



Code of Conduct

Introduction

Danish Moravian Mission (BDM) exists to bear witness of Christ's love to all human beings and all creation. In mutual partnership with Moravian churches, we participate in God's mission through preaching, education and diakonia. We believe that not only our words, but also our deeds preach the gospel and that our preaching is also a deed.

The ability to achieve BDM's mission is linked to the people who represent BDM. Thus, BDM assumes that our representatives live a moral life that can serve as an example to colleagues and the rest of the community.

Purpose

- The purpose of this Code of Conduct is to guide the conduct of BDM representatives – so that our professional and private lives are in line with BDM's ethical principles and guidelines.
- The Code of Conduct is intended to help BDM representatives better understand the special obligations he/she has as a representative, in partnership with Moravian churches and when helping vulnerable individuals/groups.

Scope

The BDM Code of Conduct applies to:

- All BDM representatives, defined as: All employees, board members, interns, permanent voluntary workers with management responsibilities, consultants, and co-grant recipients¹.
- All other entities that agree to be bound by BDM's policies.

By accepting your commitment to BDM, you undertake to discharge your duties and regulate your conduct in accordance with the requirements of this Code, even if the standards are higher than common local practice or governing laws. You must read and seek to fully understand the content of this Code. If you have any questions, it is your responsibility to ask your immediate supervisor for clarification.²

The Secretary General of BDM is responsible for ensuring that the Code is shared and evaluated.

Breaching of The Code of Conduct

In the event of a breach of the Code of Conduct, BDM's leadership/board will respond to violations in a manner deemed appropriate and in accordance with national and local laws and/or the terms of service defined by BDM. The consequences may include disciplinary measures, from dialogue and information up to and including dismissal, as well as possible referral to the national authorities. Decisions on disciplinary action shall be taken by the Secretary General and, if necessary, the Board will be involved.

Reporting

You have a duty to report any breach of this Code to your supervisor or through BDM's reporting mechanisms:

submitacomplaint@bdm-dk.dk

¹ This includes partners (i.e. church leadership in charge of the project, project staff, members of the project steering committee) who sign project contracts with BDM and institutional donors.

² Volunteers should seek clarification from their immediate leaders (e.g., missionaries), who can turn to the Secretary General. Permanent staff and other representatives shall seek clarification from the Secretary General, who may take it to the Board.



Related documents

- BDM policies
- Handbook for staff/missionaries/volunteers
- This Code of Conduct is based on integrity and respect for the fundamental rights of all persons, in accordance with the United Nations Declaration of Human Rights.³

Code of Conduct: Standards and Values

1) Equality and respect

- All men are created by God and thus have the same dignity. That is why we respect everyone's fundamental rights.
- We treat everyone with fairness, honesty, and respect, regardless of their gender, age, ability, health, language, ethnicity, race, colour, religion, sexual orientation, political or other opinions, as well as all other aspects of identity or personal characteristics.

2) Responsible and good stewardship

- We are responsible for the natural, material, financial and human resources entrusted to us.
- We reject corruption and denounce corrupt behaviour, including bribery, extortion, fraud, embezzlement, nepotism, kickbacks, and favouritism.
- We respect and protect BDM's property, including intellectual property developed or acquired in the course of employment or affiliation with BDM.
- We use BDM's resources and funds wisely and with respect for those who have given them in trust to BDM.
- We perform our duties and conduct our privacy in a way that avoids possible conflicts of interest with BDM's work. We declare any financial, personal, or family interests that may affect BDM's work.

3) Cultural respect and sensitivity

- We recognize that all cultures have both God-given aspects and aspects that may need some Christ-influence.
- We comply with national laws.
- We respect cultural norms and traditions that are consistent with international human rights principles, Christian morals,⁴ and standards.

³ <https://www.un.org/en/about-us/universal-declaration-of-human-rights>

⁴ This involves considering both one's own and the local contextual conception of Christian morality. However, this does not entail acceptance of customs or actions that are contrary to the standards and values mentioned in this Code. BDM representatives can (if necessary) seek support and advice from immediate superiors to meet this standard.



- We adapt our attire to the task and the cultural context.
- We do not operate under the influence of intoxicating substances such as alcohol in such a way that work efficiency, safety and well-being at work, the reputation of the missionary community and the local church are not directly or indirectly affected.

4) Confidentiality, trust, and honesty

- We value confidentiality and work to promote trust and transparency.
- We exercise discretion in handling sensitive and/or confidential information.
- We do not disclose confidential information unlawfully during our employment period or affiliation with BDM or after we have left BDM.
- When we photograph or collect stories for work-related purposes, we adhere to local traditions and restrictions on rendering personal images. We obtain informed consent from those involved and ensure that stories and photographic material are respectful and honest.

5) Cooperation

- We value collaboration and recognize that people of all ages contribute differently to the mission.
- We ensure a good and constructive cooperation with all BDM representatives and partners.
- We contribute to building a harmonious workplace based on team spirit, mutual respect and understanding.

6) Safeguarding and protection

- We create a safe environment and especially protect children and vulnerable people in our work.
- We have zero tolerance for sexual harassment, exploitation, and abuse.
- If we engage with children, we avoid inappropriate language or behaviour and refrain from engaging children in sexual activities or acts. We also avoid actions or behaviours that could be perceived as exploitation or abuse of children.



Acknowledgement Form

I have received and read the BDM Code of Conduct and I understand its content.

I will report concerns or incidents if I develop any of such about violations of this Code of Conduct.

I confirm that I am and will remain in compliance with the BDM Code of Conduct.

Date: _____

Name: _____

Position: _____

Signature: _____