

CODE OF CONDUCT SAFEGUARDING AND WORKPLACE BEHAVIOUR

Date of Approval: June 28, 2022

Date of Policy Review: December 2025



1. INTRODUCTION

Established in 2003, WageIndicator Foundation is an independent non-profit organisation whose mission is to promote transparency in the labour market by sharing and comparing income data through its network of national websites.

WageIndicator has operations in more than 200 countries worldwide. With headquarters in Amsterdam, the Foundation has regional hubs in Bratislava, Islamabad, India and Indonesia.

Respect for human rights, especially diversity and inclusion, integrity, and commitment to promote equality is part and parcel of WageIndicator's fundamental values. We strive to maintain this through all our actions and processes. WageIndicator promotes respect for others, has zero tolerance for sexual exploitation and abuse of children and adults and discrimination because of creed, colour and race. This applies to all relationships, both internally and externally.

Our mission is to promote and practice labour rights within the organisation and through our online platforms. This Code of Conduct defines the baseline behaviour we expect of employees and is supported by our organisation's core values.

It is important that all staff, interns, contractors and associates read and follow this Code. In doing so, we do our part to ensure the safety and well-being of our colleagues and everyone that we come into contact through our work.

Violations of this safeguarding code may be reported to WageIndicator management or via rupakordeat@wageindicator.org or Karen Rutter at karenrutter@wageindicator.org, our Safeguarding Leads.

2. SCOPE

This code of conduct applies to all board members, international staff, its employees (full time or part time) working across the globe, interns, consultants and contracted individuals for specific projects, and all visitors, including journalists and associated personnel. It reflects the requirements of our safeguarding policy. This Code of Conduct is an integral part of the induction process for everyone associated with our work and individuals working on our behalf are expected to read and sign it. An acknowledgement will be held in the individual's personnel file.



3. PERSONAL COMMITMENT

To uphold the values and integrity of WageIndicator and to ensure that my personal and professional conduct is, and is seen to be of the highest standard, I commit myself to the following:

3.1. PROMOTING SAFEGUARDING AND PROTECTION

- To care for and protect the rights of children, and vulnerable adults, and act in a manner that ensures that their best interests are the most important consideration.
- Keep myself informed about WageIndicator's safeguarding policy and promote this in the work that I undertake on its behalf.
- Be conscious not to abuse the power and influence that I have by virtue of my position over the lives and well-being of the people I interact with in the course of my work at WageIndicator.
- Treat everyone I encounter in the course of my work with respect and dignity.
- Not tolerate or engage in any form of corporal punishment; physical, sexual, verbal, or psychological harassment; or any other kind of abuse against employees and beneficiaries and non-employees.
- Never to request any service or favour from anyone, whom I come into contact through work, in return for protection or assistance.
- Never engage in any exploitative relationships, emotional or financial related with anyone I come into contact with through my work. I will not employ or use anyone I come across through my work for my own personal work.
- Not engage in sexual activity with children (persons under the age of 18.) I accept that mistaken belief in the age of the child does not constitute a defence.
- Not subject a child to physical, emotional, or psychological abuse, or neglect.
- Not engage in any commercially exploitative activities with children including child labour or trafficking.
- Not to engage in or support the use of any use of forced labour, slavery, servitude, or trafficking in human beings.
- Not engage in any online activity that is illegal, unethical and /or exploitative to children such as downloading inappropriate images of children or sexting.
- Not to engage inappropriate personal relationships in the workplace or with subjects of surveys. An inappropriate relationship is defined as a relationship between individuals who have or have had a relationship of a romantic or intimate nature, where there is a power dynamic between the individuals. All such relationships must be disclosed to the Director Operations.
- Observe the expected behaviour requirements in WageIndicator's [Anti-Bullying and Harassment Policy](#).
- Notify your manager if you are travelling to a high risk region, even if that travel is on personal business. For detailed guidelines, refer to the Digital Security Protocol [here](#).

3.2. WORKPLACE ETIQUETTE – FACE TO FACE AND ONLINE

I commit myself to:

- Demonstrating integrity, truthfulness, dedication, and honesty in my actions.
- Treat everyone, colleagues, interns, contractors and everyone I encounter through my work, fairly, and with respect and dignity.
- Avoiding all forms of harassment. Harassment can be verbal, physical, visual, or sexual in nature. WageIndicator does not permit bullying, intimidation, racial slurs, sharing offensive material, making offensive or sexual jokes, comments, or requests.
- Adopting an anti-discriminatory and inclusive approach in all my interactions with the people in my workplace and the communities where I work.
- Not to exercise any behaviour that will cause discomfort, belittle or threaten other members of the organisation
- Respecting my colleagues' privacy and avoiding misinformation and the spreading of rumours.
- Resolving differences and solving problems when they arise, and will contribute to building constructive dialogue, guided by mutual respect and an open, positive approach, between management and staff representatives
- Being inclusive in my work practice when scheduling zoom meetings across time zones to facilitate participation of international colleagues and to inform my manager when attendance is not possible.
- Links should be shared and set up with restricted access to authorized users only. This means avoiding “anyone with the link” sharing settings. Read more about the Information Security Policy [here](#).
- Observing confidentiality when participating in zoom meetings and ensuring that friends and family are not within listening distance.
- All meeting participants must request and receive permission before using an AI note-taker during any meeting. Without prior notification, AI note-takers may be removed from meetings if team members are absent.
- Ensuring that zoom meetings are only recorded with permission from the participants
- Staff are expected to be respectful towards their colleagues.
- Keeping my camera on unless there is a good reason not to and to keep my microphone on mute unless speaking, to avoid any unintentional interruptions.



- Not to share materials discussed during the meetings with external parties unless prior permission has been obtained from the organisation.
- Avoid using or sharing any text, files, or other information—including files from WageIndicator—with unknown or potentially unsecure websites, software, or applications (e.g., free file conversion websites or AI tools) on your computer or phone. When using tools to work with data, such as analysis and other purposes, only use [approved AI tools](#) with ‘training on data’ turned off. Reach out to your manager if you are unsure about using a particular software/ tool.

I _____ have received, read and understood the behaviours stated above which form the Code of Conduct at WageIndicator.

I agree to comply with the requirements of this Code of Conduct, as well as well-established principles from external bodies such as the:

- Conventions of the International Labour Organization
- Universal Declaration of Human Rights
- United Nations Global Compact
- United Nations Women’s Empowerment Principles.

I understand that any failure to uphold the required behaviours may result in disciplinary action, and possible referral of matters to relevant external bodies including statutory authorities, for example where a possible criminal breach is involved.

I also commit to reviewing and adhering to all WageIndicator policies, which are available for reference at:

https://drive.google.com/drive/folders/1RPQb2u4_iNmWXZtJYPjj3vbwnXGGUKT8

Once you sign this contract, it is valid until this document is updated.

Signature:

Date:

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