

Code of Conduct Lawyers for Lawyers Foundation

INTRODUCTION

Lawyers for Lawyers is a Netherlands-based organization of lawyers, jurists, and human rights advocates aiming to promote the independent functioning of lawyers and the legal profession worldwide. Our work supports lawyers who are at risk because of discharging their professional duties, seeks to protect them from threats, risks and reprisals, strengthens their international recognition and protection in laws, policies and practices, and empower them to fulfil their role as essential agents of the administration of Justice.

In order to stimulate the culture and behavior necessary to safeguard the standards and values of Lawyers for Lawyers, we conduct an active integrity policy. Integrity is one of the core values of Lawyers for Lawyers, as expressed in the strategic multi-year plan. We apply this Code of Conduct, which lays down what is desirable and unacceptable behavior for the organization and all those involved. This code of conduct has the following objectives:

- Inspire and support employees, interns and volunteers to act in line with the mission, vision and values of Lawyers for Lawyers;
- Promote the safety of employees, partners and others who work for or with Lawyers for Lawyers
- Promote professional behavior;
- Formulate a common idiom to enter into dialogue about expectations and dilemmas.

CODE OF CONDUCT

Our board members, volunteers and/or employees follow the following rules of conduct:

No abuse of power

- We provide a pleasant and safe (working) environment, where we respect others, and do not discriminate on the basis of nationality, skin color, sex, sexual preference, religion, age;
- We do not use our position to force unwanted behavior (such as sexual favors) by the other person;
- We give colleagues, interns or project participants the opportunity to raise concerns or make complaints about fraud, theft, discrimination, harassment, mismanagement or any other unethical behavior, without possible repercussions for these persons;
- We do not reveal confidential information.

No financial violations

- We do not steal or cheat;
- We don't waste the resources we have at our disposal;
- We do not misuse the resources or goods at our disposal;
- We do not accept corruption or blackmail.

No Interpersonal Violations

- We do not violate the physical and emotional boundaries of others, for example through unwanted touching, pushing, squeezing, or even physical or sexual harassment;
- We will not continue flirting or other suggestive behavior if it is made clear that the other person is not happy about this;
- We do not share pornographic, xenophobic or otherwise disruptive or offensive material;
- We do not make false accusations;

- We do not bully, make offensive jokes or exclude anyone.

No damage to the reputation of Lawyers for Lawyers

- We conduct ourselves professionally and respectfully in our contacts with donors, colleagues, (project) partners and project participants;
- The name of the Lawyers for Lawyers foundation is not used to represent political or religious interests;
- We avoid conflicts of interest, or conflicts of interest between our work activities and our other activities;
- We do not work under the influence of alcohol or other narcotics, and do not carry illegal substances with us while working for the foundation;
- We do not accept gifts or services from people, organizations or companies that have an interest in working with our foundation.

ENFORCEMENT

A code of conduct in itself does not prevent integrity problems. The standards, values and agreements must be embedded in the organization in various ways. We do this, for example, by:

- Recruiting new board members and volunteers who are committed to these values and our organisation
- Evaluate the code of conduct regularly: are the rules still up-to-date? What dilemmas are there?
- Do not allow transgressive behavior to go unpunished.

Report

Employees, interns, volunteers or other (external) stakeholders who are victims of transgressive behaviour, or who see in the field, with partners or within the team, that rules of conduct are being violated, can discuss this with and/or report this to a confidential adviser/board member who selected by the board. The confidential counselor conducts a preliminary investigation on the possible violations of the code of conduct and the relevant facts. The confidential counselor advises on an official report with the relevant follow-up actions.

The board determines further steps: to take immediate action if people are at risk and ensure that victims are supported, conduct research to identify the nature and seriousness of the violation, report violations to those responsible, or even report them.

Support

It is important that victims of transgressive behavior feel supported by their environment. This means that it is discussed with the person concerned whether action should be taken to restore safety. We check whether sufficient support can be provided by the victim's immediate environment, or whether professional help is needed.

Research

If it is decided to conduct a more in-depth investigation, the board will establish the investigation protocol. It lays down which questions must be answered, whether the investigation is conducted internally or externally, whether the police must be involved, who has which responsibility and how the rights of those involved are protected.

Sanctions

If thorough investigations show that the code of conduct has indeed been violated, the organization can sanction the perpetrators. Depending on the nature and seriousness of the violation, various penalties

can be imposed, from a first warning to removal from office. If necessary, external legal advice will be sought.

Reflection

With each report, it is discussed whether enough has been done to prevent the problem and what can be done to prevent a recurrence.

Violations outside your own team

Integrity violations committed in our projects by staff who are not employed by the Lawyers for Lawyers or who work as volunteers for Lawyers for Lawyers require special attention. It is up to the board to discuss the problem cases with the responsible managers of the persons involved, and to agree on an adequate investigation, criminal procedure and/or communication plan with them.

Communication

Stakeholders in the organization must be informed of significant violations of the code of conduct. This concerns, for example, the embezzlement of significant amounts in projects or within the team, sexually transgressive behavior within projects or within the team, or structural bullying. Stakeholders are, for example, relevant partner organizations or donors.

The integrity policy and code of conduct are published on our website. The webpage 'integrity' provides an annual social report with a collection of the incidents: number, nature and next steps. It also states whether and how the policy has been adjusted.