



EuroClio

Inspiring History
and Citizenship Educators

Financial Code of Conduct

2025



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Disclaimer

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Cover image

Canva

Code of Conduct against frauds and misconduct

EuroClio is a non-profit association. Our funding comes from membership fees, from public and private grants. For our members, our sponsors, for the history teachers we serve, and as a sign of responsibility for the money entrusted to us, EuroClio has decided to adopt a Code of Conduct against frauds and financial mischieves.

This code must be read, and signed as a declaration of acceptance by EuroClio's contractors and employees. It aims at ensuring the ethical conduct of financial transactions carried out by EuroClio. Collaborators working on a project coordinated by EuroClio are subject to the same rules of exemplarity as EuroClio's employees, contractors and elected members of the board.

General declaration

Each year, EuroClio commissions an external service provider to conduct an audit of its internal finances. The service provider also pays attention to the risk of conflict of interest for EuroClio's employees and contractors, and ensures that EuroClio complies with the legislation regarding remuneration, payment of social security contributions and taxes.

Reprehensible behaviour

Reprehensible behaviour in terms of financial conduct include knowingly concealment and falsification of documents of a financial nature, misappropriation of funds, abuse of corporate assets, disclosure of confidential information regarding the association, unlawful taking of interest, and failure to disclose a conflict of interest. Such offenses are characterised under Dutch legislation, therefore the signatory party undertakes to always work within the framework of Dutch as well as local laws, and to respect the terms of its contract to avoid such offenses. If the signatory party performs one or more of the aforementioned acts, which constitute misdemeanours and for some, crimes, he or she will be liable to the termination of his/her contract. Legal proceedings will be initiated.

Conflict of interest

With regard to conflict of interest, this document constitutes a declaration on honour that participation in EuroClio's activities does not violate any legal or moral obligation of the signatory party. If, however, a collaborator considers that an office, employment or any other personal condition is worthy of notification because of a potential incompatibility with the missions of EuroClio and its partners, he or she must inform EuroClio by means of a handwritten declaration attached to this Code. The signatory party's family and relational links with EuroClio's staff, and that of its partners, are also part of the relevant information in order to determine the existence of a conflict of interest that could alter the quality of the collaboration with EuroClio.

There are three possible outcomes to such a declaration:

- EuroClio finds no particular conflict of interest and the collaboration with the signatory party can continue without amendment.
- EuroClio identifies a potential conflict of interest, but decides to continue the collaboration with the signatory party with adjustments: the renunciation to targeted missions within or outside EuroClio can be considered, as well as the temporary termination of the collaboration. In any case, the charge of notifying the competent parties of the situation lies with the signatory party.
- In case of unsolvable conflict of interest of a signatory party with EuroClio or with a partner of EuroClio, the immediate termination of the collaboration may be considered for an indefinite period.

Commitments and right to error

The signatory party undertakes to cooperate in good faith with EuroClio, its partners and the audit agents. The signatory party has the duty to apply the highest standard of professionalism in the use of the resources of EuroClio and its partners, which is why a rigorous justification of expense reports and other expenses is exercised by the finance department of EuroClio. The reciprocal of this high level of control is the guarantee given by EuroClio of the traceability of the organization's expenses via its annual audit. Likewise the guarantee of a right to error when the intention of dishonesty in reprehensible behavior is objectively invalidated by the investigation.