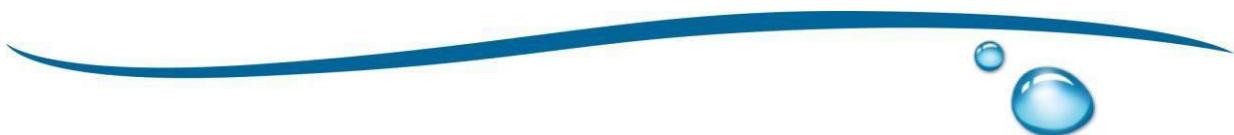




VEI - Code of Conduct

This Code of Conduct applies to Vei employees, seconded Vei short term experts, seconded Vei long term experts, subcontracted experts and individuals employed by another entity of the project but under the management responsibility of Vei.

- Respect the relevant laws and regulations that apply in the country of posting. Take responsibility for your actions. Be honest, upright, open, and trustworthy in dealing with donors, project beneficiaries, staff, partner organizations and local communities. Be aware that at all times you are considered a representative of Vei/project consortium, the Vei projects and its local partners. Even outside working hours, behave in a manner that shall reflect creditably as such a Vei representative.
- Behave respectfully and with integrity towards everyone, including those that are different or think differently from yourself. Be aware of intercultural differences, communication is the most important means of preventing misunderstandings.
- Prevent personal transactions, situations, relationships, or other forms of personal involvement that are (possibly) in conflict with Vei's/project consortium's interests.
- Inform the Project Manager/Team Leader at all times when receiving a visit to the Vei project house/office. Be helpful, considerate, friendly, and respectful within any interpersonal relations. We don't condone harassment or offensive behavior in, around or outside the Vei project house/offices. We consider it against our values as human beings. We are voicing our strong, unequivocal support of exemplary behavior by all Vei project house/office users.
- Prior as well as during the mission/field visit be aware of and take responsibility for your health and safety. Vei expects a large degree of personal responsibility from seconded long- and short-term experts to follow the advice in the field of preventive health care and safety.
- Keep the Vei project house/office clean and healthy for all users. Avoid any personal situations that may hinder your capability or willingness to perform your job duties or that may be harmful to Vei's/project consortium's interests. Avoid any personal situations that may hinder anyone's capability or willingness to consciously act as a human being. Please carefully consider the use of alcohol, if used, drink moderately and responsibly. Please carefully consider the use of tap water with respect to your health care.
- Treat Vei company properties, whether material or intangible, with respect and care as if they belong to yourself. Prevent from misusing or using it frivolously.
- Exhibit a responsible and caring attitude towards the environment.





VEI - Code of Conduct

VEI - Code of Conduct anti-corruption

VEI applies a zero-tolerance policy where it has determined through an investigative process that its staff or individuals acting as VEI representatives have engaged in fraudulent, corrupt, collusive, or coercive practices. 'Zero tolerance' means that VEI will pursue all allegations falling under the scope of this policy and that appropriate sanctions will be applied where the allegations are substantiated. VEI shall enforce a range of disciplinary measures and sanctions for all such cases, in accordance with applicable rules and regulations present within the mother companies Vitens and Evides. Where such cases concern individuals employed by another entity, VEI shall take all possible steps to ensure that the other entity takes appropriate actions in a manner consistent with this policy.

Fraud and corruption include, but are not limited to:

- corrupt practice - offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party.
- fraudulent practice - any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.
- collusive practice - an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
- coercive practice - impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.

This policy holds for the various levels in the organization, including the short-term experts that are seconded for VEI. This policy applies for all levels in the organization.

VEI has a company policy which provides the possibility to consult a confidential counselor. This counselor is external and independent and is available for confidential consultation in the event of dilemmas in the field of undesirable behavior and suspicion of wrongdoing/abuses.

May 2023

Toine Ramaker
CEO VEI B.V.

