



CODE OF CONDUCT

PROFESSIONAL CONDUCT

ALL MEMBERS OF THE SPANDA FOUNDATION UNDERTAKE TO:

- **C**ONDUCT themselves at all times with complete integrity, honesty and trustfulness;
- Respect the dignity of their profession and ensure that their actions enhance the reputation of themselves and the Foundation;
- Act according to the highest standards and visions of their organisation, profession and conscience;
- Advocate within their organisations adherence to all applicable laws and regulations;
- Avoid even the appearance of any criminal offence or professional misconduct;
- Bring credit to the fundraising profession by their public demeanour;
- Encourage colleagues to embrace and practise this Code of Conduct.

THEY SHALL:

- **N**OT misuse their authority or office for personal gain;
- Comply with the international laws and of the Netherlands which relate to their professional activities, both in letter and spirit;
- Advocate within their organisations compliance with the international laws and of the Netherlands which relate to their professional activities, both in letter and spirit;
- Not exploit any relationship with a donor, prospect, volunteer or employee for personal benefit;
- Not knowingly, recklessly or maliciously injure the professional reputation or practice of other members of this profession;
- At all times act honestly and in such a manner that donors are not misled;
- Not knowingly or recklessly disseminate false or misleading information in the course of their professional duties, nor permit their subordinates to do so;
- Not represent conflicting or competing interests without consent of the parties concerned after full disclosure of the facts;
- Not knowingly act in a manner inconsistent with this Code, or knowingly cause or permit others to do so.



PROFESSIONAL COMPETENCE

ALL MEMBERS OF THE FOUNDATION ARE EXPECTED TO:

- **S**TRIVE to attain and apply a high level of competence to the efficient conduct of the work entrusted to them;
- Improve their professional knowledge and skills in order that their performance will better serve others;
- Recognise their individual boundaries of competence and be forthcoming and truthful about their professional experience and qualifications;
- Seek to ensure that all who work with them have appropriate levels of competence for the effective discharge of their duties;
- Endeavour always to work in harmony with their colleagues and to encourage less experienced colleagues to attain and apply their own levels of acceptable professional competence.

FUNDRAISING COMPETENCE

FULL AND CERTIFICATED MEMBERS ARE REQUIRED TO SHOW COMPETENCE IN:

- **E**STABLISHING and communicating a case for support;
- Planning, organising and monitoring the allocation of resources;
- Research, analysis and strategy development coping with change and problem solving;
- Ability to work with colleagues, suppliers and others to achieve fundraising objectives.

CONFIDENTIALITY

MEMBERS SHALL:

- **N**OT disclose (except as may be required by statute or law) or make use of information given or obtained in confidence from their employers or clients, the donating public or any other source without prior express consent;
- Adhere to the principle that all information created by, or on behalf of, an organisation is the property of an organisation and shall not be transferred or utilised except on behalf of that organisation.

DONORS' CHARTER

MEMBERS will promote and support the principles of the Charter during the course of their professional activities.