

Version 1.0
Date December 2017
Owner HGF

Table of Content

1. Introduction

Code of Conduct

for employees of and others representing

Stichting Human Genome Foundation

1. 1.1 Human Genome Foundation Mission Statement
2. 1.2 Core Values
3. 1.3 Purpose of the Code of Conduct
4. 1.4 Who is bound by the Code of Conduct

2. The Codes of Behaviour

1. 2.1 General Values
2. 2.2 Representation
3. 2.3 Respecting laws and culture
4. 2.4 Staff relations
5. 2.5 Payment or acceptance of bribes and/or other official charges
6. 2.6 Security policy
7. 2.7 Human Genome Foundation premises
8. 2.8 ICT and Social Media
9. 2.9 Media
10. 2.10 Photography
11. 2.11 Human Genome logo
12. 2.12 Confidentiality

3. Breaching the Code of Conduct

1. 3.1 Reporting a breach of the Code of Conduct
2. 3.2 Consequences of breaching the Code of Conduct

4. Declaration and signature

1. Introduction

1.1 Human Genome's Foundation Mission Statement

We believe that every human should have self-ownership over their genomic data and the ability to share data with scientist around the world. Every human being.

People have a right to have access to their genomic data and to share their data with scientist around the world.

To have access to knowledge to save their lives, their children's and others. As every human deserves a change on a healthy live.

Human Genome Foundation makes a lasting impact. By providing universal access to genomic data. We unleash the power of genomics using next-generation technology and involving approaches. And inspire as many people we can to participate in our cause. Together we can change the future.

1.2 Core Values

Shared principles and beliefs underpinning work of organization, and guiding actions and behaviours of staff. Human Genome's Core Values reflect what we want to disseminate externally and, even more important, reflect the culture we feel is necessary to reach our strategic objectives. As a Human Genome representative it is important to be conscious on these values, act accordingly and produce work in line with them.

Integrity

- Demonstrate the values of Human Genome
- Act without consideration of personal gain
- We are clear in the steps we take and the choices we make.
- There is nothing we want to hide. Not even our mistakes. We take pride in being personal, authentic and truthful. Especially to our own beliefs.
- Resist undue political pressure
- Stand by decisions in the organization's interest
- Do not abuse power or authority
- Take prompt action in cases of unprofessional or unethical behavior

Creativity

We acknowledge the power of creativity, use our fantasy, instinct and wildest imagination. We think positive, invent our own means, are innovative, surprise people with ideas. And, while we're at it, we surprise ourselves.

- We don't mind how things are supposed to be done, we look for the way it could be done.
- Actively seek to improve the world for the better
- Offer new and different approaches to create access to genomic knowledge
- Promote and persuade others to consider new ideas
- Take calculated risks – think “outside the box”

- Take an interest in new ideas
- Do not be bound by traditional approaches

Inspiring

- We are contagious. Eager to share our energy, passion, absurdities, hopes and fears.
- We don't have to be the first, but make sure others like to follow and join us.
- We give people the opportunity to participate. Better even; we give them a reason to get involved.
- We're working hard for a better world and everybody can make a difference.

Impact

- We want to make it happen, make it stick and make it tangible. We want to be sure to make the most of something.
- We even make the most of nothing if that's what it takes. But we always focus on the quality of our results and make them visible. To ourselves and others.

Respect for diversity

- Treat all people with dignity and respect
- We embrace each others differences.
We are respectful and accessible to everyone who is involved, enthusiastic, or willing to contribute.
- Treat men and women equally
- Show respect for diverse points of view
- Examine own biases and behaviours
- Do not discriminate against any individual or group

Acting upon the following first principles

Access to Knowledge

- Creating access to genomic knowledge
- Unlock the hidden potential of the collective power of many unique genomes
- Stimulate better data sharing among scientific institutes and across borders
- Sharing data is multiplying knowledge

Freedom of Science

- Freedom of science as the standard
- Stimulating freedom of science through best practices regarding data sharing
- Stimulating data-portability

Technological Awareness and innovation

- Keep abreast of available technology
- Understand applicability and limitations of technology

- Actively seek to apply technology to appropriate risks
- Show willingness to learn new technology

Sustainable Health

- Using knowledge about genomics to prevent diseases
- Protecting future generations. Our children, our future.
- Enabling people to share genomic data to save lives
- Improve genomics diagnostics

1.3 Purpose of the Code of Conduct

In order to meet our objectives, mission and core values Stichting Human Genome Foundation (hereafter called Human Genome) must retain its reputation as an NGO of integrity and respect. When working for Human Genome you represent Human Genome in your work and life. This Code of Conduct seeks to safeguard our standards of behavior. The Code of Conduct is designed to help you understand how important it is to maintain professional practices and an ethical lifestyle. The Code of Conduct cannot anticipate every possible situation. If you have any concerns about how the Code should be applied in a situation, you should discuss this with your line manager and/or the HR Department at Head Office.

1.4 Who is bound by the Code of Conduct?

This code will be binding upon all those who work in or visit a Human Genome Program Area (WPA) and upon all those who work at or represent Human Genome Head Office in Utrecht (UtrechtInc). This is regardless of whether you have signed an employment contract. This means that it applies to all:

- - Human Genome Staff, whether they are based at HO or in a WPA (expatriates);
- - Partners of expatriates who have signed a partner agreement;
- - Consultants and others undertaking (short-term) assignments or visits for Human Genome to a WPA;
- - Members of the Board of Trustees;
- - Interns, volunteers, instructors and consultants working for or representing Human Genome.

All National Staff in the WPA's is bound by the Code of Conduct for National Staff of the WPA as an annex to the employment contract.

For convenience, in this text all such persons are referred to as "staff" or "signatory". Each signatory is required to be knowledgeable about the Code of Conduct and all related policies and internal controls applicable.

1.5 Revision of the Code of Conduct

The Code of Conduct is a living document intended to reflect our changing needs, realities and responsibilities. As the organization grows and new issues arise, the Code will be periodically reviewed and modified to ensure that it remains relevant to the needs and realities of the organization. This review process will be conducted on a regular base and will be led by the HR Manager.

Any changes in the Code of Conduct will be legally binding for all existing signatories at the moment that the updated document has been communicated.

2. The Codes of Behaviour

2.1 General values

Human Genome applies human rights values and principles through promoting participation, accountability and non-discrimination as much in its internal procedures as in its programming activities. Signatories of the Code of Conduct shall carry out their duties in accordance with these principles, with the highest standard of professional responsibility and integrity. The signatories shall at all times treat others with respect and dignity, and shall carry out their duties demonstrating commitment to equity and fairness for those with whom the organization collaborates in the pursuit of its objectives as well as with any other people they interact with.

2.2 Representation

Signatories should remember that they are representing the organization at all times and should therefore not indulge in behavior that may compromise the integrity or professionalism of the organization.

No signatory will use alcohol or drugs when this has a negative impact on the quality of their work, image of the organization or security situation.

2.3 Respecting laws and culture of the country

Signatories are obliged to familiarize themselves with and respect the laws of the country in which they are working.

Signatories are required to familiarize themselves with and respect local culture, structures, beliefs, and customs, as long as these are not in contradiction with international human rights norms and humanitarian law.

2.4 Staff relations

All signatories will contribute to a constructive working atmosphere by refraining from improper behavior towards colleagues. Improper behavior includes but is not limited to violence, discrimination, sexual harassment, mobbing or verbal abuse.

All signatories are asked to consider entering into romantic relationships with a superior or subordinate as these, by their very nature, are unequal. In such cases, therefore a reassignment of duties may be deemed necessary by management. In the event that the romantic relationship involves the signatory's direct line manager both individuals have a duty to discuss this with a member of senior management staff and/or the HR Manager.

Any signatory entering a romantic relationship with another staff member or a staff member of a partner organization or other organization or institution that is important for Human Genome is strongly encouraged to discuss this and any possible implications for the organization/programs with their direct line manager.

Human Genome aims to foster a culture of openness among staff at both HO and WPA level so that issues that may potentially impact on program implementation, quality of work in general and/or team relations are discussed before they become problematic.

2.5 Payment or acceptance of bribes and/or other official charges

As a basic principle, Human Genome does not condone the payment of bribes. These include, but are not limited to, illegal charges imposed for the release of goods from customs, "taxes" levied by local authorities in addition or beyond to the legal maximum, or illegal charges imposed by local authorities

in exchange for mission registration, programs approval or work permits. No signatory will accept a bribe of any kind.

2.6 Security policy

All signatories are aware of the security policy and its implications and will follow the local security plan/guidelines and instructions.

2.7 Human Genome premises

All signatories must use Human Genome premises and assets with a sense of responsibility and in accordance with established rules. Use of those assets in such manner that may compromise Human Genomes credibility or security is unacceptable.

2.8 ICT and Social Media

Signatories are expected to handle and use Human Genome communication media with due care. Non-work related use of a computer and/or telephone is allowed if it does not interfere with the job.

Access to the internet- and email system is for work related usage only. Signatories are not allowed to visit sites, download material or sending emails with pornographic, discriminatory, (sexual) intimidating, violent or criminal content.

Human Genome has several official company accounts on social media. When active on social media, we encourage our staff to contribute to the transparency and accessibility of Human Genome. As a Human Genome ambassador, all signatories should be aware of this, even when using social media privately. Using social media, signatories should follow the guidelines in The Code of Engagement Social Media, available from the Communications Department.

2.9. Media

All signatories may only contact the media on behalf of Human Genome or act as a spokesman after having the explicit permission of the authorized staff member. The authorized staff member is the Press Officer responsible for press relations at HO.

When dealing with the media, signatories will cooperate with the media to ensure that the general public is accurately informed about the Human Genome programs and the context in which the programs takes place.

When dealing with the media, signatories will make sure that the media approach and portrayal of the beneficiaries of our programs are done in a respectful manner and in accordance with Human Genome's Policy. Therefore, a briefing of the Press Officer is mandatory before speaking to media. Human Genome will furthermore ensure that external or internal demands for publicity will not interfere with the principle of maximizing the impact of our programs.

2.10 Photography

When taking part in or visiting Human Genome activities, photography should be kept to a minimum, unless the signatory had been requested or assigned to document the activity. Informed consent is required for all photographs of individual and/or small groups of people and should be granted before the photo is taken.

2.11 Human Genome logo

When using the Human Genome logo, all signatories should use the standard logo.

2.11 Confidentiality

All signatories will take care to ensure that confidential information is properly protected and not disclosed to third parties. This includes any private information.

3. Breaching the Code of Conduct

3.1 Reporting on a breach of the Code of Conduct (CoC)

All signatories have a duty to report suspected or confirmed breaches of the Code of Conduct.

Reports should be addressed to the line manager of the breacher.

The anonymity of the individual(s) making the allegation(s) will be protected.

Retaliation of any kind against any person who has reported an observed or suspected violation of the Code of Conduct in good faith is prohibited.

Intentionally or negligently making false allegations of a breach of the Code of Conduct against a signatory is prohibited.

3.2 Consequences of breaching the Code of Conduct

For Human Genome employees, this document is directly linked to the contract of employment. Any employee who fails to comply with the Code of Conduct will be subject to disciplinary action, up to and including dismissal from employment.

For signatories that are not Human Genome employees, this document is directly linked to any other contract or agreement of cooperation by which they represent Human Genome. Failure to comply with the Code of Conduct might lead to breaking the contract or agreement that exists between Human Genome and the signatory.

For signatories that are a member of the Board of Trustee this document is directly linked to their appointment. Failure to comply with the Code of Conduct might lead to suspension and/or dismissal through a majority decision of the Board of Trustees.

Disciplinary action(s)

External advisors will advise on the nature and extent of the action to be taken.

4. Declaration and signature

By signing this document, the undersigned declares to have read it in full and understood its intention, implications, and possible consequences for his/her behavior as representative of Human Genome. Any signatory who has questions about any aspect of this Code of Conduct and its potential implications for him/her has the responsibility of discussing it with his/her manager and/or HR at HO.

Name	Place	Date	Signature
------	-------	------	-----------