

Code of Conduct

YMCA Finland / Suomen NMKY:n Liitto

Approved on:

Approved by:

Version:

Binding for: The Executive Board and all employees and volunteers of YMCA Finland
To be agreed with: Partner organisations, freelancers and consultants

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1. Introduction

YMCA is open and inclusive of all people regardless of their ability, age, culture, ethnicity, gender, race, religion, sexual orientation and socioeconomic background. The Value Statement on Inclusion states: *“YMCA movement strives courageously against any discriminatory behavior and will always abide by the UN Human Rights Declaration”*. Since its founding in 1844, YMCA has brought social justice and peace to young people and their communities in 120 countries. The founding documents of the World Alliance of the YMCAs from 1855 have accepted diversity and inclusion around the globe as essential values to the global YMCA movement.

YMCA’s development cooperation practices follow the code of conduct that strengthens democratic structures and is in line with Finnish legislation, Finland’s human rights policy, the Development Policy Program’s human rights-based approach and concept of non-discrimination. In addition to that, YMCA Finland adheres to various international standards and codes such as: The Humanitarian Principles and Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief, Inter-Agency Standing Committee (IASC): Six Core Principles Relating to Sexual Exploitation and Abuse, Sphere Standards and Core Humanitarian Standard.

2. Scope and policies

The Code of Conduct and accompanying policies apply to the executive board, management, all employees, volunteers, consultants and freelancers who have a contractual relation with YMCA Finland, regardless their type of contract and the scope of their responsibilities. Hereinafter these individuals are called collectively “contributors”

The Code of Conduct must be understood and acknowledged by the partner organisations receiving support from YMCA Finland.

The Code of Conduct sets minimum standards for every employee and contributor. YMCA Finland commits itself to ensure that the contributors understand and apply the Code of Conduct.

Following internal policies and guidelines of YMCA Finland complement the Code of Conduct:

- Anti-Corruption Policy
- Working With Children and Young People Policy and Procedures
- Policy for Preventing Sexual Exploitation, Abuse and Harassment
- Handbook for Development Cooperation and Humanitarian Action
- Spiritual Wellbeing guidance
- Employee manual
- Financial, administrative and HR rules

3. Purpose of the Code of Conduct

As an organization that promotes the human rights in general and the rights of the youth specially, and is active in development cooperation and humanitarian aid, YMCA Finland has a significant obligation to protect the participants involved in its projects, as well as its partners and collaborators. It is also accountable to donors who enable its work through funding. For these reasons, YMCA Finland emphasises the importance of proper conduct by every employee and contributor.

This Code of Conduct sets standards for the appropriate behaviour of its employees and contributors. It also informs participants and collaborators of the conduct they can expect of YMCA employees and encourages them to report any unethical behaviour they may observe.

4. Code of Conduct standards

4.1 YMCA Finland strives courageously against any discriminatory behaviour and will always abide by the UN Human Rights Declaration. YMCA is open and inclusive, provision of support is never conditional. Diversity and inclusion are essential values to the YMCA movement where all people, regardless of their ability, age, culture, ethnicity, gender, religion, sexual orientation and socioeconomic background are all welcomed to join the YMCA. YMCA Finland does not tolerate any discrimination, mobbing or bullying by its employees and contributors, be it on the basis of age, physical disability, nationality, ethnicity, gender, political views, religion, culture, language, sexual orientation or other distinguishing characteristics. In line with the humanitarian principles, the humanitarian assistance is provided based on the humanitarian needs and vulnerability, and must be based on an impartial assessment of needs.

Ethical guidelines and Equality and equity policy provide further guidance.

4.2 YMCA Finland has zero tolerance for corruption. The global Governance Policy and Financial, administrative and HR rules guide YMCA Finland with good governance practices. Corruption pursues personal interests, breaks the rules of fair competition, reinforces structures of poverty and prevents sustainable project success. Employees and contributors of YMCA Finland are therefore prohibited from engaging in corruption of any kind. This includes accepting gifts or bribes; misusing the position at YMCA Finland to the personal financial advantage; stealing or misappropriating funds, property or any other YMCA income; engaging in money laundering, forging of documents, taking commissions or influencing tender process for benefit; using YMCA's equipment or means to support external activity; misleading partners or donors by submitting inaccurate or fake information and reports. Employees, representatives and contributors of YMCA have an obligation to report any suspicions of corruption or misuse of YMCA Finland's funds.

Anti-corruption policy provides further guidance.

4.3 YMCA Finland has zero tolerance for sexual exploitation, abuse and harassment (PSEAH).

In order to ensure that all employees and employer representatives are informed and aware of their responsibilities YMCA Finland has adopted a *Policy and guidelines for preventing sexual exploitation, abuse and harassment*. The policy declares that all YMCA Finland employees and employer representatives are responsible for ensuring that they do not behave in a way that violates or causes offence or humiliation to any other person. YMCA Finland employees and employer representatives are expected to be sensitive not only regarding explicit words and action, but also to any other signs of possible anxiety. Employees and contributors are forbidden from abusing their power or working relationships for the purpose of soliciting sexual favours. YMCA Finland employees and employer representatives are also responsible for reporting any misconduct observed. The same is expected from the partners. The full document includes the definitions of key PSEAH terminology and the full instructions for appropriate conduct.

Policy and Guidelines for PSEAH provide further guidance.

4.4 YMCA Finland is committed to protecting, fulfilling and promoting the rights of children and young people.

We have a responsibility to safeguard their health and wellbeing and to protect them from all forms of harm, including abuse, exploitation and violence, including child labour. We seek to ensure that they are treated equally, with dignity and with respect at all times and feel empowered to take an active role in all matters which affect them. We recognise that protecting young people from harm is both a corporate and an individual responsibility. All members of staff, volunteers and trustees are required to respond appropriately to any concerns and allegations of abuse. The YMCA movement is committed to developing its activities in a way that ensures young people feel good about being themselves. Young people have the right to express their spirituality or personal beliefs in a manner that feels natural to them, while being respectful to others. In all activities, the principles of a safe space are taken into consideration.

Working With Young People Policy provides further guidance.

4.5 YMCA Finland employees and contributors commit to act with highest standards of professional integrity, and in accordance with the values and objectives set out in YMCA's Strategy.

YMCA expects them to respect fundamental human rights and abide by national and international laws as well as the policies and guidelines of YMCA. Employees and contributors must ensure that their professional conduct contributes to YMCA's good reputation, they must treat all people as equals, with respect and dignity. When working in an international context or travelling internationally, the employees and contributions are expected to respect local culture and customs and conduct themselves in an appropriate, and culturally-sensitive manner.

4.6 YMCA Finland expects its employees to avoid any unnecessary risks with either their own health, safety and security or that of any other parties.

When travelling internationally, employees and contributors are obligated to observe any security and safety instructions provided by YMCA Finland, implementing partner, Ministry for Foreign

Affairs of Finland or any other collaborator, and to conduct themselves in accordance with it.

4.7 YMCA Finland safeguards personal information and obtains permission for photographs. Processing of personal data must be conducted with the great care and with adequate measures of protection from unauthorised access. When collecting personal data, employees and contributors must inform the individuals in question about their data protection rights. This also applies when collecting personal data from Project Participants. Confidential information must not be disseminated outside of the organisation, neither verbally nor in writing. When taking pictures or filming people or groups written (or verbal if appropriate) consent must be obtained. In case of children, the consent must be given by the guardian.

4.8 YMCA Finland requires its employees and contributors to use the resources of the organization in a responsible manner. Work equipment provided by the organisation must not be used for activities that contravene the law or the Code of Conduct. When acquiring goods and products in the context of work, the employees and contributors must as far as possible ensure that they are produced and delivered in conditions that don't involve child labour or exploitative working conditions, and that harm for the environment is minimized. Extreme care must be taken in any actions supported by YMCA Finland to avoid the risk of diversion of funds to any armed groups, including those designated as terrorists.

5. Reporting Requirements and Consequences for Violations

Anyone who has concerns or suspicions regarding violations of this Code of Conduct has an obligation to immediately report them via Whistleblower website:

<https://ymca.fi/whistleblower/>

The Reporting Portal ensures confidentiality and allows for anonymous reporting.

YMCA Finland has an established system to process and investigate the suspected misconduct and it's the responsibility of management and the executive board to ensure that the correct actions are taken. It is not the responsibility of the employees or reporters to conduct investigations, deliver evidence, or determine whether or not corruption or other misconduct took place. However, they are requested to collaborate in any investigation when requested.

Any retaliation against persons reporting violations, regardless whether they prove to be correct or not, is not tolerated by YMCA Finland.

Violations of this Code of Conduct and its accompanying policies may lead to disciplinary measures in compliance with the national legislation and collective labor agreements. Criminal offences will be reported in compliance with applicable laws.

7. **Obligation to Comply with the Code of Conduct**

All Employees and contributors of YMCA Finland must confirm in writing that they have read and understood the Code of Conduct and the accompanying policies, that they will comply with all the rules of conduct, and that they acknowledge the consequences of any violation of the Code of Conduct.

I have read and understood the Code of Conduct, agree to comply with the rules of conduct, and acknowledge the consequences of any violation of it.

Name: _____

Signature: _____

Date: _____

