

## Code of Conduct for KFPS officials

Considering the following,

- This Code of Conduct applies to all officials; the members of the Member Council, the members of the Board, the members of the various councils and committees as stated in article 24 of the Statutes, the Direction and staff and for anyone who acts on behalf of or for the purpose of the KFPS.
- Officials of the KFPS have a specific responsibility to uphold the integrity and the reputation of the KFPS.
- This integrity means that the person concerned assumes the responsibility inherent to the function and confirms the willingness to render account to the KFPS.
- Specific additional rules apply to Inspectors and Jury members under the terms of article 24 of the KFPS Statutes which are stated under Additional rules for inspectors and Jury members.

### All officials

1. Range of application
  - 1.1. This Code of Conduct applies to all officials within the KFPS and anyone who acts on behalf of or for the purpose of the KFPS.
  - 1.2. The Code of Conduct is publicly available and can be consulted by third parties.
  - 1.3. On taking office the officials will receive a copy of the Code of Conduct and by accepting the function of KFPS official confirm to accept this Code of Conduct.
  - 1.4. In situations not covered by the Code of Conduct or when the application thereof is unclear, consultation thereof will be carried out by the Board.
2. Values and conduct
  - 2.1. The KFPS has a culture map with values and conduct which all officials subscribe to and agree to act accordingly. Officials represent the KFPS and thereby have a specific and joint responsibility to unite the society.
  - 2.2. Connectedness; Together we work towards connectedness and a united society for the benefit of the Friesian horse so that as a society we communicate a positive atmosphere.
  - 2.3. Reliability; All obtained information and/or knowledge is treated with integrity, confidentiality and care. This takes place in compliance with the Algemene Verordening Gegevensbescherming ((AVG), General Data Protection Regulation, *ed.*). Agreements and commitments will be honoured.
  - 2.4. Respect; Every person is treated with respect and dignity. Officials are role models for others and show respect for each other's responsibilities and authority.
  - 2.5. Professionalism; Officials have taken note of the Statutes, regulations and KFPS Policy and shall observe these.
  - 2.6. Officials are amenable and responsible for their conduct and if so requested shall be held accountable to the Board as referred to in this Code of Conduct.

3. Conflict of interest

- 3.1. Any existence of (the appearance of) a conflict of responsibilities within the KFPS or conflict of interest between general KFPS- and personal interests, either positive or negative, shall be avoided. Personal interests include interests stemming from an official's business activities which are in any way related to the Friesian horse.
- 3.2. It is not allowed to demand, request or accept any personal advantage or preference relating to the services of or on behalf of the KFPS, the same applies to services by third parties.
- 3.3. Any imminent (appearance of) conflict of interest shall be reported forthwith.

4. Additional functions

- 4.1. Any activities that may potentially affect the KFPS shall be reported.
- 4.2. Additional functions that may harm the KFPS or have a negative impact on how the official operates within his/her function, are not allowed.

5. Gifts, presents and so forth

- 5.1. People shall adopt an attitude of restraint when it comes to accepting presents and donations, in any form whatsoever.
- 5.2. It is not permitted to claim, request or accept any donations or presents, in any form whatsoever, that have a binding character.
- 5.3. Accepting or offering small gifts of basically little monetary value that are of an everyday, commonplace nature and meant to express somebody's gratitude, is permitted up to a maximum value of €25.-.
- 5.4. When gifts are offered to the excess of €25.- the official is held to report this immediately to the Board or the Direction.

6. Means

- 6.1. Means have to be used properly and only for the purpose for which they were obtained.
- 6.2. The obtained means shall not be used to undertake activities for personal account or the account of third parties.

7. Social Media

- 7.1. Social Media can contribute positively to the KFPS. Officials are allowed to share knowledge and information, provided the information is not of a confidential nature and does not harm the society or persons concerned.
- 7.2. The way in which Social Media are used must be in compliance with the Code of Conduct. Any communication must be in keeping with the values and conduct as stated in the KFPS culture map.
- 7.3. When using Social Media the official shall respect the principles of confidentiality, right of ownership, copyright, laws and regulations.
- 7.4. Any use of Social Media takes place in a personal capacity, in case of work-related subjects always by stating society and function.

- 7.5. In the context of a personal blog and/or channel it must be made clear that publications are in a personal capacity.
  - 7.6. In case the use of Social Media, in any form, becomes disruptive or is likely to become disruptive this must be reported immediately to the Board or Direction.
8. Other
- 8.1. To strengthen integrity awareness in all officials the focus must at all times be on the Code of Conduct and integrity. Integrity is inherent to all aspects of employment, operations and human resources policy: recruitment, selection and introduction of officials and staff, work instructions, work meetings, education and training, performance- and exit interviews.
9. Compliance
- 9.1. The Confidential Committee, the Board and the Direction have the authority to take a disciplinary measure against a person in response to a violation of the Code of Conduct. In case of a severe violation the Board is authorised to report the member in question to the Disciplinary Committee, following which the report shall lead to disciplinary procedures subject to the Disciplinary Regulations.
  - 9.2. If the violation of the Code of Conduct took place by a member of the Member Council, the Board is authorised to take a disciplinary measure.
  - 9.3. If the Code of Conduct is violated by a member of the Board, the Confidential Committee is authorised to take a disciplinary measure.
  - 9.4. If the violation of the Code of Conduct took place by an official or the Direction, the Board is authorised to take a disciplinary measure.
  - 9.5. If the violation of the Code of Conduct took place by an employee, the Board / the Direction is authorised to take a disciplinary measure

#### **Additional rules Inspectors and Jury members**

Considering the following,

- Pursuant to article 24 stipulation 3 of the KFPS Statutes, the members of the Inspection, Stallion (Re)Inspection Committee, Performance Jury and the Exterior Jury are held to comply with the regulations of the Code of Conduct for Inspectors and Jury members.
- In accordance with the Byelaws, the members of the Inspection and the Jury are tasked with carrying out inspections conform Studbook Regulations.
- This Code of Conduct aims to provide transparency of interests and to guarantee objectivity of inspections.

#### **10. Loyalty**

- 10.1. Inspectors and Jury members are loyal to the society and to each other.
- 10.2. At inspections they act on a cooperative basis and as one committee.
- 10.3. Criticism of fellow Jury members is strictly only voiced to the Direction.
- 10.4. Advising fellow Jury members can be done in private under the rule of confidentiality.

11. Objectivity

- 11.1. Inspectors and Jury members shall act in an objective manner. They are independent and unbiased. Decision-making strictly only serves the general interest.
- 11.2. Inspectors and Jury members shall not judge their own horses or offspring of their own horses or breeding products. The same applies to horses owned by relatives up to and including the second degree, including foster children and registered partners in as far as these share the same household. The same applies to horses owned by people of a different relationship, which might jeopardise their objectivity.

12. Communication

- 12.1. Strictly only the chairperson of categories shall act as spokesman/woman towards entrants, the public and the press. In doing so he/she shall strictly adhere to the official assessment.
- 12.2. Inspectors and Jury members shall not provide any public explanation or commentary at inspections/events/shows during which they are not present in the capacity of on-duty Jury member.

13. Trade

- 13.1. The relationship between the Jury member and his/her trade partner (buyer/seller) must in actual fact be equivalent to any other random buyer/seller relationship. For that reason, Inspectors and Jury members must refrain from the trade in horses about which they have information obtained via their function and which is unknown to non-KFPS officials.
- 13.2. Inspectors and Jury members must refrain from any business involvement regarding horses that are subjected to inspection procedures in which they are personally acting as a judge. This rule applies for the duration of the inspection procedures.
- 13.3. Inspectors and Jury members are held at all times to publicise any business involvement with a horse. If this is the case when participating in an inspection and the connection cannot be retrieved on the basis of the horse's name, this must be timely reported to the Direction.

14. Representation

- 14.1. The on-duty official is representative and is dressed for the occasion.
- 14.2. Correct dress code for men is: a dark suit with light-coloured shirt, KFPS tie and a bowler hat. Correct dress code for ladies is: a formal costume with matching hat in a dark colour. Both men and women must wear dark-coloured shoes and a dark-coloured, neutral coat.
- 14.3. The on-duty Inspectors and Jury members are required not to smoke while on duty and to switch off their mobile phones.

15. Jury meetings

- 15.1. Inspectors and Jury members are required to attend official Jury meetings, refreshment courses and standardisation days.
- 15.2. During these annual days the Code of Conduct and integrity must also be a focal point.

## 16. Confidential advisor

16.1 The confidential advisor is the person to turn to in case of transgressive behaviour relating to bullying, aggression, (sexual) intimidation and discrimination. He/she has an independent position with respect to the Board, Direction, Office, Inspection and Jury body.

16.2 The confidential advisor decides personally and in consultation with the person who seeks his/her advice how to deal with the undesirable situation. His/her duties and authorities are:

- offering initial care to the person who has experienced undesirable behaviour;
- exploring the options for a solution in an informal setting;
- informing the person involved about other options such as assistance from the confidential advisor and/or initiating a complaints procedure;
- if necessary, assisting the person involved with handing in a complaint and the follow-up procedure;
- seeking to come to a solution by involving the Board, an expert, intermediary or mediator;
- providing aftercare to the person involved;
- recording anonymised incidents of undesirable behaviour;
- identifying bottlenecks in the implementation of policy, providing information to prevent and tackle undesirable social conduct in the organisation and providing solicited as well as unsolicited advice in this context to the Board.