Bring the Elephant Home

Code of conduct

Fortunately, many people want to do their best for Bring the Elephant Home. Together, we work in South Africa, Thailand, the Netherlands, and other places, and we do so in many ways. As (project) worker, intern or volunteer at a tree planting day. As a student during research, as member of a team of volunteers or board member. As supervisor on a trip with school children, or working to connect to the public through Facebook or Instagram. As a text writer, connecting to fellow organisations, local communities or (other) experts.

It is important to have a code of conduct describing how we interact with each other and the people we meet or work with during our activities. We want this to happen in a pleasant, healthy, safe and discrimination free envirmonment. This code applies to everyone and in every situation, regardless of where or how you are working for Bring the Elephant Home.

Why a code?

* It is an important tool to prevent and combat agression, (sexual) intimidation, and discrimination.
* We can always take the same approach, and when rules are broken, we can adress the person involved, making it clear for everyone what is and is not allowed.
* This way, unwanted behaviour can be brought up for discussion.

**Our rules of conduct**

* Bring the Elephant Home does not discriminate when hiring personel or accepting volunteers. No-one will be denied because of his/her/x ideology, gender, colour of their skin, sexual orientation, age, or nationality.
* Bring the Elephant Home does its best to provide a healthy and safe environment free of discrimination for everyone who is involved with the organisation. With regards to ideology, gender, skin colour, sexual orientation, age, and nationality.
* We do not accept agressive behaviour towards each other and do not initiate agressive behaviour. Unacceptable (sexual or otherwise) behaviour and discrimination will not be tolerated.
* We will handle confidention information with care.
* When someone within the organisation signals something he/she/x does not think is within the boundaries of proper conduct, he/she/x will immediately report this to one of the hotlines and/or a confidant.
* The use of alcohol while performing activities is not allowed, nor is being under the influance of alcohol/drugs.

**Monitoring**

* Together we will monitor and live up to this code of conduct
* The responsibility for monitoring lies with the chairperson of the (relevant) board.
* There is a hotline in the Netherlands, Thailand and South Africa, in case someone in the organisation witnesses something they believe is not within the boundaries of proper conduct.
* There is a confidant everyone can reach out to.
* We will provide a moral learning curve and, when neccessary, we will look for professional guidance. This document will be brought to everyone’s attention once a year.
* Upon not complying with this code of conduct, we will consider what action should be taken (help, follow-up care, sanction, legal action).

**Complaints about unwanted behaviour**

* When someone has a complaint about unwanted behaviour, we have a complaint procedure. The complaint is to be reported to the hotline in the country itself.
* When the complaint is about the person who is the hotline, a report can be made to the confidant.
* When the complaint has not been handled to satisfaction, one can take action and make an official written complaint to the chairperson of the (relevant) board.
* When the complaint is about the chairperson, this complaint can be reported to another board member.
* The chairperson will not be present or involved with dealing with this complaint.
* The chosen confidant does not a have a task in dealing with the written complaint. This confidant will however be informed about the results.
* During the procedure the confidant can advise or support the petitioner when asked. Every report or complaint will be handled with strickt confidentiality.

This code of conduct has last been reviewed on April 30 2019.