

3F International's Code of Conduct

Version 1.0, 14.3.2021

1. Introduction

This Code of Conduct contains minimum requirements for 3F International's staff and for becoming a contractual partner, subcontractor, individual consultant or main supplier to 3F International. It builds on the policies for ethics and behaviour 3F adheres to and promotes through its activities and partnerships in international development cooperation.

The Code of Conduct refers to:

- 3FI's "Business Integrity and Ethics Management System"¹
- 3FI's procurement policy,
- 3FI's anti-corruption policy
- 3FI's policy against sexual exploitation, abuse and harassment.
- 3FI's Method Manual
- 3FI's Global Administrative Manual

2. Guiding principles

3F engages in international development cooperation with the purpose of promoting solutions that benefit our members and their colleagues all over the world, ordinary working people, the society and a just, green transition to a climate and environment friendly economy.

3F conducts development cooperation activities with sister organisations of the workers' movement representing the same sectors and groups as 3F in Denmark. 3F staff must contribute to developing and maintaining equal partner relationships of mutual respect, trust and appreciation. Every staff member must commit to showing interest, collegiality, and respect for all the people we work with.

3F uses a human and labour rights based approach in its international development cooperation.

3F adheres to and respects all internationally recognised human and labour rights², including:

- Freedom of association, expression and assembly
- The right to collective bargaining
- Freedom from any form of discrimination based on colour, ethnicity, gender, religion, union affiliation etc.
- Freedom from violence, threats and harassment
- Freedom from child labour

¹¹ Consistent with FIDIC's "Guidelines for Business Integrity Management in the Consulting Industry

² See annex for list of relevant international conventions and guidelines

3F expects its employees, partners, subcontractors and main suppliers to promote climate- and environmentally friendly solutions in a process of *just transition*. 3F and partners promote *green jobs*.³

3F rejects any kind of corruption and works against corruption at both national and international levels.

3F respects companies' copyrights.

3F maintains full confidentiality with respect to our partners' and costumers' affairs and personal data.

3F only offers consulting services where relevant competencies and resources can be provided. 3F informs our partners and donors if circumstances are believed to affect our objective and fully impartial consulting services.

3F strives to coordinate constructively with other organisations that provide consultancy in the areas of trade union activity, social dialogue and labour market solutions. 3F does not engage in any agreements that hinder free competition for the benefit of the target group of the cooperation.

3. 3F's legal and ethical foundation

3F is Denmark's largest trade union federation and works mainly with organising, counselling, and delivering services to our own members as well as representation, collective bargaining and advocacy on their behalf. We work within the legal framework for these activities in Denmark.

3F's general ethical principles are defined by our Statutes and Vision and the Trade Union and Policy Platform adopted at 3F's Congress⁴.

3F follows the MFA/DANIDA General Guidelines for Grant Administration through Danish Civil Society organizations and guidelines for Danish organisations with a strategic partnership agreement with the ministry. Any deviation from the guidelines will be reported to DANIDA immediately. The implementation and control procedures are defined in our administrative and methodological manuals.

4. Executive management responsibility

An appointed person in the executive management is responsible for 3F's international development and solidarity activities and compliance with its ethics policy and code of conduct. The implementation of the policy can be delegated to the Head of 3F International. It is the responsibility of the line management to ensure that all 3F staff is fully informed about the requirements of this Code of Conduct and trained in implementing the specific policies mentioned above.

5. Complaint mechanism

3F International's employees, short time advisors, consultants and partners must be fully informed about 3F's complaint mechanism in case they are being exposed to or have observed behaviour that deviates from or violates this Code of Conduct.

³ <https://www.groennejob.dk>

⁴ <https://www.3f.dk/om-3f/3f-kort-fortalt#3f-er-en-demokratisk-organisation>

All 3F International staff members must be informed and trained to handle such complaints correctly. They must inform the reporting person about 3F's procedures. The 3F employee must gather the necessary information and then inform their immediate superior. Regional coordinators must immediately share the information with Head of International Department.

While there is no time limit on reporting lack of compliance with 3F International's Code of Conduct, partners should be encouraged not to hesitate in reporting severe allegations. If a significant amount of time has passed, it may make any formal procedure more difficult.

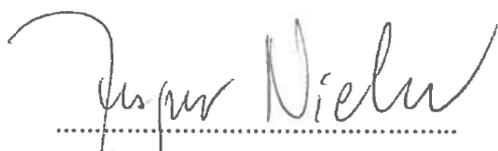
Partners and their staff, members etc. may have reasons not to complain to the regional office/coordinator or the international advisor in charge. 3FI will therefore inform its partners about *3F's complaint mechanisms* and encourage them to disseminate the information to staff, leaders and persons who may be in contact with 3F.

The complaint can be directed to either or both of two addresses at 3F's HQ: The head of International Department and Head of Human Resources Department.

International@3f.dk

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Copenhagen 14.03.2021



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Annex: List of international standards guiding 3F's Code of Conduct

HUMAN RIGHTS

- International bill of human rights

PREVENTION OF FORCED OR INVOLUNTARY LABOUR

- C29 Forced Labour Convention, 1930: <http://www.oit.org/ilolex/cgi-lex/convde.pl?C029>
- C105 Abolition of Forced Labour Convention, 1957: <http://www.ilo.org/ilolex/cgi-lex/convde.pl?C105>

THE RIGHT TO COLLECTIVE BARGAINING AND FREEDOM OF ASSOCIATION

- C87 Freedom of Association and Protection of the Right to Organise Convention, 1948: <http://www.ilo.org/ilolex/cgi-lex/convde.pl?C087>
- C98 Right to Organise and Collective Bargaining Convention, 1949: <http://www.oit.org/ilolex/cgi-lex/convde.pl?C098>
- C135 Workers' Representatives Convention, 1971: <http://www.ilo.org/ilolex/cgi-lex/convde.pl?C135>
- C154 Collective Bargaining Convention, 1981: <http://www.ilo.org/ilolex/cgi-lex/convde.pl?C154>

PREVENTION OF CHILD LABOUR AND PROTECTION OF YOUNG WORKERS

- C138 Minimum Age Convention, 1973: <http://www.ilo.org/ilolex/cgi-lex/convde.pl?C138>
- C182 Worst Forms of Child Labour Convention, 1999: <http://www.ilo.org/ilolex/cgi-lex/convde.pl?C182>
- R146 Minimum Age Recommendation, 1973: <http://www.ilo.org/ilolex/cgi-lex/convde.pl?R146>
- UN Convention on the Rights of the Child, 1990: <http://www2.ohchr.org/english/law/crc.htm>

FREEDOM FROM DISCRIMINATION AND HARASSMENT

- C190 Violence and Harassment convention
- C111 Discrimination (Employment and Occupation) Convention, 1958: <http://www.ilo.org/ilolex/cgi-lex/convde.pl?C111>
- C183 Maternity Protection Convention, 2000: <http://www.ilo.org/ilolex/cgi-lex/convde.pl?C183>
- UN Convention on the Elimination of All Forms of Discrimination against Women: <http://www.hrweb.org/legal/cdw.html>

GENERAL HEALTH AND SAFETY

- C155 Occupational Safety and Health Convention, 1981: <http://www.ilo.org/ilolex/cgi-lex/convde.pl?C155>
- R164 Occupational Safety and Health Recommendation, 1981: <http://www.ilo.org/ilolex/cgi-lex/convde.pl?R164>
- C174 Prevention of major industrial accidents convention: https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_INSTRUMENT_ID:312319

CORRUPTION

- United Nations Convention against Corruption: http://www.unodc.org/pdf/crime/convention_corruption/signing/Convention-e.pdf

REGULAR EMPLOYMENT AND PROTECTION OF VULNERABLE GROUPS

- C143 Migrant Workers (Supplementary Provisions) Convention, 1975: <http://www.ilo.org/ilolex/cgi-lex/convde.pl?C143>
- R184 Home Work Recommendation, 1996: <http://www.ilo.org/ilolex/cgi-lex/convde.pl?R184>

INTERNATIONAL GUIDELINES

- OECD Guidelines for Multinational Enterprises: <http://mneguidelines.oecd.org/guidelines/>
- United Nations Guidelines on Business and Human Rights: https://www.ohchr.org/Documents/Publications/GuidingPrinciplesBusinessHR_EN.pdf
- UN Global Compact <https://www.unglobalcompact.org/>