

	Integrity: code of ethics travel for organisations
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	Status: final

SCOPE

This Code of Ethics will be submitted to the 'visiting organisation' whose staff, board members and/or volunteers ('the participants') participate in (business) trips, missions and (working) visits to FOS partner organisations in countries where FOS operates. These include both trips organised by FOS as with the cooperation of FOS (including all FOS - offices). In this way, we jointly ensure a safe working and travel environment for FOS employees, participants and visited organisations.

This Code of Conduct applies to all meetings, events, actions, or activities organised in the context of, during and after the trip.

ETHICAL CODE

FOS opposes all forms of harassment, discrimination, and violence. Within FOS and at activities organised or accompanied by FOS, there is no place for verbal or non - verbal comments or actions of a sexist, intimidating, discriminatory or racist nature. FOS thus adopts a protective attitude towards the local population and employees of partner organisations, avoiding possible acts of exploitation, violations of a person's integrity or abuse of power.

More specifically, the visiting organisation agrees to the following provisions:

1. Fellow travellers, employees of (partner) organisations and FOS, as well as the rest of the population (including catering staff, transport workers, etc.) shall be approached in a respectful manner.

By respect¹, FOS means accepting everyone's individuality, meaning that the principles of non-discrimination and gender equality are of utmost importance. Any discrimination based on origin, colour, nationality, gender, sexual orientation, birth, age, religion, political and philosophical beliefs, current or future health condition, language, social background, pregnancy, is therefore out of the question.

2. Inclusive and respectful communication is adopted. Stigmatising and/or stereotyping remarks about partner organisations and the local population in both internal and external communication are not accepted. Sexual language or propositions will also not be tolerated.
3. The autonomy of partner organisations will be respected during the trip. The partner defines the programme of the trip and, if necessary, implements changes, in consultation with the visiting organisation, within the annual programme and activities agreed by the partner and FOS. Differences of opinion on the vision, strategy or activities are discussed openly between the visiting organisation, staff members of FOS and the partner during or after the trip.
4. The participants shall refrain from entering into or accepting sexual relations, degradation and exploitation with staff of (partner) organisation and the local population, in exchange for money, employment, goods or services.

¹ Source: ethical code FOS

5. No actions or acts shall be taken that may harm or endanger the health of participants and others.
6. No audio-visual material (photographs, videos, etc.) will be taken without the explicit consent of the persons being photographed. When taking photographs of children, the consent of the guardian will be sought.
7. FOS works towards structural solutions to inequality and poverty. No monetary transactions are made during the trip to partner organisations and/or the local population. A small present may be handed over in consultation with the trip leaders.

PROCEDURE IN CASE OF VIOLATIONS

When making comments or taking actions contradictory to the above, the visitor may be questioned on this during the trip. Depending on the seriousness of the situation, the visitor may be asked by those in charge of the trip to leave the activity and/or the rest of the trip².

Participants, employees of FOS, employees of partner organisations and the local population, may, in case of violations of this code, file a complaint with the FOS contact point (see complaints procedure³).

FOR SIGNATURE

Function

On behalf of the visiting organisation

² The people responsible for each trip are clearly defined. If exclusion is necessary, they will consult each other before communicating the decision. Consultation with heads of department?

³ See Microsoft Word – FOS COMPLAINT PROCEDURE INTEGRITY Eng. Docx