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# LuxDev

## Code of Conduct

# LuxDev Values

Dear Colleagues,

As you all know, LuxDev's work is guided by four common values, which we respect and apply at headquarters and in the field.

This Code of Conduct is derived from the common values defined in our corporate Identity:

**respect, integrity, solidarity, effectiveness.**

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Integrity – synonyms include uprightness and incorruptibility – cannot be completely guaranteed through the threat of criminal prosecution or a system of controls, however tight.

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Integrity must be rooted in the company's image and be a matter of personal concern for each and every member of staff.

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The employees of LuxDev, act in accordance with this Code and expect the same of their development partners.

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This brochure provides important information on the issues of integrity and corruption. It also offers suggestions on how to protect yourself against corruption.

We also invite you to respect LuxDev's rules of confidentiality and to respect your colleagues' private sphere as well as their customs.

LuxDev will not tolerate any kind of harassment or the use of illegal drugs or alcohol in the workplace.

## What is corruption?

Corruption is:

Covert misuse of power granted by the public or private sector for personal gain.

**Specifically, this means:**

- Giving or accepting bribes;
- Accepting or offering undue advantages;
- Accepting inducements to influence decisions.

## When does corruption arise?

Corrupt acts are not the result of a single cause, but are the consequence of a set of causes, for example:

- Lack of awareness of what is right (or wrong);
- Lack of identification with the Agency;
- Crime without an identifiable victim;
- Deficits in supervision due to complex procedures;
- Lack of transparency.

**Generally, the process of tendering and awarding of contracts bears the risk of corruption.**

## Why is corruption a criminal offence?

It is difficult at first glance to identify victims of corruption, as the party offering a bribe and the party accepting it both benefit. On closer examination, it becomes clear that the damage is both tangible and intangible. The company's image suffers, its credibility is put at risk, business relationships deteriorate and employees become demoralised. The consequences are so serious that the law considers corruption a punishable offence.

## What does this mean for my behaviour?

**The rule in the Code of Conduct is:**

It is not permitted to request, accept, offer or give bribes, gifts or advantages, either directly or indirectly.

## What do the terms “gifts” and “advantages” mean?

According to the explanations in the Code of Conduct, these include all benefits which staff members have no claim to and which would improve their economic, legal or personal circumstances.

### Examples are:

- Travel;
- Use of vehicles;
- Admission tickets;
- Rebates;
- Dinner invitations;
- Flowers, jewellery.

## Are there any exceptions?

There are exceptions for both giving and accepting gifts and other advantages.

However, LuxDev only accepts these provided that no appearance of dishonesty, impropriety or binding obligation arises.

When accepting gifts and other advantages, an exception can be made if these have only minor value or if your superior gives written approval.

Your superior can, for example, make an exception for the sake of courtesy. The gift should then be used for business or humanitarian purposes, or jointly for staff members.

## What are small or token gifts?

- Small or token gifts are occasional presents and other advantages whose value per giver, year and staff member does not exceed 35 EUR;
- Dinner invitations are regarded as small gifts even if they exceed the 35 EUR limit, provided they take place in an appropriate and standard business framework.

## Who pays for travel?

Official journeys by LuxDev staff are paid for exclusively by LuxDev. These costs may not be assumed by business partners.

## What are conflicts of interest?

These are conflicts in which personal interests differ from those of LuxDev, business partners, project partners and target groups.

**The Code of Conduct specifically refers to conflicts of interest that:**

- Relate to personal and financial connections between parties;
- Concern the employment of closely connected or related persons;
- Arise due to the failure to separate business and private interests.

## How do I deal with conflicts of interest?

The Code of Conduct requires conflicts of interest to be disclosed to your superior in writing and resolved in a way which can be clearly understood by all those involved. It is essential to keep business and private matters separate.

LuxDev must approve any extracontractual activities in advance.

The superior must be notified if a staff member has personal, family, financial or other connections with business partners, competitors, other staff members or candidates that could influence actions in the course of work for LuxDev. A staff member in such a situation may not be involved in taking decisions on contract awards.

## If in doubt, how should I act?

The common values and the Code of Conduct provide guidance on how to act in a wide range of circumstances. However, they cannot address every situation in business life which is relevant to integrity. If you feel unsure, you can contact one of the persons listed below. In critical situations that require you to take action or a decision, you may also find the following rules of thumb helpful:

- Does the proposed action violate any law?
- How certain can I be that this is not the case?
- What would happen if the media reported on alternatives X or Y?
- How would my colleagues and superiors react to my behaviour if they found out?
- How will my behaviour affect LuxDev's reputation?

## How do I recognise corrupt behaviour in others?

There are a range of signs that indicate corrupt behaviour. They can be divided into neutral indicators and alarm signals.

### Examples of neutral indicators:

- A sudden shift in behaviour towards colleagues;
- Inexplicable resistance to a change in responsibilities or job relation.

### Examples of alarm signals:

- Frequent evasion or “by-passing” of regulations;
- Inconsistent evaluations and decisions in situations of the same nature;
- Failure to respond to suspicious events or behaviour.

The rules on corruption drawn up specifically for LuxDev are included in the Code of Conduct.

Further information on corruption and white-collar crime is available on the Transparency International website.

[www.transparency.org](http://www.transparency.org)

## Compliance

Compliance with laws, regulations, conventions, internal policies, processes and procedures as well as this Code of Conduct is a must and all employees must abide by.

Special attention must be given to the following: Delegation of Validation and Signature Authority, IT Charter, Harassment Charter, Good Governance Charter, Procedure Fraud Prevention.

All documents and additional information are available in the Quality Manual.

## Environmental integrity

Ecosystems contain multiple interactions and ecological processes at many levels. If one or more of these are threatened by human activities, the integrity of the whole may be threatened.

This Code of conduct underlines the obligation of LuxDev to identify, abandon and mitigate activities and behaviour that threaten environmental integrity and undermine sustainable development.

## Gender equality

LuxDev is committed to the Universal Declaration of Human Rights and other international human rights instruments.

This Code of Conduct stresses LuxDev’s obligation to take all necessary measures to eliminate all forms of discrimination on the basis of gender and remove all obstacles to gender equality and the advancement and empowerment of women, as well as to encourage men to participate fully in all actions towards equality.

## Behaviour in the workplace

Everyone is treated in accordance with LuxDev's values.

LuxDev will not tolerate any kind of harassment, bullying or discrimination. Please refer to the Harassment Charter for more information.

Working under the influence of illegal drugs or alcohol is forbidden as well as use of illegal drugs or alcohol in the work place.

On an exceptional basis, with the prior permission of senior management, for events such as New Year's drink, [...], alcohol can be served. It is each individual's responsibility to practise moderate drinking.

## Dress code

In a professional environment, appropriate clothes are clean, casual business clothes such as shirts, polo shirts and trousers or the equivalent outfits for women. Formal wear is usually only required for official meetings and events.

Correct attire is part of LuxDev's values by showing respect for colleagues and partners in their working environment. This is particularly important for colleagues, who are in contact with visitors from outside the agency.

Staff and experts are reminded that when meeting with our colleagues from the Ministry of Foreign Affairs or attending official events (*Assises de la Coopération*, Partnership Commissions), they are expected to wear a jacket, or the equivalent for women, as well as suitable footwear.

When on mission, LuxDev staff is expected to respect the local dress code and be aware of their physical appearance and its social significance. When in doubt, the regional office should advise accordingly.

Hierarchical superiors are responsible for their staff and should communicate and enforce the dress code.

## Contact

You should first contact your superior in case of doubt.

Unless otherwise specified in the relevant document (e.g. Harassment Charter), you can also contact the General Management and Chairman of the Audit Committee at this email address: **integrity@luxdev.lu**

**All information will be carefully examined and treated confidentially by LuxDev.**

© This Code of Conduct is based on the Code of Conduct developed and made available by GIZ (Deutsche Gesellschaft für Internationale Zusammenarbeit).

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