



Integrity Code of De Vrolijkheid



The Integrity Code applies to the entire organisation, including employees, freelancers, volunteers, interns, and project partners.


Article 1. Core Values of Integrity

At De Vrolijkheid, the following core values serve as guidelines for demonstrating integrity in both internal and external interactions:

- Openness: Openness means that employees, project partners, volunteers, and the management and board of De Vrolijkheid are receptive to others' opinions and new experiences. They practice openness. They are transparent and approachable to others.**
- Reliability: Employees, project partners, volunteers, and the management and board of De Vrolijkheid uphold their agreements and must be able to rely on each other. They ensure that knowledge and information acquired through their roles is used for its intended purpose.**
- Respect: Employees, project partners, volunteers, and the management and board of De Vrolijkheid respect everyone. They respect the beliefs, opinions, and working methods of each other and others, provided they do not harm third parties. They treat each other and others with consideration, reflecting how they wish to be approached and treated themselves.**

Article 2. Preventing Conflicts of Interest

- 1. Employees of De Vrolijkheid declare their financial, family, or other interests they hold in organisations,**




institutions and companies that have business relationships with the Foundation to their supervisors. Members of the board and management report such interests to the board.

- 2. In the event of financial, family, or other interests in organisations, institutions and companies that have business relationships with the Foundation, the board assesses how to eliminate favouritism or the appearance of favouritism.**
- 3. In the event of financial, family or other interests in organisations, institutions and companies that have business relationships with the Foundation, those involved refrain from involvement in decision-making on fees, contracts, and tenders.**
- 4. The above regulations for preventing conflicts of interest also apply to members of the board and management, considering the specific provisions governing conflict of interest prevention as stipulated by law, the Foundation's articles of association and regulations.**

Article 3. Acceptance of Gifts and Gratuities

- 1. Gifts and gratuities received by employees, members of the board, and management by virtue of their position must be reported and recorded and will be the property of the Foundation.**
- 2. Despite the provisions in the first paragraph of this Article, employees, members of the board, and management may keep gifts or gratuities valued at less than EUR 20 (twenty euros). However, the receipt of such gifts or gratuities must still be reported.**

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- 3. Employees and board members are expected to decline any gift or gratuity during consultations or negotiations with the giver.**

Article 4. Ancillary Positions

- 1. Employees must inform their supervisor of all ancillary positions they hold, the performance of which may conflict with the interests of the Foundation.**
- 2. In principle, employees do not engage in any paid or unpaid ancillary positions that conflict or may conflict with the interests of the Foundation unless their supervisor determines that such engagement in a specific situation does not lead to a conflict of interest or harm the Foundation.**
- 3. The regulations stated in the first paragraph of this Article also apply to members of the board and management, considering the specific provisions governing the holding of ancillary positions as stipulated by law, the Foundation's articles of association and regulations.**

Article 5. Travel, Excursions and Events

- 1. An employee may participate in excursions and attend events hosted by third parties only if, at the discretion of their supervisor, there is a clear benefit to the Foundation.**
- 2. An employee may only undertake a foreign business trip with the approval of the manager. A request must outline**



the purpose of the trip, the importance for the Foundation, and the associated costs.

- 3. If members of the board and/or management wish to undertake a foreign business trip, the board decides on the request. A request must outline the purpose of the trip, the importance for the Foundation, and the associated costs.**

Article 6. Use of Foundation Facilities

- 1. Considering the importance of the work and the option to work remotely, employees may be provided with the following facilities under a loan agreement: laptop, desk chair, monitor, and ergonomic aids for the workplace.**
- 2. Employees use the facilities mentioned in the first paragraph of this Article in accordance with the terms specified in the loan agreement.**
- 3. Monitoring of the use of the facilities mentioned in the first paragraph of this Article by De Vrolijkheid is permissible only in cases where there is suspicion of misuse or violation of the Integrity Code.**

Article 7. Reporting (Suspected) Fraud and/or Other Wrongdoings

Employees do not report suspected fraud and/or other wrongdoings within the Foundation to the press and to third parties outside the Foundation. In the event of suspected fraud and/or other wrongdoings within the Foundation, employees must follow the “Reporting Procedure for



Wrongdoings” and the “Complaints Procedure for Unwanted Behaviour” established by the Foundation.

Article 8. Integrity Committee

- 1. Employees may report suspicions of actions contrary to this Integrity Code to the Integrity Committee, as referred to in the second paragraph of this Article.**
- 2. The Integrity Committee consists of three members, including a chairman who is not a member of the management.**
- 3. Upon receiving a report as mentioned in the first paragraph of this Article, the Integrity Committee assesses the matter and provides their findings in writing to both the reporter and the management.**
- 4. The management draws up regulations for the functioning of the Integrity Committee, which in any case regulates the composition and working method of the Integrity Committee in more detail.**