



Employee Conduct for MetaMeta

Version: January 3rd, 2019

This Employee Conduct are the principles, values, standards, rules of behaviour that guide the decisions, procedures made by the employees of MetaMeta in a way that (a) contributes to the welfare of its key stakeholders, and (b) respects the rights of all constituents affected by its operations."

This Code applies to all officers, employees, agents, consultants, recipients of subawards from MetaMeta. This Code is binding by virtue of self-regulation. MetaMeta means:

MetaMeta Holding B.V.
MetaMeta Research B.V.
MetaMeta Communications B.V.
MetaMeta Management B.V.
MetaMeta Circular Economy B.V.

1. Preventing personal conflicts of interest

1. Officers, employees, or agents from may not use their positions for personal gain or presenting the appearance of a personal conflict of interest. A personal conflict of interest is a situation in which an officer, employee, or agent of the recipient has a financial interest, personal activity, or relationship that could impair the employee's ability to act impartially when performing under a project. The employee, officer, or agent of the recipient, or any member of an employee's immediate family cannot receive a subaward, or have a financial or other interest in the entity selected for a subaward without disclosing the conflict and following the recipient's written policies and procedures for mitigating the conflict. Officers, employees, and agents of the recipient must neither solicit nor accept gratuities, favours, or anything of monetary value from subrecipients or prospective subrecipients.
2. Officers, employees, or agents have to adhere to the Code of Conduct in a manner consistent with the standards for United Nations (UN) employees in Section 3 of the UN Secretary-General's Bulletin Special measures for protection from sexual exploitation and sexual abuse (source: USAID document ST/SGB/2003/13).

2. Trafficking in persons

1. Officers, employees, or agents, must not engage in:
 - a) Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime);
 - b) Procurement of a commercial sex act;
 - c) Use of forced labour;
 - d) Acts that directly support or advance trafficking in persons, including the following acts:
 - i) Destroying, concealing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;



- ii) Failing to provide return transportation or pay for return transportation costs to an employee from a country outside to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:
 - (1) exempted from the requirement to provide or pay for such return transportation; or
 - (2) the employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;
 - iii) Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretences, representations, or promises regarding that employment;
 - iv) Charging employees recruitment fees; or
 - v) Providing or arranging housing that fails to meet the host country housing and safety standards.
2. For purposes of this provision, "employee" means an individual who is engaged in the performance of this award as a direct employee, consultant, or volunteer of the recipient or any subrecipient.

3. Prohibition on requiring internal confidentiality agreements or statements

Employees, subrecipients, or contractors may not sign or comply with internal confidentiality agreements or statements that prohibit or otherwise restrict employees, subrecipients, or contractors from lawfully reporting waste, fraud, or abuse related to the performance of an award to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information (for example, the Agency Office of the Inspector General; source: USAID regulation).