



CODE OF CONDUCT

1 PREAMBLE

- 1.1 The Code of Conduct, which expresses the core beliefs of DFF, has been jointly developed by the Board and staff of DFF. The Code of Conduct will be communicated to everyone working for or with DFF and it is expected that it is acknowledged, respected and accepted by anyone engaging with DFF in such capacity. The Board is committed to complying with this Code of Conduct and encourages everyone engaging with DFF to comply with this Code of Conduct.
- 1.2 DFF is dedicated to creating and protecting safe spaces for people, online and offline. We strive to treat people with dignity, decency, and respect, and to build a community for everyone, free of intimidation and discrimination. We do not tolerate harassment in any form.
- 1.3 This Code of Conduct embodies our commitment to uphold these principles and outlines our expectations and our response. We also hope that this policy will promote values of dignity, decency, and respect more broadly, and will enable each of us to contribute to a safe and inclusive shared space.
- 1.4 Everyone working for or with DFF including without limitation our employees, contractors, Board members, grantees and event participants are expected to understand and abide by this Code of Conduct. Anyone who is found to have violated this policy, within or beyond DFF spaces, may be sanctioned or asked to leave DFF spaces as a result.

2 CONDUCT OF BUSINESS

2.1 Compliance with the law

Compliance with the law, rules and regulations is a fundamental principle for responsible work conduct. DFF adheres to statutory legal regulations and requirements at all times and expects those working with DFF to also do so. Where national laws are more restrictive than the rules set out here or in any other internal rules of DFF, national laws take precedence.

2.2 Avoiding conflict of interest

DFF business decisions are made exclusively in the best interest of the organisation. Any conflict of interest arising from personal matters or other business or non-business activities, including those of relatives or other related parties, should be avoided. Conflicts must be dealt with openly and transparently, in accordance with DFF's Conflict of Interest Policy.

2.3 Preventing money laundering

- 2.3.1 DFF is fully aware of its legal obligations to prevent money laundering and acts in compliance with these legal obligations by not facilitating or participating in money laundering activities of any sort.
- 2.3.2 In case of doubt, all employees are required to report unusual financial transactions which give grounds to suspect money laundering to the responsible person for review, especially those transactions involving cash.

2.3.3 DFF likewise expects those working with DFF to act in accordance with their legal obligations to prevent money laundering and not to facilitate or participate in any money laundering activities.

2.4 Anti-bribery

2.4.1 DFF or any other person acting on its behalf has not directly or indirectly made any bribes, rebates, payoffs, influence payments, kickbacks, illegal payments, illegal political contributions, or other payments, in the form of cash, gifts, or otherwise, or taken any other action, to influence its actions or behaviour or to secure an improper advantage.

2.4.2 Any person working for or acting on behalf of DFF is not allowed to accept and shall not accept any gifts or invitations (whether social or business related) with a value in excess of (the local currency equivalent of) EUR 50, unless with the prior approval from DFF's management. Any person working for or acting on behalf of DFF shall report to DFF's management any gifts or invitations received with a value less than (the local currency equivalent of) EUR 50.

2.5 Sustainability

DFF shall use reasonable commercial efforts to incorporate sustainable products, components and supplies in its operation and will support sustainable initiatives.

3 CONDUCT BETWEEN COLLEAGUES AND EMPLOYEES

3.1 Equal treatment, non-discrimination and anti-oppression

A culture of equal opportunities as well as mutual trust and respect is of key importance to DFF. DFF promotes equal opportunities and prevents discrimination in the recruitment, promotion, training and development of employees. DFF treats all employees equally, regardless of factors such as gender, age, cultural or ethnic group, sexual identity, ability, religion or world view. One of DFF's values is our commitment to decolonising and anti-oppression principles. That means that we seek to catalyse a process of structural change to decolonise the digital rights community, and to the establishment of an anti-oppressive work culture within our organisation and beyond.

3.2 Human and labour rights

DFF respects all internationally recognised human rights and supports and promotes their observance. DFF rejects all forms of forced and child labour.

3.3 Occupational health and safety

The safety and health of its employees is a priority for DFF. DFF therefore provides a safe workplace for its employees and third parties in compliance with all regulations and applicable laws; where required and adequate DFF will provide the necessary training and education to its employees in this respect.

3.4 Physical and digital security

Physical and digital security is of high importance for DFF; therefore, DFF takes all measures to ensure protection of personnel, hardware, software, networks and data from any actions threatening to physical integrity, including fire, theft or terrorism.

4 CONDUCT WITHIN DFF SPACES

4.1 DFF expects everyone participating in DFF spaces/events to respect one another by conducting themselves appropriately and in a polite manner, regardless of venue, context or platform, whether online and in person.

4.2 Inclusion of all participants

Each participant should actively strive to include everyone in a DFF space. DFF asks that all participants assume individual and collective responsibility to ensure an atmosphere of mutual respect and solidarity.

4.3 Acceptable behaviour includes the following:

4.3.1 Being punctual and respecting the schedule of the event in order to ensure that the event can take place without any disruption.

4.3.2 Engaging with other participants by listening and contributing to the conversation (i.e. by not conversing with colleagues when other people are talking, talking over people or using phones or laptops during sessions).

4.3.3 Asking and answering questions, but avoid lengthy speeches.

4.3.4 Being considerate and respectful at all times in your speech and actions.

4.3.5 Attempting collaboration before conflict.

4.3.6 Being courteous to fellow participants.

4.3.7 Being mindful of surroundings and colleagues.

4.3.8 Acknowledging that English may be a second language for some participants, so DFF promotes the use of slow, clear and simple communication. DFF asks that participants avoid jargon and acronyms, be mindful of their colleagues and practice inclusive language as much as possible.

4.3.9 Notify DFF or event staff if you recognise a dangerous situation, someone in distress or someone violating the below unacceptable behaviours.

4.4 Unacceptable behaviour

4.4.1 DFF actively promotes the adherence by all event participants to comply with the local laws and customs within the respective country. If an act is deemed criminal under the law, then DFF is at liberty to coordinate with local law enforcement in investigation of the crime.

4.4.2 While DFF defends, promotes and encourages everyone's right to free expression, the below forms of behaviour will not be tolerated in any form within DFF spaces:

4.4.3 Sexist, racist, ageist, homophobic, transphobic, ableist, religiously insensitive or exclusionary jokes or comments.

4.4.4 Abusive, insulting, offensive or degrading language; any language that encourages harassment or hate speech, or reinforces systems of oppression.

4.4.5 Unwelcome photography or recording (if you would like to take photos or recordings,

permission from those involved should be received first).

- 4.4.6 Deliberate intimidation, stalking or following.
- 4.4.7 Unwelcome physical contact, violence or threats of physical contact or violence.
- 4.4.8 Sexual attention or advances of any kind.
- 4.4.9 Forced intoxication or forced drug-taking.
- 4.4.10 Sustained disruption of talks, presentations, or other events.
- 4.4.11 Advocating for, or encouraging, any of the above behaviour(s).

5 PROCEDURE IN CASE OF MISBEHAVIOUR AND POSSIBLE TEMPORARY MEASURES

- 5.1 Reporting misbehaviour at a DFF space or conduct that violates our Code of Conduct that occurs outside a DFF space.

Should you witness or be subject to behaviour that goes against our Code of Conduct or have information about a possible violation of our Code of Conduct, please immediately contact:

- 5.1.1 the DFF Director (in person or via email);
- 5.1.2 a designated point of contact - for each official DFF event, DFF will identify persons who serve as "points of contact" for issues regarding the violation of the Code of Conduct. Participants will be given information regarding the designated point(s) of contact prior to the event.
- 5.1.3 DFF will treat all complaints confidentially and anonymously to the extent this is possible.

- 5.2 De-escalating the situation

Once a complaint has been made, where deemed appropriate in its sole discretion, DFF will endeavour to reach an amicable solution between the complainant and the accused. No action in this respect will be taken without the prior consent of the complainant.

- 5.3 Temporarily resolving the situation

If no amicable solution can be reached, both the complainant and the accused (where the complainant has consented to this) shall be given the opportunity to present their side of the story to a designated point of contact. After hearing both the complainant as well as the accused (where the complainant has consented to this), the designated point of contact may (but is not obliged to) take the following measures:

- 5.3.1 Brief key event staff.
- 5.3.2 Issue a warning to the accused individual.
- 5.3.3 Ensure that the reported individual and the reporter are not in the same room together for further sessions.
- 5.3.4 Ban the accused individual from the event (and where relevant subsequent events until

the matter is resolved).

- 5.4 Matters not resolved through the temporary measures set out in clause 5, shall be automatically referred to our formal complaints procedure as set out in clause 6.

6 PROCEDURE FOR RAISING A FORMAL COMPLAINT

6.1 Apart from a complaint received and dealt with in accordance to clause 5, where DFF receives a complaint concerning a breach of this Code of Conduct then unless the complainant wishes otherwise, DFF shall follow the formal complaints procedure set out in this clause. For the avoidance of doubt, a complaint can also be made with respect to behaviour which occurs outside of DFF spaces in relation to a participant in a DFF event but that nevertheless breaches the values and rules set out in this Code of Conduct and would be deemed unacceptable behaviour (in terms of clause 4.4) if it occurred within a DFF space.

6.2 Starting the complaints procedure

6.2.1 The formal complaints procedure commences by a complainant submitting a complaint to the Board of DFF.

6.2.2 A complaint should be submitted in writing and must contain the grounds for the complaint in sufficient detail.

6.2.3 The submission of a complaint includes at least:

6.2.3.1 the name of the complainant;

6.2.3.2 an (e-mail)address on which the complainant can be reached; and

6.2.3.3 a sufficiently motivated complaint. If the complaints regards certain person(s), the complaint shall name this (these) person(s).

6.2.4 The complaint may also include a proposed resolution.

6.2.5 The complainant may at their discretion be assisted or represented by legal counsel or another adviser during the handling of the complaint.

6.3 Admissibility

6.3.1 The Board of DFF can decide not to take a complaint into consideration if:

6.3.1.1 the complaint was submitted and handled by the Board before, and no significant new facts have emerged since;

6.3.1.2 the complaint is not sufficiently motivated, which will in any event be the case if the complaints does not contain all of the information set out in clause 6.2.;

6.3.1.3 the complaint is demonstrated to be knowingly false;

6.3.1.4 the complaint contains disparaging and/or offensive language; or

6.3.1.5 the complainant does not have a reasonable interest.

6.4 Complaints procedures

6.4.1 After receiving the complaint, the Board of DFF will decide within two (2) weeks whether or not the complaint will be taken into consideration.

- 6.4.2 If the complainant has consented, the Board of DFF will inform the accused about the complaint within two (2) weeks after receiving the additional information. The accused will be requested to give a substantive response within four (4) weeks.
- 6.4.3 After having received the accused's response (or in the absence thereof after four weeks), the Board of DFF will in principle render its decision. However, the Board of DFF may decide that a further exchange of documents or a hearing is scheduled. A hearing can be held in person, via teleconference or via videoconference.
- 6.4.4 The Board of DFF will rule within six (6) weeks after the last procedural step. The board of DFF's decision will contain the grounds for the decision. This Code of Conduct will be taken into account by the Board of DFF when making the decision.
- 6.5 The decision of the Board of DFF will be binding.
- 6.6 A ruling of the Board of DFF may consist of the following unlimited measures.
- 6.6.1 Impose a formal warning on the accused and/or the organisation the accused is representing.
- 6.6.2 Temporarily exclude the accused and/or the organisation the accused is representing from DFF events and other DFF programmatic activities.
- 6.6.3 Indefinitely exclude the accused and/or the organisation the accused is representing from DFF events and other DFF programmatic activities.
- 6.6.4 Stop supporting an existing grant awarded to the accused and/or their organisation.
- 6.6.5 Temporarily and/or indefinitely ban the accused and/or their organisation from our grantmaking programme.
- 6.7 If the complainant has not consented to informing the accused and the accused therefore has not been given an opportunity to respond in the context of this procedure, the Board will take this into account when considering the measures it can impose.
- 6.8 The Board of DFF can in its sole discretion extend any periods set out in this clause.
- 6.9 The Board of DFF shall ensure that every complaint in terms of this clause is treated with the necessary diligence and speed.
- 6.10 The deliberations of the Board of DFF concerning the complaint are confidential.
- 6.11 Confidentiality: The Board of DFF as well as the complainant and the accused shall be obliged to observe confidentiality in respect of any information they obtain in connection with the persons, the business or the personal or business circumstances of the complainant or the complaint.
- 6.12 Costs: Parties shall pay their own costs in connection with the complaints procedure, including, but not limited to, costs for legal counsel.
- 6.13 Notices: Any notice or formal communication regarding these Code of Conduct must be in writing (which includes e-mail) to be sent to the contact details set out below:

Address: Digital Freedom Fund, Nieuwezijds Voorburgwal 104-108, 1012 SG Amsterdam, the Netherlands

E-mail: the DFF Director (contact information available on the website);

The day of receipt by the Board of DFF shall be formal date of receipt.

7 WHISTLEBLOWING

Should any employee or third party become aware of possible infringements of national laws or the rules set out within this Code of Conduct and wish to report such infringements anonymously or informally then they can do so in terms of DFF's Whistleblowing Policy and then such procedures set out in the Whistleblowing Policy shall be followed.

8 HANDLING OF INFORMATION

8.1 Reporting

DFF attaches great importance to being open and clear in its reporting and communications regarding internal matters and when dealing with third parties. DFF implements transparent reporting and communication lines both internally and externally.

8.2 Confidential company information

DFF takes all steps required to suitably protect confidential information and business documents from being accessed and inspected by unauthorised colleagues or other third parties, in line with DFF's Confidentiality Policy.

8.3 Data protection and information security

The protection of personal data is of great importance to DFF. DFF collects and processes personal data only when it is necessary for its activities or when it is required by law. Personal data may be collected or processed only where there is a legal basis under the applicable data protection laws. Further details are contained in DFF's Privacy Policies.

9 IMPLEMENTATION

9.1 It is of the utmost importance to DFF that the rules and spirit of this Code of Conduct are properly implemented in DFF's working environment. Every employee and all third parties involved with DFF should, therefore be familiar with the Code of Conduct and are expected to adhere to its rules.

9.2 To the extent a legal entity is involved as a third party, DFF invites them to make the DFF Code of Conduct available to its employees and/or inform them with the rules comprised in this Code of Conduct.

9.3 For future questions relating to the Code of Conduct all employees, as well as third parties, can contact the DFF Director whose contact details are on the DFF website.

9.4 This policy is published on DFF's website.