

# CODE OF BEHAVIOR

## FOR DRC IN DENMARK

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### Introduction

DRC contributes to a dignified life for refugees and displaced people. Our employees and managers therefore bear a great responsibility, and are expected to live up to high ethical and professional standards - both in relation to the people we help, and in relation to each other. It is important that these standards are clear, and therefore they are described as rules of behavior in this document.

The Code of Behavior applies to all employees and managers in DRC in Denmark. The Code of behavior is coordinated with and promotes the same core values and obligations as the Code of Conduct, which applies to staff in our international program activities.

All employees and managers in DRC in Denmark must be familiar with these rules and behave according to them. The rules are an integral part of the employee's terms of employment. Cases of violation or breaches may result in a reprimand, warning, termination or summary dismissal, depending on the nature of the violation.

Should an employee become aware of a colleague's violation of these terms, this should be reported to the manager or alternatively, HR.

## 1. Values

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- All staff in DRC represent and uphold the core values and obligations of the organization.
- DRC and its staff respect the dignity and worth of every individual and promote and practice understanding and tolerance, both in their communication and general behavior.
- DRC expects its employees to behave in a way that is consistent with their job in DRC and our values. This is primarily in relation to general conduct when representing the organisation in an official capacity, but can extend in some cases to an employee's conduct outside of work.
- This means that actions that can compromise DRC's reputation or ability to operate are seen as a breach of trust and may have consequences for continued employment.

## 2. Secondary employment

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- As a general rule, employees are not allowed to engage in paid secondary employment alongside their employment without preapproval.
- Approval is given after a concrete evaluation of any possible conflict of interest and other conditions which may affect your work or otherwise compromise DRC's reputation.
- Employees wishing to undertake any form of paid secondary work must contact their manager and HR. Written approval is kept in the employee's personnel file.
- As a general rule, unpaid secondary employment is accepted as long as it does not affect your work or the reputation of DRC.

## 3. Close relationships

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- DRC welcomes friendships throughout the organization. Friendships strengthen our cooperation and our engagement. But there are areas where we need to be careful and make sure that close relationships do not create problems. These areas are described here:
- Recommendation: Avoid close relationships between colleagues where a potential conflict of interest applies. When recruiting, be aware of possible close relationships and take precautions where necessary.
- Recommendation: In case of close relationships emerging during the employment, it is the manager's responsibility to assess if the relationship is a problem and to possibly take action.

### Definition

"Close relationships" refers to relations that are more than just friendships, e.g. family or intimate partners. Financial or economic contacts e.g. loaning money, are in this context also regarded as close relationships.

- Recommendation: Due care should be exercised in all matters of friendship between employees and beneficiaries, clients, students, etc., in order to ensure professionalism and to protect both the employee and the beneficiaries from conflicts of interest.
- Requirement: DRC does not accept close relationships between managers and employees with direct reporting lines. If such a relationship occurs, it is the manager's

responsibility to, without hesitation, involve his/her immediate manager in finding a solution.

- Requirement: DRC does not accept close relationships between employees and persons who are not employed by DRC, but who have a personal interest in our work, if this relation can lead to a conflict of interest. In cases of such a relation, it is the responsibility of the employee to, without hesitation, involve his/her immediate manager.

## 4. Confidentiality & copyright

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- Employees in DRC must observe confidentiality with regard to any situation and any information that they become aware of during the course of their employment and which, due to the nature of the issue, must be considered confidential. The obligation for professional secrecy does not cease at the end of the period of employment.

- Employees in DRC are obliged to inform their immediate manager about matters that can undermine the credibility, image or economic interests of DRC.
- Any products, concepts or methods developed during employment in DRC, by request of DRC, belong to the organization, and not to the employee.

## 5. Bullying & harassment

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- DRC does not accept bullying or harassment among DRC employees.
- DRC staff will show respect and tolerance for all persons equally, without distinction whatsoever of gender, race, ethnic origin, age, sexual orientation or physical or mental disability.
- DRC does not accept disparaging, negative, discriminating or hurtful remarks about coworkers.

- Racist, sexual or sexist jokes and remarks about coworkers must be avoided.
- Sexual harassment is illegal. Sexual harassment is defined as unwanted sexual or gender-based behavior violating the dignity of another person. Sexual harassment can result in summary dismissal.
- It is the manager's responsibility to make sure that violations are stopped.

## 6. Smoking and substance abuse

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- Smoking at the workplace is only allowed if non-smokers are protected by special precautions. This also includes e-cigarettes.
- Employees are not allowed to consume, or to be under the influence of alcohol or other intoxicating substances during working hours or at the workplace.
- Alcohol consumption is allowed on special occasions, such as employee parties, receptions or Friday bars.

## 7. Gifts and other benefits

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- DRC staff are not allowed to accept gifts, discounts, special deals, participate in events or receive other perks which can influence their judgement, independence or work.
- However, symbolic and small tokens of appreciation, like a bottle of wine for a lecture, are allowed. Please notice that gifts exceeding a certain value are tax liable.
- In case of doubt, the immediate manager's approval should be sought and the approval for receiving the gift is documented on the employee's personnel file.

## 8. Internet and e-mails, social and print media

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- Employees commit to follow DRC's [policy for the use of email and internet](#)
- All DRC staff are obliged to follow the following rules regarding written and social media:
  - Do not speak or publish anything on behalf of DRC - unless you are an official spokesperson or have been given special approval. If necessary, underline that you are speaking on your own behalf.
  - If possible, avoid "friending" beneficiaries, clients or students on your private social media accounts. An exception to this rule might be professional networks, e.g. LinkedIn.
  - Never reveal confidential information regarding DRC, our employees or our cooperation partners.
- Consider the consequences of what you share on social media and how your colleagues, managers, clients or competitors might perceive it. If in doubt about how your post will be received, it's better to abstain.
- If you notice a heated discussion about DRC online, contact the DRC Communication Advisor instead of replying yourself.