HEINRICH BÖLL STIFTUNG
Die grüne politische Stiftung

Code of Conduct for the Prevention of Corruption

This Code of Conduct is binding for employees of the Heinrich Böll Foundation. It shall also be provided to all partners with financial relationships to the Foundation at the conclusion of any agreement.

The condemnation of all forms of corruption is part of the core principles and values of the Heinrich Böll Foundation. It is also established in our statutes. Consistent measures to prevent and avoid corruption are therefore integral to the decision-making and organizational structures of the Foundation as part of our corporate culture. This Code of Conduct is designed to support those measures.

Abiding by the law, working methods and organizational structures

1. The work of each individual employee must be documented with sufficient transparency to permit auditing at any time (record keeping, avoidance of supplementary and reference files, correspondence).
2. All employees shall contribute to identifying and avoiding organizational structures that could facilitate corruption attempts.
3. The leadership team and all senior executives shall demonstrate through their actions that corruption will not be tolerated.

Commitments vis-à-vis project and business partners

4. Project and business partners shall be informed of this Code of Conduct orally or in writing. In all cases of financing by the Foundation, it shall be made an integral component of the partnership or project agreement.

Handling of gifts, disclosure and refusal obligations

5. Rewards or presents may not be accepted without the express or general authorization of the department management. The acceptance of gifts customary to general business activities or special occasions with a value of up to €15.00 shall be exempted from this rule.

   Employees who are offered financial or other advantages related to their functions or activities must inform their superiors (department or office heads, etc.) of such offers without delay. If attempts by third parties to gain improper advantages become apparent, employees shall take a colleague along to meetings with that third party.
6. Objective indications of corrupt actions must be reported to senior management or the representative in charge of investigating allegations of corruption. Confidentiality shall be guaranteed.

Separation of personal and work life

7. Personal interests (with regard to awarding contracts to friends or relatives, the pursuit of part-time activities, etc.) must be assessed with regard to their potential impact on work-related responsibilities. Employees anticipating such a conflict should contact their superiors for advice and to determine whether the relevant matter should be transferred to another colleague.

Resolved by the Board on September 6th, 2019

Violation of dignity through sexual harassment and sexualised violence

8. All forms of sexual harassment and sexualized violence violate the dignity of the person affected and must be recognized and treated as an abuse of power. In this regard, the Heinrich-Böll-Stiftung has a zero tolerance policy.

   The Heinrich-Böll-Stiftung e.V. takes measures to prevent and safeguard against

   - sexualized discrimination,
   - sexualized harassment and
   - sexualized violence

and expects the partner organisations with which it is financially associated to do the same.

Resolved by the Board on September 6th, 2019