



VJW International

FOREIGN POLICY & DEVELOPMENT

CODE OF CONDUCT

This Code of Conduct lays down the policy covering principles and standards that all employees, experts and partners must follow when acting on behalf of VJW International.

Our mission and vision

VJW International's mission is to achieve and deliver excellence in its area of expertise. The quality of the technical expertise provided is guaranteed through working with a close network of in-house and external experts renowned for the excellent quality of their knowledge, skills and services. Its philosophy and identity is to promote responsibility, accountability, respect and loyalty amongst its staff and contractors.

As a company working in fields of Foreign Affairs and international development, VJW International is directed and motivated by a desire to make a difference, promote a fair, peaceful and prosperous work for all, by contributing to reducing inequalities across the globe. VJW is passionate about its work and promotes an environment of commitment and dedication to its mission.

VJW's vision is to build a community of experts that are committed and proud to work with VJW International and feel a sense of belonging to its mission and values.

Our values

VJW international is a values-based organisation which believes that people are mostly motivated by values and act according to these beliefs. VJW International believes in:

- A more **sustainable future** promoting environmental awareness and the protection of the environment;

VJW International, Brussels Office
367, Avenue Louise, 1050 Bruxelles, Belgique.
TVA : 0833046589

VJW International UK Office
114 Kentish Town road, London NW19PX, UK.
VAT: GB206487210



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- **Equality, Diversity and Inclusion**, gender equality, fair treatment, and opportunity for all, free from prejudice and discrimination and ensuring the respect for difference.
- Human dignity and well-being.
- The **promotion and defence of freedoms of expression**, opinion and thinking;
- Democracy and the respect for Human Rights and the rule of law.

Behaviour of staff and contractual partners

In their day-to-day practice, staff, experts and partners are expected to act in a responsible, transparent and unprejudiced manner, giving due consideration to their cooperation with VJW International, its clients, projects and interests and upholding the highest professional standards.

Staff and external experts will be expected to refrain from any behaviour that may negatively impact the reputation of VJW International, its clients and partners.

Conflict of interest

VJW International's staff and experts shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of their work. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which may arise during performance of their duties shall be notified immediately to VJW International who will immediately take all necessary steps to resolve it.

Conduct with international colleagues, partners and abroad

VJW staff and experts are expected to demonstrate respect, in their relations with others, for the customs and laws of the host/partner country and will adapt their behaviour, appearance and verbal expression paying attention to local norms and conventions.



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They will reject any form of disrespectful social contact and strive to counter all forms of discrimination such as those relating to ethnic or religious background, gender, age, language, or disability as well as actively abstain from any activity that could be interpreted as disparaging, degrading, threatening such as sexual harassment or exploitation, for example.

Anti-bribery and anti-corruption

VJW International condemns all forms of corruption, bribery and blackmail. Staff and experts will not actively or passively misuse their position to obtain personal benefit nor to give advantages to third parties.

Staff and experts will not accept gifts or other forms of personal advantages/benefits from partners unless the value is low or negligible within local business practice.

Diversity, equity and Inclusivity

VJW International is committed to investing in diversity, equity and inclusion, paying special attention to ensuring a diverse and inclusive team and projects' environment. Its founder, Veronica White is strongly committed to furthering the cause of women empowerment as well as diverse teams, being herself from a mixed heritage.

Staff are recruited from a full spectrum of cultural and economic backgrounds, and experts are selected to ensure team gender balance and diversity where possible, always striving for the best possible team for its clients. Internships and training programmes form an integral part of VJW's human resources policy, aiming to provide young bright people with the opportunity to acquire work experience instrumental to their career development.

Environmental Awareness

VJW International is committed to a more **sustainable future** promoting environmental awareness and the protection of the environment. It is mindful of the need to have adequate environmental safeguards in place to prevent and mitigate undue harm to people and their environment in line,

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inter alia, with the SDG Agenda, the Paris Agreement and the European Union Green Deal.

Our work takes heed of the possible environmental and social risks and impacts (positive or negative) associated with it and our teams' behaviour, with a view to ensure that these are limited given both the nature of the work to be carried out and the way it is planned to be executed and where possible, decrease the carbon footprint of its work to avoid unnecessary negative contribution to the environment.

Duty of care, safety and security

The VJW International takes responsibility for the safety and security of its team and experts through the provision of suitable safety and security guidance/briefings and arrangements. Safety and care procedures include up to date safety and security briefings providing the latest position in each country of travel. VJW will make a full assessment of the security requirements for its staff and experts prior to each travel and will provide security and Duty of Care for the duration of the mission/travel.

Staff and experts are expected to refrain from any actions that may place them and/or others in a dangerous situation or that may compromise the interests of VJW International, its partners and clients.

Quality assurance

Quality is at the centre of VJW International's vision and functioning. As a specialised, boutique entity, VJW distinguishes itself on the international development consultancy market by providing unwavering quality to its clients, partners, and experts with a solutions-oriented approach. We excel with our partners and will continue to do so by building strong relationships, knowledge, loyalty and commitment inside and outside VJW International.

GDPR

We are committed to the protection of personal data and its processing with the greatest care, in accordance with legislation on the protection of personal data (General Data Protection Regulation, GDPR). Any data will

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be processed for the sole purpose of performing the services which have been agreed with the staff and experts or in execution of a legal obligation. The personal data that will be processed are confidential. Its access will be limited to the strictly necessary for the performance, management and monitoring of VJW International's related work and contracts.

Information submitted by experts with the objective of joining the VJW International database of opportunities will be used for this purpose only.

Reporting a violation of the code of conduct

The Code of Conduct is binding, and an integral part of all contractual agreements made between VJW international, its staff, experts, and partners. Any violation of the Code of Conduct may entail an enquiry and the imposition of measures relating to non-compliance with contractual obligations or of other measures.

Any member of staff of contractual partner of VJW International who feels under pressure to act in any way that runs counter to the Code of Conduct, or who witnesses violations of the same, must inform VJW International in writing at VJWTeam@vjwinternational.com