

Works Agreement



Code of Conduct

The senior management
– represented by the Director –

and the Works Council
– represented by the Chair of the Works Council –

have signed the following works agreement on a Code of Conduct
for IJAB - International Youth Service of the Federal Republic of
Germany:



Fachstelle für Internationale Jugendarbeit
der Bundesrepublik Deutschland e.V.

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Preface

IJAB - International Youth Service of the Federal Republic of Germany, hereafter referred to as IJAB, is the employer of all staff members. The German national agency JUGEND für Europa, responsible for the Erasmus+ Youth in Action programme of the European Union as well as for the European Solidarity Corps, forms part of IJAB.

Compliance with rules and general principles of conduct is an integral part of our work, given that in addition to legislation and other regulations, we must abide by numerous provisions imposed by our funding authorities, which include the European Commission and the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth. In the event of uncertainty, our ports of call are IJAB's central administration unit and/or its Works Council. Compliance with the applicable rules and regulations is vital to maintaining the funding authorities' confidence in IJAB.

This Works Agreement on a Code of Conduct summarises all applicable substantive rules and regulations. The senior management as well as all staff members are expected to conduct themselves in line with the Code of Conduct. Each individual shall ensure that they are familiar, understand and act in accordance with the current version of this Code of Conduct as well as with IJAB's corresponding internal regulations. Supervisors shall support their staff members, provide guidance, and act as role models when it comes to compliance.

Prevention of conflicts of interest

Both the senior management and all staff members shall act in the best interests of IJAB.

A conflict of interest may arise in cases where a decision taken in regard to one's area of work collides with a personal interest. We are expected to remain objective under all circumstances and to ensure that our judgment remains untouched by personal relationships or interests.

We shall disclose situations where personal interests may conflict with the interests of IJAB and/or of supervising institutions without delay, taking appropriate action in consultation with the responsible managers to avoid or to resolve said conflict of interest.

Handling information and resources

We shall ensure that all documents and evaluations fully comply with applicable legislation and standards and that their form and content are both correct and complete.

We shall also ensure that sensitive information is suitably protected and is not disclosed to unauthorised parties. All personal data we collect and handle is processed exclusively for the intended purpose, transparently and carefully, and in accordance with applicable data protection legislation.

We shall use IJAB's property and resources correctly and carefully and protect them from loss, theft or misuse. As a rule, computers and other office equipment shall be used for operational purposes only. They are not intended for personal use.

All staff members together with their supervisors shall be responsible for ensuring that the type and extent of business trips remain proportionate to the respective purpose. In addition, any business trips shall be planned and conducted in an economically efficient manner with due regard paid to cost and timing.

We are mindful of the fact that our activities exert an impact on society and the environment and shall observe the principle of sustainability in our work.

Conduct within the organisation

We shall respect the personal rights of our co-workers and those of our external partners, regardless of their ethnic origin, skin colour, gender, age, marital status, disability, religious beliefs, nationality, sexual orientation or social background, etc.

We shall work with an open mind and without prejudice, maintain an open and positive attitude towards others, see ourselves as a team, and support each other. Our work culture is defined by respect, trust, helpfulness and appreciation.

Our work shall be characterised by transparency, pragmatism, care and reliability. We shall communicate openly, treat each other with respect, raise issues, listen to each other and consider others' opinions and feelings.

We shall give positive and negative feedback and accept it from others. Conflicts shall be managed constructively, pragmatically and in good time.

We shape the future together. Our decisions shall be taken in a cooperative manner, meaning we consult each other on ideas and developments, with due regard given to the interests of the organisation as a whole.

We shall respond flexibly to requirements and respect the skills, resources and roles of our co-workers. In addition, we shall generate knowledge that is actively provided and shared with the team.

We shall make use of our co-workers' strengths. We shall create space for innovation, creativity and visions for our work. We welcome creative thinking. We shall undergo constant development and take part in training.

We maintain constructive and cooperative relationships with our funding authorities, network partners, a wide variety of institutions, numerous cooperation partners as well as various experts in Germany, across Europe and beyond. These shape the character of our organisation and our conduct within and outside of it.

Public appearance

We shall ensure that our public appearance does no damage to IJAB's reputation.

We shall not refer to our own role or function at IJAB when expressing a personal opinion in public.

As a general rule, all communication with the media shall take place in close coordination with the respective public relations department, respecting the provisions of the Code of Conduct and applying our individual expertise.

Protection against corruption

Our relationships with business partners shall be based on objective criteria including, in particular, quality, reliability, efficiency, and shall be guided by our respect for environmental and social standards.

Both the senior management and all staff members shall not tolerate any behaviour that could cast doubt over our integrity or influence decisions.

Compliance with the Code of Conduct

Violations of the Code of Conduct may have negative consequences for individuals as well as for IJAB. For this reason, no wilful misconduct shall be tolerated.

Both the senior management and all staff members are called upon to report possible violations and raise concerns regarding compliance with the Code of Conduct. In this regard, staff members should first turn to their team leaders, alternatively to a representative of IJAB's senior management, the personnel department or the Works Council. In cases where a representative of the senior management is suspected to have violated the Code of Conduct, staff members should contact IJAB's Management Board.

The individual to whom the concerns have been addressed shall forward the information to the respective supervisor by prior agreement with the complainant. The respective supervisor shall examine the matter and take a statement from the concerned party/parties. Having established all facts of the matter, the supervisor shall decide

whether the party in question has violated the Code of Conduct or not. Wilful misconduct or violations shall be sanctioned in line with applicable legislation regardless of the position of the complainant/s or concerned party/parties.

Any information shared during this process shall be kept strictly confidential. To raise awareness of compliance with the Code of Conduct, IJAB shall foster a working atmosphere and an organisational structure that removes all fear of negative consequences should any violations or wrongdoing be reported.

Bonn, 25 June 2019

Marie-Luise Dreber
Director

Susanne Klinzing
Chair of the Works Council