

CODE OF CONDUCT

Hiil



WHAT IS THIS?

This is the Hiil Code of Conduct. It's a very important document. It sets out the ethical and behavioral standards that underpin all our work. It is about our values. About our core mission: people-centred justice. Afterall, we cannot claim to fight for justice as if we don't uphold certain standards ourselves.

WHY WE HAVE THIS CODE

We will all face certain ethical issues or dilemmas at some point. What if a journalist asks 100 dollars to come to one of our events? Or somebody we work with behaves badly? What if a family member also wants to work for us? Are these things OK or not? And if not, what do you do?

That is what this Code of Conduct is for.

It is for you, to give you guidance and together create a safe work environment. It is for Hiil, because our brand and reputation are our most important assets. If we lose trust in those, we will seriously suffer. And so will our BHAG.

IT IS PART OF OUR DNA, WITH OUR VALUES

So, please read it carefully. Perhaps you can even do more than that: reflect on it and talk about it with your colleagues. And sign below, so we have a record of your understanding of these standards and your commitment to faithfully apply them.

Together with our values, these standards form the foundation of how we perform our work.

APPLICATION

The Hiil Code of Conduct applies to:

- All Hiil employees.
 - It is part of the terms and conditions of employment.
- All service providers, sub grantees, interns and other contractors.
 - Whenever possible we make this Code part of the legal framework within which we collaborate.
- All Hiil board members: the Executive Board, the Supervisory Board and the Programmatic Steering Board.
 - It is part of the terms under which they perform their duties.
- All implementing and strategic partners of Hiil
 - Whenever possible we make this Code part of the legal framework within which we collaborate.

This Code applies in all work-related contexts, including offices, programme locations, events, travel, online environments, and informal or social activities linked to Hiil.

WE ARE ALL RESPONSIBLE!

Everybody is responsible for the implementation of this Code of Conduct.

The HR manager is there to help us all understand it, work with it, and apply it. When in doubt about any of the provisions of this Code, you can always consult the HR department.

Please remember: it is important to talk about possible violations of the Code or questions you have about it. How you can raise a concern or make a report, is mentioned in the HiiL Speak-Up policy.

We aim to cultivate a speak-up culture with shared values where dilemma's can be freely discussed without fear of retaliation. We want to be known and recognized by our staff, service providers, donors and stakeholders because of our high level of integrity and transparency and we do not tolerate non-compliance of our Code of Conduct.

OUR STANDARDS

I commit to uphold the integrity and reputation of HiiL by ensuring that my professional and personal conduct is consistent with HiiL's values and standards, as set out below:

I will seek and maintain awareness of my representative role by being accountable for the professional and personal actions I take.

I will present myself with integrity and in a friendly manner in all situations of interaction, also digitally.

Whilst observing the requirements of the Code of Conduct, I will also be sensitive to, and respectful of, differences of local customs and culture, religion and politics.

Whether or not to drink alcohol or use other comparable substances is a personal decision. I will always ensure that my ability to perform my job is not in any way impaired by alcohol and other comparable substances.

Even though HiiL has travel insurance arrangements and will compensate for loss or damage of goods as covered by the insurance, I will show accountability preventing any loss or damage of goods and gross negligence.

I understand I am responsible for my own belongings. I understand that I am liable when traveling with illegal substances or materials. If I am carrying goods

like alcohol, cigarettes or other restricted or possibly illegal goods it is at my own risk and HiiL cannot be held responsible for any damage caused.

I commit to treat all people with respect and dignity and not engage in any form of harassment, discrimination, intimidation, (sexual) exploitation or abuse

I will not exchange money, offers of employment, employment, goods or services for sex or sexual favours, nor any other forms of humiliating, degrading or exploitative behaviour as described in HiiL's Sexual Exploitation, Abuse and Harassment (SEAH) policy.

Recognising my role in HiiL's justice related mission, I will respect everybody's basic human rights, and I will contribute to a working environment characterized by mutual respect, integrity, dignity and non-discrimination.

I will not show behavior that is exploitative, abusive or corrupt in any way. I will respect men, women, children, (local) minorities and animals.

I will ensure that I will not demonstrate disrespectful behavior in any form such as fighting, bullying, use of threatening and/ or inappropriate language against colleagues, consultants, clients or partners, also digitally.

Where I can, I will contribute to preventing criminal or unethical activities. I will do so in the real and in the digital world.

I will avoid possible conflicts of interest with the work of HiiL

When carrying out HiiL's mission I understand that it's important not to abuse the power of my position for my own benefit or for the benefit of family members or friends. I understand that fostering an unequal distribution of power, kickbacks, bribes or other forms of personal, professional and economic enrichment are not permitted.

I will reject all monetary gifts from governments, beneficiaries, donors, suppliers and other persons, which have been offered to me as a result of my employment or assignment with HiiL.

I will also reject all other gifts from governments, beneficiaries, donors, suppliers and other persons, which have been offered to me as a result of my employment or assignment with HiiL with a value of more than 10 euros. When offered such gifts I will explain that this Code of Conduct makes it very difficult for me to accept them. If I feel I am in a situation where that does not work and I can't refuse a gift because it would seriously offend somebody or damage the

relationship, I will report the gift to my supervisor and project manager and give it to Hiil.

I will not refer or hire any family members.

I will not commercially deal with the foundation as a Hiil staff member or if I am a Board member.

I will also notify Hiil if I face any criminal charges prior and during my employment that may impede my ability to perform the duties of my position subject to national legislation.

I am responsible for the use of information, equipment, money and resources

I will use my discretion when handling sensitive or confidential information. For this, I will comply with Hiil's Information and data security policy.

I will appropriately account for all Hiil money and property.

Apart from that I will not:

- Commit theft of employee or contractors or company property
- Participate in any other activities during work hours that could be categorized as a gross misuse of company space and equipment, such as: cryptocurrency mining, gambling, visiting known virus sites, pornographic sites, sexist sites, anything discriminatory or offensive.

I will help protect the health, safety, security and welfare of all Hiil employees, service providers, sub grantees, contractors, clients and partners

I will always comply with Hiil's Safety, Travel and Security Guidelines.

I will behave in such a way as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including clients, partner organizations and beneficiaries.

I will use my best endeavors to protect the natural environment and work in a sustainable way.

By signing below, I understand that Hiil may take disciplinary action (including dismissal), and in some cases efforts that could lead to criminal prosecution if I can no longer perform my duties as a result of irresponsible behavior(s).

I declare that I understand and will adhere to this Code of Conduct and the policies it refers to.

Name

Signature

Date

The following policies are part of Hiil

- [Speak-Up Policy](#) - to make a report or mention a concern
- [Response Plan](#) - how to follow up on a report?
- [Sexual Exploitation Abuse and Harassment Policy](#) - prevention SEAH
- [Conflict of Interest Policy](#) - ensure ethical conduct
- GDPR policy (in development)
- Travel & Security Policy (in development)

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