**Self-declaration for Norec partners**

I certify that insert name of organisation complies with the following standards and work practices:

* Our organisation is registered as a legally established organisation in accordance with the laws of insert country.
* Our organisation fulfils all its obligations relating to the payment of taxes, VAT and similar charges under the laws of insert country.
* Our organisation is financially sound and stable. We have insert number paid staff and insert number unpaid volunteers.
* Our organisation complies with the relevant provisions of health, safety and environmental legislation in insert country.
* Our organisation complies with the relevant provisions of labour law in insert country.
* Our organisation has financial guidelines in place, including anti-corruption policies and whistle-blower procedures.
* Our organisation has robust professional policies on conduct, and anti-harassment, including on sexual exploitation, abuse and harassment (SEAH) that outlines steps to prevent, detect and respond to SEAH within and related to the project. Our organisation avails contact information of relevant service providers for survivors of Gender-Based Violence to all staff and volunteers.
* Our organisation has not been convicted of participating in any criminal organisation, corruption, fraud, money laundering or criminal offences related to professional conduct. Our organisation has not been found guilty of any serious violation of professional and ethical standards in the field.
* Our organisation informs the participants we recruit and those we host of the relevant risks and safety issues, and takes all necessary precautions. We have an emergency plan in place when hosting participants.
* Only applicable if your project will work directly with children (anyone under the age of 18): Our organisation has child-safeguarding policies in place: Click here to write
* Our organisation abides to Norecs’ ethical principles, including fulfilling the zero-tolerance requirement against corruption, harassment, sexual exploitation, abuse, and inaction.

**Norec’s ethical principles:**

**1. We are culturally sensitive**

We familiarise ourselves with local laws, culture, moral codes and traditions, and show respect in these matters through our behaviour.

**2. We respect human dignity**

We show respect, through our behaviour, to all individuals, regardless of race, gender, religion, colour, national or ethnic origin, language, sexual orientation, age, socio-economic status, political conviction, or any other distinguishing feature. We do not accept any form of harassment, abuse, discrimination, or any form of reprehensible conduct.

**3. We are accountable**

We consider the environmental consequences of our actions. We do not use our position to obtain benefits for others or ourselves. We have zero tolerance for corruption and other financial irregularities, and we report unacceptable circumstances or behaviour.

I confirm that I am authorised to enter into legally binding agreements on behalf of *Insert name of the organisation*, and that to the best of my judgement the information in this application is correct.

Date: Click here to write

Signature: Click here to write

Name: Click here to write

Title/position: Click here to write