

INTERS S

CODE OF CONDUCT

Purpose

INTERSOS is a humanitarian organization on the front-line of emergencies, bringing assistance to victims of armed conflicts, natural disasters and extreme exclusion with particular attention to the protection of the most vulnerable people.

All INTERSOS staff are representatives of INTERSOS and personally and collectively responsible to uphold and promote the highest standards of ethical and professional conduct in line with INTERSOS mission, beliefs and values.

The rules set forth in the Code of Conduct are intended to promote equality, justice, peace, solidarity and to ensure respect for every human being so as to fulfil INTERSOS' mandate to help all those in need or distress with integrity and credibility.

Scope and application

INTERSOS Code of Conduct is a binding document and forms part of the terms and conditions of employment of all staff. The standards set out in this Code of Conduct are mandatory and full compliance is expected under all circumstances. In order to confirm their understanding and acceptance of the Code of Conduct, all INTERSOS staff are required to sign this document before any work is commenced with INTERSOS and once a year. All staff are obliged to read and fully understand the content of the document and raise any issues they have with their manager or a member of the HR Team. Any breaches of the standards of the Code of Conduct will be subject to review, investigation, possible disciplinary action, dismissal or even legal action, in line with INTERSOS Disciplinary policy. All INTERSOS employees have a duty to report any breach of this Code to their manager or through INTERSOS established reporting mechanisms. INTERSOS staff also have a duty to inform beneficiaries and others with whom INTERSOS is working of the Code of Conduct that INTERSOS staff must adhere to, including how and to whom they can report any misconduct or failure committed by INTERSOS staff. All reports and concerns will be fully considered and treated with discretion. INTERSOS will take all necessary steps against any form of retaliation suffered by staff or others reporting possible breaches of this Code.

The Code of Conduct applies to all those that represent INTERSOS (during their professional or personal life) and this includes employees, interns, volunteers, consultants, contractors, board members, plus accompanying partners and family members of international staff. Whenever employees or staff are mentioned in this document it is intended to include all these groups of people. INTERSOS partners and suppliers will also be asked to sign a copy of the Code of Conduct when they enter into a partnership agreement with INTERSOS or be asked to provide their own Code of Conduct that meets INTERSOS minimum requirements.

Standards of Conduct

1. I will be transparent by performing my duties and conducting my private life in a way that avoids possible conflicts of interest.

- I will not abuse my position as a INTERSOS employee by requesting any service or favour from others in return for assistance by INTERSOS.
- I will declare to my manager, any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of INTERSOS.
- I will act against any form of corruption and not offer, promise, give or accept any bribes.

- I will not undertake work or duties outside of INTERSOS that negatively influence my ability to perform my function, or which may have a negative impact on the work of INTERSOS without prior authorization.
- I will inform my manager of a personal relationship that develops with a member of staff who I directly line manage or where I have line management responsibility for that team.

2. I will be professional and ensure that my conduct is, and is seen to be, of the highest standards.

- I will not knowingly participate in any misleading, deceitful or illegal activities.
- I will not engage in any sexual activity with anyone under the age of 18, regardless of the age of consent or custom locally.
- I will not engage in any form of sexual activity with a community member who receives direct assistance from INTERSOS unless I am part of the same community and the relationship has arisen before joining INTERSOS.
- I will ensure that my conduct does not bring INTERSOS into any disrepute and does not impact on or undermine my ability to undertake the role for which I am employed.
- I will not exchange money, offers of employment, goods or services for sex nor engage in any forms of humiliating, degrading, or exploitative behaviour.
- I will not work under the influence of alcohol or be in possession of, or use illegal substances on INTERSOS premises, vehicles, or accommodation.
- I will inform INTERSOS of any relevant criminal convictions or charges I have had prior to my employment, and I will notify the organization if I face any criminal charges during my employment.

3. I will refrain from any form of harassment, discrimination, sexual, physical or verbal abuse, intimidation or exploitation.

- I will refrain from any form of bullying, harassment, abuse (physical, sexual or verbal), intimidation, humiliation, shaming or exploitation, or in any other way that infringes the rights of others, including in relation to the trafficking of persons.
- I will promote the well-being and development of children. I will not engage in behaviour that is likely to cause them harm, including physical, sexual, emotional abuse and neglect and will act in a manner that ensures that their best interests shall be the paramount consideration.
- I will not use or condone language that is inappropriate, demeaning, or offensive towards others.

4. I will be impartial and will not be influenced by personal considerations or feelings.

- **I will provide** humanitarian aid solely on the basis of need, without discrimination.
- I will treat all people inside and outside of the organisation fairly, with respect and dignity.
- I will respect all persons equally and without any distinction or discrimination based on the grounds of race, sex, gender identity and expression, age, nationality, skin colour, social or ethnic origin, religion, language, marriage or civil partnership, religion or belief, membership of a trade union, disability, personal or family care needs, pregnancy, motherhood or fatherhood (including adoption), and sexual orientation.

5. I will be sensitive to local cultures and attentive to local capacity.

- I will show due respect, particularly through my conduct, dress and language, for the religious beliefs, usages and customs, rules, practices and habits of the people of the country or context I am in and of my place of work.
- I will ensure that portrayal of individuals and their circumstances is fairly represented in terms of their capacities and vulnerabilities. I will strive to explain how photos and stories will be used and to obtain permission from the individuals for the use of their photos and stories.
- I will involve the local population and local partners when designing and implementing actions, developing and strengthening their capacities and expertise.

6. I will be responsible in the use of information, equipment, money, and resources to which I have access by reason of my employment with INTERSOS.

- I will not disclose or transfer sensitive information relating to INTERSOS business, including, but not limited to, programmes, investigations, performance, bids, and contracts or funding issues of INTERSOS, unless authorised to do so.
- I will seek authorisation before communicating externally in INTERSOS' name.
- I will ensure that I will use any assets and resources entrusted to me in a responsible manner and safeguard INTERSOS money and property at all times against theft or other damage, keep and maintain them properly, and ensure that unauthorized and unethical use of INTERSOS' funds or private misuse does not occur.
- I will not use INTERSOS IT equipment to view, download, create or distribute inappropriate material (such as adult or child pornography) or material that could be considered defamatory, abusive, sexist, racist or otherwise exploitative.
- I will respect the privacy of colleagues, staff, partners, and community members and will not share their confidential or personal information without their consent.

7. I will be independent and adhere to the principles of the Universal Declaration of Human Rights and the European Convention on Human Rights at all times.

- I will be independent from any political, economic, military or other objectives in the delivery of my work.
- I will ensure that my conduct is consistent with the human rights framework to which INTERSOS subscribes.
- I will use my best endeavours to protect the natural environment and work in a sustainable way.

8. I will protect the health, safety, security, and welfare of all INTERSOS employees, volunteers, and contractors.

- I will adhere to all organizational health, safety, and security requirements.
- I will behave in such a way as to avoid any unnecessary risk to the security, safety, health, and welfare of myself and others, including partner organizations and beneficiaries.
- I will not carry or possess any weapons.

9. I will report any incident, concern or suspicion regarding any breaches of this Code.

- I will bring to the attention of the relevant manager or a member of the HR team, or via the reporting process at mission level, any potential incident, abuse, or concern that I witness, I am made aware of, or suspect, which appears to break the standards contained in this Code.
- I will not intentionally make malicious, misleading, or false allegations against a colleague, and understand that doing this deliberately could be considered a disciplinary matter.
- I will report any security or safety issues and near misses.
- I will provide support in any investigation, including as a witness, and assist by making available all relevant information and by cooperating in interviews.
- I will not threaten or take any retaliatory action against one reporting a concern.

I confirm that I have read carefully, understood, and shall abide by INTERSOS Code of Conduct for the entire period I am working for or associated with, and or represent, INTERSOS. I understand that violation of any of the above principles, and those contained in the Safeguarding Framework and associated policies listed below, can, depending on the degree of severity, result in disciplinary action, including dismissal.

INTERSOS Safeguarding Framework and associated policies:

- Child Safeguarding
- Protection from Sexual Exploitation, Abuse and Harassment
- Dignity at Work
- Anti-Modern slavery
- Equal opportunities
- Ethical Images
- Misconduct
- Whistleblowing and Investigation
- Conflict of Interest
- Environmental Protection
- Data Protection

For acceptance

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| Name: | |
| Signature: | |
| Date: | |