

CODE OF CONDUCT HOMEPLAN FOUNDATION

HOUSE, HOME, FUTURE – every person has the right to a safe shelter

The HomePlan Foundation (hereinafter referred to as HomePlan) believes that every person has the right to a safe shelter. A house to create a home and thus build a future. That is why HomePlan builds houses for people living in extreme poverty in less developed and developing countries in Latin America and Southern Africa. The house is not an end in itself, but a means for further development.

HomePlan works together with local partners to reach people in the most vulnerable circumstances. These local partners have knowledge of local customs and circumstances. Project participants, local people who are direct or indirect beneficiaries of the projects, contribute and help build the houses. This increases their connection and involvement and their sense of self-esteem and pride.

In addition to housing projects, we offer additional projects with our local partners in the areas of education, welfare, work and income. This supports people in their further development and gives them a chance for a better future.

HomePlan is committed to create awareness and involvement among the Dutch public for housing and additional projects and tries to raise funds to finance these projects. HomePlan strives for clear and transparent communication; HomePlan is transparent, communicates proactively about its financial flows and the impact of the support.

To carry out HomePlan's work, it is important that everyone who is active on behalf of or for HomePlan adheres to the core values that form the basis of our organization: respect, transparency, reliability and quality (see below).

HomePlan is a small organization and believes it is important to offer its employees, volunteers and partners a positive and stimulating environment in which equality and mutual respect are self-evident and in which everyone has a say and responsibility over their own position. It is therefore important to create clarity within the organization about the basic principles that everyone must adhere to.

Code of conduct

This code of conduct focuses on HomePlan as an organization and on all persons involved who work within, for or on behalf of HomePlan. This code of conduct is partly based on the code of conduct of Goede Doelen Nederland, which HomePlan endorses.

The stakeholders

In carrying out its work, HomePlan deals with individuals, groups and a wide range of institutions. Due to its nature and objective as a fundraising organization, HomePlan acknowledges responsibilities towards:

The donor

Where the donor is understood to mean any person, group and institution, who support freely and voluntarily charities by donating money and resources in kind.

The beneficiary objective

Whereby the beneficiary objective is understood to mean the destination of the raised funds indicated by HomePlan. These are HomePlan supported projects, implemented by partner organizations in developing countries in Southern Africa and Latin America and their project participants.

The employees

The employees are all persons who are employed by HomePlan.

The volunteers

Volunteers are defined as persons who volunteer for free and on a voluntary basis for the fundraising and the realization of HomePlan's objectives. This includes board members, ambassadors, construction trip participants and other volunteers.

The partner organization

Where a partner organization is defined as the implementing organization in a developing country that is supported by HomePlan to realize projects.

The fellow organizations

Where fellow organizations are defined as those organizations that focus on the Dutch public for their fundraising, and institutions that, based on their objective, focus on international cooperation.

The society

Society is understood to mean the social environment within which HomePlan functions, in the Netherlands, the Western world and the developing countries where HomePlan operates.

Basic values

HomePlan states that its actions should be determined by a number of guiding principles, the so-called basic values. These basic values are respect, transparency, reliability and quality.

Respect means respecting human dignity and privacy, the own identity of persons and groups; in addition, respect relates to freedom of choice and freedom to act of individuals and groups.

Transparency means that all stakeholders are informed about all relevant information important to them, financial as well as content-related.

Reliability means that all stakeholders can assume that the information provided is truthful, that HomePlan works professionally and efficiently to achieve the stated goal and that HomePlan is fully and correctly accountable.

Quality means the constant pursuit to act expertly, decisively and cost-consciousness.

How to apply basic values

The above basic values determine the actions of the people involved in HomePlan in relation to the stakeholders. In practice, these values have concrete meaning for HomePlan's relationship with the donor and with the beneficiary goal, for its dealing with employees, volunteers and partner organizations, for its relationship with fellow organizations as well as for its relationship with society.

Compliance with the Code of Conduct means that all people involved can trust that they will be treated with respect. At the same time, they are also expected to treat others with respect. This also applies to unacceptable behavior; people involved will not be confronted with inappropriate behavior and at the same time they are expected to refrain from undesirable behavior themselves. HomePlan defines unacceptable behavior as violations involving abuse of power (such as corruption and conflicts of interest), financial violations (such as fraud and theft) and interpersonal violations (such as sexual intimidation, aggression, violence and discrimination). This is further detailed in HomePlan's integrity policy, including how HomePlan deals with this. The integrity policy can be found on the website, www.homeplan.nl.

Compliance with the code of conduct per stakeholder:

a. That the donor can trust that:

- complete, correct and accessible information about the objective of the fundraising is provided
- respect is shown for the donor and the project participants during fundraising
- maximum quality is strived for in all activities
- as much of the funds received as possible are spent on the objective
- full, honest and understandable accountability is provided for the spending of funds and for the activities to realize the objective

b. That the project partners and project participants of the beneficiary purpose/project can be confident that:

- they will be treated with respect for the individual, and the local culture and society
- the aim is to achieve maximum quality and impact in activities to realize the objective
- no distinction is made based on race, religion, nationality, sex or sexual preference when selecting project participants
- that no party-political or religious objectives are pursued with the interventions, but only the objective of HomePlan
- interventions and the prioritization of interventions are based on real needs of project participants
- the interventions utilize and strengthen existing local capacities and resources as much as possible

c. That employees and volunteers can trust that:

- generally accepted rules and standards of employment are complied with, as applicable to their work
- good conditions are created for their efforts
- they are appropriately appreciated for their efforts

d. That fellow organizations can trust that:

- mutual respect is shown
- there is a willingness to discuss on common interests
- the aim is coordination and cooperation in recruitment, management and expenditure
- no negative statements are made publicly about each other

e. That the society in which HomePlan operates can trust that:

- HomePlan adheres to generally accepted values and standards, both of social behavior and of principles of the democratic constitutional state
- there is always a willingness to consult and dialogue with relevant social and political groups about its own performance

This code of conduct will be updated annually.

Breda, July 2024