsibility.

Artikel 6. Openness, Accountability & Transparency

We carefully document decisions, activities and financial transactions and ensure that they are traceable. Communication is honest, respectful, transparent and timely. We work according to the Governance & Finance Framework (Appendix III), which includes the roles and powers of:

- the Board
- Advisory Board
- Project leaders and representatives

Transparency is more than an obligation for us; It is a form of accountability to each other, our partners and the communities we work with.

Artikel 7. Reporting, Safety & Protection of Reporters

If someone sees something that is not right, we expect this to be reported via the internal confidential reporting channel. Reports can be made anonymously if necessary.

Reports are handled carefully, confidentially and according to established procedures.

We protect reporters from retaliation, disadvantage or negative treatment. This is called non-retaliation and is a fundamental principle.

This protection relates exclusively to the prevention of disadvantage within the cooperation. The foundation does not provide material, financial, legal, or security-related support.

We don't talk to each other to correct each other, but to protect each other.

Artikel 8. Enforcement and Consequences of Violation

The board monitors compliance. Reports and suspicions of violation are carefully investigated. Depending on the nature, seriousness and circumstances, measures may include:

- a conversation or alert;
- temporary or permanent termination of cooperation;
- notification to partner organisations or competent authorities.

Measures are applied carefully, fairly and proportionately.

Artikel 9. Signature and Validity

This Code of Conduct is confirmed in writing by everyone associated with Equilitas Foundation. Confirmation can take place via:

- e-mail stating name and date, or
- digital signing.

With the confirmation, the person concerned declares to have read, understood and complied with this Code.

Artikel 10. Entry into force & signature

This document has been adopted by the board of Equilitas Foundation. Individual confirmation of compliance will take place as described in Article 9.

Place: _____

Date: ___ / ___ / ____

Role	Signature	Name
Mr. President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____