

Right Livelihood

Code of Conduct

Updated: Spring 2022

Right Livelihood is a courage-powered community for social change. Established in 1980, we are committed to peace, justice and sustainability for all.

Over the years, we have seen what human courage can achieve:
It inspires action where there is despair.
It provides a voice to those who need to be heard.
It challenges privilege and fosters equality.
It makes the deserts bloom and the waters flow.
It cleans the air and nourishes the soil.
Without it, lasting change remains an elusive dream.

Right Livelihood recognises the courage of visionaries around the world. They lead the way, while we empower others to be a little braver every day.

Following in the footsteps of the change-makers we support, Right Livelihood strives to be a workplace rooted in the following core values:

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 solutions tackling the root causes of global challenges.

Courageous

We have one aim: to nurture courage. We believe that change takes courage by brave individuals who dare to act instead of remaining silent. By supporting courageous people and organisations, we strive to inspire and empower others to follow.

Action-oriented

We believe that actions speak louder than words and that lasting change takes everyday actions. We recognise practical achievements, not just good ideas.

Committed

As we stand up for human courage, we are committed to Right Livelihood Laureates and their causes. We protect them in the face of adversity, advocate for them and highlight their work as part of our unique feature of offering long-term support.

It is an important responsibility of all Right Livelihood staff to strive to uphold and promote the highest ethical and professional standards in their work. The management of the organisation has the responsibility to ensure that all staff and partners are aware

of this Code of Conduct and 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.

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All Right Livelihood 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 others' 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.
- Ensure, whenever possible, that goods purchased for or on behalf of Right Livelihood 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).
- 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.

Formal Complaints

Colleagues may report serious breaches of the Code of Conduct, including reports of harassment and victimisation (see more information in the Harassment/Victimisation Policy) through a formal complaint process. They should address a letter detailing the breaches. Complaints should be addressed rapidly, beginning a process of inquiry within 5 business days. A formal complaint should be shared with the Head of Internal Operations/Director of the Geneva Office. The report may be shared with Executive Director and HR Consultant to support addressing the formal complaint, unless the claim includes them.

If an external organisation or company wishes to file a formal complaint regarding Right Livelihood activities or employee behaviour/activities while acting as a staff member on behalf of Right Livelihood, it shall be reported to the Executive Director directly.

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: