



Instructions for organisations interested in signing the Responsible Housing CSR Code of Conduct

- 1) Read the Code carefully. If you share the objectives of the Code and you're willing to live up to the challenge, click on **'sign on behalf of your organisation'** and fill in the request form.
- 2) We will contact you shortly afterwards to **verify your request**.
- 3) We will then send you a template **letter of commitment to be signed by a legal representative** stating your willingness to sign the Code.
- 4) Once we receive the signed letter, we will send you **the Code of Conduct** (in the requested language) to be signed by a legal representative of your organisation, as well as the **Code of Conduct logo** that you can use on your website, publications and promotional material.
- 5) We will also include **your organisation in the Responsible Housing Register**, which is publicly displayed on the responsiblehousing.eu website, and send you a registration number.

As a signatory, your organisation commits to make good use of this Code and the associated logo.

Please note that the Code of Conduct is a voluntary commitment and it doesn't imply any direct monitoring or evaluation from our side, but you will be accountable for it to your users and stakeholders.

To demonstrate how you actually implement it over the years, we therefore encourage you to communicate annually on actions taken to fulfil your commitments, **and to send us your CSR policy, CSR/sustainability reports and good practices**. They will also be showcased on the website at <http://www.responsiblehousing.eu/en/Toolbox/Good-practices-and-tools/Overview/>

How and what to fill in the Code of Conduct?

After sending us your signed commitment letter, you will receive a folder containing 3 files:

1. The Code of Conduct in Indesign format (.indd).
2. The Code of Conduct in PDF format (.pdf), double page and "portrait mode", which can be printed double-sided.
3. The Code of Conduct in PDF format (.pdf), "landscape mode", which can be printed in A3 size (to be displayed for example).

- **If you have the Indesign software:** you can directly include in the Indesign file: the name of your organisation, the name of the legal representative signing it, the date and place of signature, and the electronic signature. You can then convert the file into a PDF format, for its dissemination.
- **If you do not have the Indesign software:**
 - If your PDF software allows it, you can complete the PDF document directly with the name of your organisation, the name of the legal representative signing it, the date and place of signature, and the electronic signature.
 - If not, you can print the document and complete it by hand.

What to fill in on the Code of Conduct?

Organisation .	Name of your organisation		
Done in	Place of signature on	Date of signature
Signature: M...	Name and title of the legal representative signing the Code		
Signature			

This Code of Conduct was co-produced by Housing Europe, the International Union of Tenants, DELPHIS and the European Responsible Housing Stakeholder Forum.

For any further information, please contact us:
code@responsiblehousing.eu