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KIDSRIGHTS INTEGRITY POLICY

2024



Introduction

The integrity policy contains the standards that the KidsRights Foundation considers important in acting with integrity within the organization and in its relationship with all other parties involved in the KidsRights Foundation. The integrity policy builds on already existing principles (rules of conduct, whistleblower regulations) and is an extension to ensure integrity in a broader framework. Therefore, the rules of conduct and whistleblower regulations are part of the integrated integrity policy. It is a 'living document' that will be fleshed out according to the developments and insights of the KidsRights Foundation. Integrity is about behavior and culture. The function should be: a working, living and learning culture where integrity can and may be discussed and acting with integrity is paramount.

Goal

KidsRights Foundation aims to prevent abuses and violations as much as possible. At the same time, suspected abuses and violations are dealt with seriously in case they occur. The integrity policy offers persons and parties involved in any way with the KidsRights Foundation the opportunity to report suspicions of abuses and violations (if any). The purpose of the policy is to handle reports carefully and take repressive and/or preventive measures (because of a report).

Definitions

a. The giver

Whereby the giver is defined as all persons, companies, groups and institutions, who voluntarily support charities by giving money and resources in kind or otherwise cooperate with the KidsRights Foundation, in the broadest sense of the word. Reason: the confidence in a good use and contribution of the giver form the basis of fundraising for the charity.

b. The beneficiary purpose

Whereby the beneficiary purpose means the destination of the funds raised as indicated by KidsRights Foundation at the time of recruitment. These are primarily KidsRights supported projects, implemented by partner organizations abroad, but also all other activities of KidsRights Foundation at home and abroad. Reason: this is the core of the objective and activities of KidsRights Foundation.

c. The employees

Whereby the employees are understood to be the persons who are employed by KidsRights, are self-employed or have a seat on the Board. Reason: the employees are the daily face of KidsRights Foundation to the outside world.

d. The volunteers

By volunteers is meant the person who makes himself available for free and on a voluntary basis for activities of KidsRights Foundation. This includes collectors, collection organizers, ambassadors, information officers, campaign staff and other volunteers.

Reason: volunteers are also the face of KidsRights Foundation to the outside world. Moreover, their commitment is essential for and connected to KidsRights Foundation that continuous attention and appreciation for optimal commitment of volunteers is necessary.

e. Partner organizations

Whereby partner organization means the implementing organization supported by KidsRights Foundation to (co-)implement projects of KidsRights Foundation. Reason: partner organizations are the direct or indirect implementers of the KidsRights Foundation objectives and the link with the ultimate target groups. As such, they are a critical factor in effective and efficient implementation of activities.

f. Target groups

Where target groups are defined as the children (including laureates of the Children's Peace Prize, changemakers, chapter leaders) whose lives are impacted by the projects and local partner organizations supported by KidsRights Foundation, as well as by and through the other activities of KidsRights. Rationale: It is the objective of KidsRights to structurally safeguard the rights of these children.

g. Fellow institutions

Whereby peer institution means those institutions that target the national & international public for their fundraising and those institutions that focus on children's rights from their objective. Reason: each institution is part of a larger whole within which the behavior of one influence the functioning of other institutions.

h. Society

Where society means the social environment within which KidsRights Foundation operates, both nationally and internationally. Reason: institutions have social significance and fulfil public functions.

Safe reporting

The integrity policy is intended for situations in which mutually expressing a problem does not provide a solution or a situation arises with major financial, personal, security and image risks. Reporters acting in accordance with this policy can make their report without jeopardizing their position. Actions against reporters who make a sincere report are a serious violation of the integrity system. Appropriate actions are then taken to protect the reporter's position, those responsible for the countermeasures may be punished.

CBF and Goede Doelen Nederland

This integrity policy is based on the 'Handreiking integriteitssysteem', drawn up by 'Goede Doelen Nederland', Governance & Integrity and Partos, which describes, among other

things, the standards and points for discussion that are included in the Recognition Scheme ('Erkenningsregeling', CBF).

1. Responsibility

The board is responsible for drafting the integrity policy. The operational director, or any other officer designated by the board, bears the daily final responsibility and reports to the board on a regular basis. The integrity policy is established and periodically reviewed by the board. The responsibilities within the integrity system are described in Annex 1.

2. Violations

Four types of violations are distinguished within the integrity system:

- Abuse of power: corruption, blackmail, conflict of interest, leakage of confidential information, culpable negligence
- Financial: fraud, theft, misuse of goods or services made available, culpable waste
- Interpersonal: discrimination, harassment, bullying, unwanted intimacy, violence, humiliation, sexual harassment, sexual violence
- Professional: culpable negligence

If one or more of the above violations are (suspected), persons involved in any way with KidsRights Foundation (employees and/or involved parties) are entitled to report a (suspected) violation to KidsRights Foundation. This will be reported in the annual report and the auditor's report on an anonymous basis and in a non-reducible manner.

3. Rules of conduct KidsRights Foundation

The rules of conduct below are a guideline for the board, operational director and employees of KidsRights Foundation.

KidsRights Foundation states that its actions should be determined by several guiding principles, so-called basic values. These basic values are respect, openness, reliability, quality and integrity:

- a. Respect means respecting human dignity and privacy, the own identity of individuals and groups; in addition, respect relates to freedom of choice and voluntariness of individuals and groups.
- b. Openness means that all stakeholders are informed of all information of a substantive and financial nature relevant to their interests.
- c. Reliability means that stakeholders can assume that the information provided is truthful, that the institution is working professionally and efficiently to achieve its stated purpose, and that the institution accounts accurately and completely.
- d. Quality means the continuous pursuit of competent, decisive and cost-conscious action.
- e. Integrity means the adequate and careful performance of a function with due regard for responsibilities and applicable rules. If rules are lacking or not clear, a person judges and acts in a morally responsible manner, based on generally accepted

social and ethical standards. Integrity means taking responsibility for one's own actions, to which individuals can hold each other mutually accountable.

4. Promote ethical behavior

KidsRights Foundation values the integrity of employees and all other parties involved in any way with KidsRights Foundation. To promote integrity, the following measures are taken:

- Introduction of the integrity policy to KidsRights Foundation employees.
- Annual moral deliberation and feedback of results to organization
- Message to relevant stakeholders about introduction of integrity policy
- Publication of integrity policy on <https://kidsrights.org/>
- Report on violations in the annual report
- Regular evaluation of the integrity policy by the board of KidsRights Foundation

5. Reporting center for (suspected) violations

A reporting center for (suspected) violations should be confidential and easily accessible. There are four ways to report (suspected) violations at KidsRights Foundation. An important principle is that the reporter is always involved in the follow-up process after initial contact with one of the four reporting centers. The reporter can request not to disclose his/her identity. He can revoke this request at any time. The anonymity of the reporting agent is guaranteed until at some point the Disclosure Office is required by law to disclose the name. In that case, the manager will inform the reporter immediately and before disclosure of the reporter's name takes place.

I. Member of the management team

It is an anonymous report (who it is about), the reporter is not anonymous (the person making the report). The manager must also always pass the report on to the integrity officer.

II. Integrity Officer

KidsRights Foundation sees the integrity officer as part of the HR duties. Therefore, the operations manager also has the role of integrity officer, with the secretary of the board acting as back-up, unless the board decides otherwise. Ways of reporting to the integrity officer are through integriteit@kidsrights.org and through an interview.

III. Confidential Advisor

The role of the confidential adviser is to be a discussion partner for the person thinking about reporting. The confidant can thus provide access to the reporting process. The confidant, in consultation with the integrity officer, decides whether a report will be made. KidsRights has outsourced the role of confidentiality officer to Gimd. A report can be made to meldpuntgoededoelen@gimd.nl

IV. Chairman of the Board

A report can be made to the chairman of the board; only if the report concerns the operational director of KidsRights Foundation. A report can be made to bestuur@kidsrights.org

Reporting process

The following explains how an employee can report (suspected) wrongdoing or violation within KidsRights Foundation and the subsequent process.

- I. Reporting to one of the four reporting centers.
- II. The reporting center consults with the employee on whether a report should be made, advises the employee on this and discusses possible consequences.
- III. Filing a report or reporting an (alleged) violation can, in addition to a written submission, also take place verbally in the first instance. However, the submission of an official report is always ultimately made in writing to the operational director/integrity officer.
- IV. A written report shall be signed by the reporter and shall contain at least:
 - a. the name and position of the reporter;
 - b. the date of the report;
 - c. a description of the (alleged) violation, stating where and when the incident took place or a description of the (alleged) violation and the possible perpetrators.
- V. The reporting center records the report, where desired with the assistance of the integrity officer, with the date it was received, in writing and has the reporter sign the record for approval, receiving a copy thereof. The reporting center also ensures that the operational director is informed without delay of a reported suspicion of a violation and of the date on which the report was received, and that the operational director receives a copy of the record.
- VI. If the Operational Director is himself the subject of a suspicion of wrongdoing, the report may be addressed directly to the Chairman of the Board of KidsRights Foundation (via bestuur@kidsrights.org). The operations director is then informed of the report by the chairman of the board as far as the complaint and the interest of the reporter allow.
- VII. In the case of an official written report, the operational director (or chairman of the board) will initiate an investigation. The integrity officer or the chairman of the board may decide to engage an external investigator if:
 - a. is of the opinion that within KidsRights Foundation the knowledge and experience regarding conducting such an investigation is insufficient, or
 - b. the objectivity of conducting the investigation would benefit from this.
- VIII. The reporter will receive, during the investigation, general information about the progress of the investigation (and the outcome) unless the reporter does not appreciate this or this is detrimental to the reporter or the investigation, or unless there are other valid reasons not to inform the reporter. If there are other grounds for not informing the reporter, the reporter will be informed in writing.

- ix. The operational director and integrity officer discuss the results of the investigation and, if necessary, inform the chairman of the board about the next steps. If the report is made to the chairman of the board, the outcomes of the investigation are discussed within the board. The chairman of the board informs the operational about the outcomes and follow-up steps.
- x. The person reporting the suspected violation and the person(s) to whom the suspected violation has been reported shall always treat the report confidentially.

If there is a complaint from an employee, volunteer or other concerned party about the way the report of a (suspected) violation is handled, he/she will contact one of the other reporting points.

6. Received report of (suspected) cross-border behavior

When receiving a report of (suspected) cross-border behavior, the integrity officer consults with the chairman of the board on whether to proceed with a formal investigation by an external party. Here, the process is followed whereby a preliminary investigation first takes place (behind the scenes) to determine whether the report is worthy of investigation and then it is decided jointly (chairman, integrity officer, external party) whether to investigate. If, based on the outcome of the investigation, it is decided to take corrective action in accordance with the report of wrongdoing, the operational director takes the final decision after consultation with the chairman takes the final decision. To this end, it is important to seek legal advice and to focus on determining a proportionate and consistent measure in accordance with reporting wrongdoing.

7. Final provision

KidsRights Foundation is jointly responsible for the social and political acceptance and image of the development sector and the charitable fundraising industry.

KidsRights Foundation strives for cooperation, both within the sector/branche and with other stakeholders.

KidsRights Foundation loyally cooperates in the implementation of self-regulatory activities established and supported by the charity sector.

KidsRights Foundation has established a complaints procedure. If there is undesirable behaviour or other practices that conflict with this code of conduct, attention can be drawn to this in accordance with the established complaints procedure.

The Child Protection Policy of KidsRights Foundation stipulates an additional code of conduct regarding behavior towards all children directly and indirectly involved in the work of KidsRights. The Child Protection Policy is applicable to all employees (of cooperation partners), freelancers, volunteers, board members and other persons associated with

KidsRights Foundation. The Child Protection Policy can be found on our website:
www.kidsrights.org

Confidential Advisor

Employees have access to a confidential advisor external to Gimd (meldpuntgoededoelen@gimd.nl). Employees can turn to these confidants if they encounter undesirable behavior from colleagues.

8. Publication in annual report

Each annual report mentions the following in relation to integrity:

- Number of reports/violations
- Nature of reports/violations
- On the handling of reports/violations
- Reflection on own integrity policy
- Complaint procedure
- Confidential counsellor
- Child protection policy

The operational director is responsible for identifying/determining the information. After coordination with the board, the operational director is responsible for coordinating with the responsible employee who compiles the annual report.

Annex 1: Duties and responsibilities

Chairman of the Board - Receiving a report if the operational director is himself the subject of a suspicion of wrongdoing

- Informing operational director of a report (not on content)
- Initiate an investigation and possibly engage an external investigator
- Discuss the results of the investigation in the executive board and inform the operational director of the results and follow-up steps

Operational director - inform the chairman of the board of a report received

- Set up an investigation and, if necessary, involve an external investigator
- Discuss the outcome of the investigation and inform the chairman of the board about the outcome and the next steps, if the operational director, after consultation with the chairman, sees reason to do so

Integrity officer - Record a report in writing and have it signed for approval by the reporting party

- Register and report on all incoming reports
- Notify operational director of a report
- Ensuring anonymity of the reporter in the reporting process
- Supervise process: from report to penalty
- Employee/self-employed person - Reporting (suspected) misconduct on a format drawn up for this purpose and signing this format
- Reporting (suspected) misconduct to the external third party if there is an exceptional ground based on criteria laid down in these regulations for that purpose

Counsellor

- Acting as a listening ear: contact point and providing initial assistance to employees who witness a (suspected) violation, have questions about it or experience dilemmas in this respect
- Acting as an advisor: advising the reporter by unravelling the report with the reporter while asking questions. Also advising on how the reporter can raise the report within the organization. In consultation with the reporter, ways in which the confidential advisor can assist in raising the issue of a (suspected) violation and submitting a formal report can be discussed.
- Assisting the reporter, if desired, in raising a (suspected) violation with the integrity officer, operational director or management board
- Monitoring and providing aftercare: the confidential counsellor provides adequate aftercare to the reporter. The confidential counsellor identifies whether the reporter experiences any negative consequences for his/her functioning within KidsRights Foundation directly because of the report.