

Right Livelihood

Code of Conduct for the Right Livelihood Award Foundation

We want to give hope of a just, peaceful and sustainable world, and to inspire everyone to contribute to such a world.

Introduction

The Right Livelihood Award Foundation (hereinafter referred to as RLAF) was set up to honour and support courageous people and organisations offering visionary and exemplary solutions to the root causes of global problems. The idea of 'right livelihood' is ancient and embodies the basic thought that each person should follow an honest occupation, which fully respects other people and the natural world. It means being responsible for the consequences of one's actions and taking only a fair share of the earth's resources.

The Right Livelihood Award Foundation is a highly principled organisation that always strives to be visionary, courageous, action-oriented and committed:

Visionary

We believe that a just, peaceful and sustainable world is possible. To bring us closer to that world, we are dedicated to finding, analysing and highlighting the solutions to the root causes of global problems.

Courageous

We believe that change comes to this world thanks to brave individuals who dare to take action instead of remaining silent. By supporting courageous people and organisations we strive to inspire and empower many others to follow.

Action-oriented

We believe that actions speak louder than words, and that every one of us can contribute to real and lasting solutions to global problems. We recognise practical achievements, not just good ideas.

Committed

We are committed to our Laureates and their causes and we will protect them in the face of adversity. We see our role as being the megaphone and shield for our Laureates, and we promise them long-term support.

It is an important responsibility for all working with the RLAF to strive to uphold and promote the highest ethical and professional standards in their work. The management of the organisation has a responsibility to ensure that all staff and partners are aware of this Code

of Conduct that they understand what it means in concrete behavioural terms and how it applies to their work.

Purpose

The main purpose of this Code of Conduct is to protect staff as well as every individual we come into contact with in our work from any kind of abuse while working for/with the organisation. It is designed to assist those involved in the work of the Foundation to better understand the obligations placed upon their conduct, as to prevent the following: Sexual Exploitation and Abuse, all forms of harassment, fraud and corruption, security breaches, and unethical business practices.

Scope

The Code of Conduct applies to all staff, including temporary personnel, consultants and volunteers, as well as Board members.

The Code of Conduct shall be signed by all of the above-mentioned groups who are working for a longer or shorter period of time with the Foundation.

Code of Conduct

All RLAF staff, as defined above, shall therefore at all times:

- Respect and promote fundamental human rights without discrimination.
- Treat all with whom we work fairly - with respect, courtesy, dignity.
- Act and speak with civility and kindness, listen carefully, and consider other's wellbeing.
- Promote the implementation of the Code of Conduct by contributing towards the creation and maintenance of an environment that prevents sexual, physical and psychological exploitation and abuse, abuse of power and corruption.
- Never drive a vehicle while on duty under the influence of alcohol or any illegal substance and comply with the laws of the country you are working in.
- Uphold the highest standards of accountability, efficiency, cost saving, competence, integrity and transparency in the provision of goods and services in the execution of their job. Never steal, misuse or misappropriate funds or property, ensuring that financial and other resources are used solely for the intended purposes.
- Always follow transparent, accountable and honest practices when receiving donations from the public.
- Never accept any gifts or other favours that may influence the performance of staff functions or duties.
- Never use illegal labour.
- Always pay compulsory State taxes.
- Always strive for the highest health, safety and environmental standards in all work.
- Ensure, whenever possible, that goods purchased are produced and delivered under conditions that do not involve abuse or exploitation of any persons and have the least negative impact on the environment (also see our environmental policy).
- Report immediately any knowledge, concerns or substantial suspicions of breaches of the Code to a superior staff member or Board member.

- Be aware that failure to disclose or knowingly withhold information about any reports, concerns or substantial suspicions of breaches of this Code of Conduct constitutes grounds for disciplinary measures.
- Feel protected by RLAF's commitment to providing a safe environment through which to voice a concern, without fear of reprisal or unfair treatment.
- Cooperate when requested with any investigation into alleged breaches related to this Code.

Disciplinary Procedures

Violations of this Code of Conduct will not be tolerated and may, in accordance with relevant legislation, lead to internal disciplinary actions, dismissal or even criminal prosecution.

Any staff person purposely making false accusations on any action by another staff member will be subject to disciplinary action.

At any suspicion of irregularities, it is the responsibility of the Executive Director to act immediately. Serious breaches of the code are reported to at least one board member in an appropriate manner.

Complaints

External complaints with reference to the organisation or its activities shall always be directed to the Executive Director, regardless of whom the complaint was initially addressed to. Written complaints are addressed in written form, or both verbally and in writing. Complaints should be addressed rapidly, though at the latest within three days.

Understanding the Code of Conduct

The signatory below has read, understood and is in agreement with the content of this document, which will be subject to periodic revision and review.

Name:

Position:

Signature:

Date:

Place: