

## INTEGRITY POLICY STICHTING GILDE UTRECHTSE HEUVELRUG

Stichting Gilde Utrechtse Heuvelrug is a social non-profit organisation.

The organisation aims to support the participants and thus promote their participation in our society.

The organisation's work is supported by subsidies and donations.

Three workgroups fall under the Stichting Gilde Utrechtse Heuvelrug: the Taalcoaching workgroup, the Prima Perspectief workgroup and the Coach4you workgroup. These workgroups offer guidance to (young) refugees, each from their own dedicated perspective. The Stichting Gilde Utrechtse Heuvelrug's workgroups provide assistance to (young) refugees through the deployment of volunteers, either by helping them acquire knowledge of the Dutch language (Taalcoaching), or by helping them find an internship or work placement (Prima Perspectief), or, in the case of Coach4you, by helping them to integrate into the school system. Taalcoaching and Prima Perspectief each have their own websites with more specific information.

[www.taalcoachingheuvelrug.nl](http://www.taalcoachingheuvelrug.nl)

[www.primaperspectief.nl](http://www.primaperspectief.nl)

Coach4you is active on a national level. For the workgroup falling under the Stichting Utrechtse Heuvelrug, this organisation's website is applicable: [www.gildeheuvelrug.nl](http://www.gildeheuvelrug.nl)

### 1. Objective of an integrity policy

The participants tend to be young and, in the case of Coach4you, which primarily counsels middle school students, very young. They are also often refugees. Altogether, this makes them a very vulnerable group.

Staff and volunteers are particularly close to the participants and a bond develops that is often long-lasting. This is valuable for both participants and volunteers, but also makes it necessary to formulate policies on how to interact with one another. By doing so, the organisation hopes to prevent transgressions, among other things.

In addition, the use of public and social resources also makes an integrity policy an appropriate measure. This integrity policy promotes conscientious interaction with the target group, conscientious interaction with one another in the organisation and compliance with laws and regulations, standards and values.

### 2. What is meant by integrity?

A positive interpretation of the term integrity is: acting conscientiously, accountably and unwaveringly.

- Conscientious means that employees and volunteers continually reflect critically and systematically on their core responsibilities and ask themselves ongoing questions and act in line with applicable laws and regulations.

- Accountably means that staff and volunteers can indicate how their actions align with their core responsibilities and core tasks and with their organisation's core values, rules and guidelines. Yet also with generally accepted standards and values.
- Unwavering means that staff and volunteers hold their ground in the face of resistance and temptation.

### 3. Policies for fostering integrity

- Volunteers and participants are treated with respect both in speech and behaviour and with respect for one another's boundaries and are advised and supported to the best extent possible.
- Within the organisation, the board, workgroup and volunteers treat one another with respect both in speech and behaviour.
- Advice and decisions on support are given and taken objectively. The guidelines of the board and workgroup are used as a guideline.
- The board, workgroup and volunteers have no personal interest whatsoever in the outcomes of their work, advice and decisions.
- Volunteers and staff members stand firm in the face of resistance and temptation and, if necessary, seek help from staff members within their workgroup or from the board of Stichting Utrechtse Heuvelrug.

### 4. Instruments

The integrity policy is supported by the following instruments:

1. An intake interview with new volunteers;
2. Where appropriate, a performance interview with the volunteers within the workgroup;
3. Organising a meeting on a regular basis to reflect on objectives and working methods, either at workgroup or organisation level;
4. The establishment of two confidential advisors at organisation level; one male and one female;
5. A complaints procedure;
6. a Certificate of Good Conduct (VOG) The VOG will be requested for all volunteers within Taalcoaching and will be compulsory for new volunteers. Without the VOG, a workgroup member and/or a volunteer may not carry out his/her activities. Prima Perspectief and Coach4You already work with a VOG.

### 5. Repercussions of integrity violations.

Integrity violations lead to action in all cases. Depending on the nature and severity, these could be recommendations, warnings, or expulsion. In the event of criminal offences, a police report is filed where necessary and possible.

The measures will be implemented at workgroup level. If desired, the board can become involved, both by the workgroup and the volunteer. This will follow the working method of the Stichting Gilde Utrechtse Heuvelrug complaints procedure. ([www.gildeheuvelrug.nl](http://www.gildeheuvelrug.nl), complaints procedure; regulations)

## 6. Protocol confidential advisor

Volunteers and employees of Werkgroep Vluchtelingen and the Eurowinkel can contact the confidential advisor for reports on inappropriate behaviour such as: -aggression and violence -sexual harassment/unwanted intimacy -bullying -discrimination.

Inappropriate behaviour involves the infringement of personal integrity. Inappropriate behaviour involves the behaviour being regarded by the person as inappropriate and considered inappropriate by objective standards applicable in society.

The role of a confidential advisor is independent and guarantees absolute confidentiality. The confidential advisor takes action only if the complainant agrees and will provide support. The confidential advisor examines all options with the complainant and lists all consequences of these options.

A confidential advisor always treats the information of staff, volunteers and others confidentially. A duty of confidentiality applies.

Procedure:

1. An employee, volunteer or other person confronted with sexual intimidation, sexual harassment, aggression and/or violence, bullying or discrimination can submit a report to the confidential advisor, preferably in writing.
2. A report can be made either orally or in writing. In the event of an oral report, a written report is drafted and signed by the complainant and the confidential advisor. The complainant receives a copy of this report. The confidential advisor advises and consults with the complainant on whether the procedure should be continued. Anonymous reports will not be processed.
3. The confidential advisor informs the board that he/she is investigating a report. If the report concerns a board member, the confidential advisor shall inform one of the (other) members of the executive board.
4. The confidential advisor will investigate the report by hearing the complainant and the respondent independently of one another. This hearing shall take place no later than two weeks after the report has been filed.
5. If the respondent declines to be heard, the confidential advisor will invite the person involved to respond orally or in writing by registered letter. If the respondent does not comply with this request, the refusal will be included in the procedure.
6. If necessary, the confidential advisor can, with the greatest possible care, hear other persons involved in the matter.
7. The (remaining) board members will be informed immediately of a criminal offence.
8. The confidential advisor reports his/her findings and indicates whether the report has proven to be founded or unfounded. The complainant and the respondent will receive a copy of the report.
9. The confidential advisor sends the report accompanied by an advice on possible measures to the board.

10. If the complainant withdraws the report during the procedure, the complainant will inform the confidential advisor, preferably in writing.
11. After receipt of the report and advice, the subject is placed on the next agenda of the board meeting.
12. The (remaining) board members take any measures and inform the complainant and the respondent in writing.

**Confidential advisor:**

The confidential advisors for Stichting Vluchtelingkinderen are:

- Mr Laurens Touwen (vertrouwenspersonen@vluchtelingkinderen.nl)
- Ms Dineke Oldenhof (vertrouwenspersonen@vluchtelingkinderen.nl)

## 7. Final Provisions

1. This integrity policy s enter into force on 1 September 2023
2. These regulations shall be adopted and amended by the board, last on 23 August 2023
3. The board will ensure publication of this integrity policy by publishing them on the website in Dutch and English. The workgroup will ensure publication among their own volunteers and employees.
4. The integrity policy also includes a complaints procedure and a volunteer policy, which are published separately on the website.

The provisions of this integrity policy do not affect the option of turning to other appropriate persons or bodies, such as one's own contact person and/or the civil or criminal courts.

These regulations may be cited as 'Integrity Policy Stichting Gilde Utrechtse Heuvelrug'.

Adopted in the board meeting of the organisation on 14-12-2022, supplements adopted in the board meeting on 23-08-2023