



Summary of the UEM Codes of Conduct (CoC)



For the full Codes of Conduct please visit:

www.vemission.org/en/downloads/uem-rules



Dear readers,

it is important to us that whenever you come into contact with the UEM, whether as an employee, visitor, participant, donor or recipient, you can rely on a non-discriminatory, safe and transparent environment.

Our three Codes of Conducts (CoC) provide us with guidelines and instructions on how to behave in order to achieve precisely this goal.

These are

CoC against sexualized harassment

CoC against racism and discrimination

CoC for transparency and against corruption

To make it easier to access these documents, we have summarized these Codes of Conducts and translated them into the easiest possible language to facilitate access to this important information. The document you are holding in your hands is available in English, German, Swahili, Indonesian and French, feel free to ask us about it.

We hope these Codes of Conducts are clear and helpful to you

The Management Team of UEM

March 2024

You can find the CoCs in full length online here:



Summary of the UEM Code of Conduct Against Sexualised Harassment

The UEM and its members agree that sexualised harassment is a serious violation of rights and should have no place in the UEM community. The purpose of the Code of Conduct is to reaffirm UEM's commitment to creating a safe and respectful work environment for all UEM staff and participants of UEM activities. All employees and supervisors are responsible for addressing and preventing sexualised harassment.

Definitions

Since sexual harassment is often not based on sexual interest in the other person, but on an attempt to exercise power, the term "sexualised harassment" is increasingly used today. Basically, a distinction is made between three forms:

1. **Verbal forms** include insinuating remarks, ambiguous comments, inappropriate questions about private life or intimate matters, intrusive invitations to dates or requests for intimate or sexual acts.
2. **Non-verbal forms** such as prolonged staring, whistling, derogatory gestures, sending unwanted messages, photos or videos of a sexual nature, or intrusive advances e.g. on social media.
3. **Physical forms** range from unwanted, sometimes seemingly casual touching (stroking, patting, grabbing) to physical advances such as imposing hugs or kisses, exhibitionist acts and sexual assault.

Areas of application

This Code of Conduct applies to all UEM contexts and activities. This includes employees, persons acting on behalf of the UEM and all other activities carried out on behalf of the UEM.

Recommended course of action

UEM encourages reporting incidents of sexual harassment immediately. There will be no retaliation against those who report.

1. The harassed person should first involve a trusted person and report the incident. At statutory UEM meetings, contact persons are appointed and announced.
 2. Together, they should consider further steps, which may include:
 - a. Reporting and involving a supervisor, the human resources department, staff representative or other trusted persons such as a member of the management team.
 - b. Reporting to an external body outside the VEM.
- All supervisors have a duty to report any reported offence to the General Secretariat or, if integrity is questioned there, directly to the Council. Any report to the governing bodies must be taken seriously. Reports must be treated confidentially and discreetly.
 - If the victim has decided to involve an external body, the Management Team must cooperate with this body and deal with the case. Consequences under labour law are not ruled out at any time.

Working forward

The UEM offers training/information sessions on the prevention of sexualised harassment, awareness raising and reporting procedures. Staff members are encouraged to participate in the continuous improvement of the working culture.

Summary of the UEM Code of Conduct Against Discrimination and Racism

The UEM is rooted in the Christian understanding of mutual respect and appreciation, which is exemplified in all of humanity that is made in the image of God. This is the basis of the identity of the UEM and its efforts to combat injustice, discrimination and racism. Hence, the United Evangelical Mission (UEM) is committed to implementing structural measures to identify and actively combat every form of prejudice, stereotypes or discriminatory and racist attitudes, thoughts and actions that are contrary to our conviction that all human beings are equal before God, based on the commitment of all Members of the UEM Communion of Churches to strive for justice and peace.

Definitions

There are two types of discrimination:

- **Direct discrimination**

When a person is treated less favourably than how another person is, has been or would be treated in a comparable situation.

- **Indirect discrimination**

When certain people are discriminated against in an apparently neutral or harmless context.

Examples include:

- Harassment (such as stalking and bullying)
- When any conduct has the purpose or effect of violating the dignity of the person concerned and creates an intimidating, hostile, degrading, humiliating or offensive environment.
- Stalking refers to the intended and repeated pursuit or harassment of a person so that their lifestyle is negatively affected or their safety threatened.
- Bullying is systematic and repeated hostility, harassment and exclusion of a person with the intention or consequence that that person is insecure, degraded and excluded from the working environment.

Racial Discrimination

The term “racial discrimination” refers to any distinction, exclusion, restriction or preference based on ethnicity, skin colour, “race”, descent or nationality, which negatively affects a person’s human rights and fundamental freedoms in the political, economic, social, cultural or any other field of public life.

Sexualised discrimination

This can be manifested in different ways: verbally, non-verbally or through physical assault such as sexually degrading language or gestures, through showing unwanted obscene, sexually degrading or pornographic representations (e.g. graffiti), through unwanted sexual acts or requests and, in particular, through physical contact of a sexual nature.

This can also happen through phobic behaviour against a person’s sexual orientation or identification

The definition of sexualised discrimination is not universally agreed upon; it is ultimately determined by the individuals who experience it.

Areas of application

This Code of Conduct applies to all UEM contexts and activities. This includes employees, persons acting on behalf of the UEM and all other activities carried out on behalf of the UEM.

Recommended course of action

1. Points of contact

Persons, who are discriminated against or harassed or who have experienced violence, are encouraged to contact one of the following points of contact within the UEM:

supervisors, UEM staff with personnel responsibility, employee representation, Ombudspersons, UEM Council Members.

In addition, affected persons can also consult external persons, who can provide professional assistance in their specific context.

The affected person then decides what action is to be taken in accordance with the Code.

In order for proceedings to be initiated, the complaint must be in writing. Where a complaint is made orally, it is reproduced and presented in written form.

2. Complaints procedure

- a. For the procedure to be initiated, the written complaint must be submitted to a member of the UEM Management Team chosen by the complainant.
- b. If none of the Management Team members have the trust of the victim, UEM council member can also be mandated accordingly.
- c. The mandated person is obliged to contact the accused person/people within a period of four weeks.
- d. The mandated person may seek external advice where this is required.
- e. The mandated person is required to maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.
- f. Where allegations are proven, the mandated person is obliged to report the facts to the General Secretary or his/her deputies.
- g. If these persons are involved in the case concerned, the UEM Moderator or one of his/her deputies must be informed.
- h. Where allegations are proven, the case must be reported to the competent authorities (internal and external).

In addition, the Management Team and the Council must be informed in writing.

The responsible body will take decisions on adequate actions.

Working forward

The UEM offers training/information sessions on the prevention of racism and discrimination, awareness raising and reporting procedures. Staff members are encouraged to participate in the continuous improvement of the working culture.

Summary of the UEM Code of Conduct Against Corruption and for Transparency

The UEM has adopted a Code of Conduct against Corruption and for Transparency with the aim of acting responsibly, in accordance with the law and in a socially, ethically and morally exemplary manner.

Definitions

Corruption harms the community, including the community of the UEM. For the purposes of this Code, the definition of corruption is any taking of advantage for oneself or a third party through the abuse of influence and entrusted power. This includes offering, giving, soliciting or accepting gifts, loans, rewards or commissions. It also includes giving or accepting an advantage to or from a third person in order for them to do something that is dishonest, illegal or a breach of trust.

The goals of the code of conduct are

- To prevent and actively combat corruption. This applies to all working, contractual and partnership relationships in which the UEM is involved.
- To anchor the idea of integrity and transparency in the self-image of the UEM and to make this a personal concern of all stakeholders of the UEM.
- To achieve its goals, the code of conduct must become the central basis of all cooperation.

Areas of application

This Code of Conduct applies to all UEM contexts and activities. This includes employees, persons acting on behalf of the UEM and all other activities carried out on behalf of the UEM.

Recommended course of action

Ombudspersonen

The UEM Council appoints an ombudsperson for each region. These are impartial persons who are to serve as mediator in the matter.

Responsibility

All employees and others associated with the UEM have the duty to refuse to be drawn into acts of suspected corruption. They also have the right and duty to report any act of corruption of which they are aware or have received indications to the respective Ombudsperson or a member of the Management Team.

If the ombudsperson learns of allegations or suspects the existence of corruption, he or she is obliged to inform the General Secretariat immediately. If the allegation is against the General Secretary, the Moderator shall be informed. Ombudspersons must also submit a report to the Council annually.

The General Secretary is obliged to discuss any allegations of corruption of which he/she becomes aware with the Management Team. The General Secretariat shall decide within one month how the allegation of corruption shall be investigated. The General Secretary may commission third parties to investigate the allegations. If the allegation is against the General Secretary, the moderator is responsible for investigating the allegation.

Upon completion of the investigation, which shall not exceed one year, a report shall be submitted to the Council, taking into account data protection and confidentiality. The report shall be discussed in the Finance Committee of the Council. If the allegation of corruption is confirmed, the person concerned shall take the legal action possible against the perpetrator(s) under the applicable state law.

Working forward

The UEM offers training/information sessions on transparency and the prevention of corruption, awareness raising and reporting procedures. Staff members are encouraged to participate in the continuous improvement of the working culture.

Give a hint

If you have discovered violations of these CoCs and would like to report them, please do so via our website. We guarantee protection for whistleblowers and professional and careful processing:

www.vemission.org/en/whistleblower-protection-act





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Communion of Churches
in three Continents

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