HO 3: Example Code of Conduct Template

|  |
| --- |
| Overview |
| Purpose | This tool is an example template with various sections that a simple Code of Conduct could cover.  |
| When to use? | During the development of a Code of Conduct in a consultative process |
| How to use? | The Checklist (Tool 1) can be used to help actors develop and adapt the content in each section of the Code of Conduct template (Tool 2), which should be based on each actor’s existing code of ethics and guiding principles. The process for developing the code should be consultative and involve diverse organization members. |
| Who to involve? | Senior management, programs teams or field staff, Human Resources and operations staff |

# Introduction: purpose and scope of the Code of Conduct

In line with its values, [insert organization] is committed to ethical conduct among all its staff members and to provide a safe environment for all staff and community members free from discrimination, abuse and harassment.

The purpose of the Code of Conduct is to set clear expectations about the duty to treat all people with respect and prevent all forms of abuse and exploitation.

These policies apply to all staff, including: [insert staff, volunteers, contractors, partners, other affiliates]

The Code is always applicable and mandatory. This includes when staff members are at work, outside of work and while on leave.

Breaches of the Code of Conduct are grounds for appropriate disciplinary action, up to and including dismissal.

# Organization’s values and guiding principles

Our organization is committed to upholding the following **values and guiding principles:**

|  |
| --- |
| [Insert values and principles key to the organization, such as treating all people with dignity and respect.] |

#### Example:

* I will treat all staff and community members with dignity and care
* Prohibited behaviors

The following behaviors are prohibited by all staff towards program participants, community members and other staff members:

|  |
| --- |
| *[Insert the prohibited behaviors towards program participants, community members benefitting from assistance and services, and staff that cover discrimination, exploitation, abuse, and harassment.]* |

#### Example:

* I will not harass other staff members including sending inappropriate messages or photos
* I will not emotionally abuse another child or adult

# **Protection against sexual exploitation and abuse**

All staff must uphold the following rules:

|  |
| --- |
| *[Include the IASC six rules on sexual exploitation and abuse.]* |

#### Example:

* I will not exchange money, employment, goods or services for sex—including sexual favors. This includes:
* Purchasing sex
* Exchange of assistance or services due to program participants

# Other prohibited behaviors

|  |
| --- |
| *[Insert other areas that may not be included in the above—such as use of organizational resources; fraud, bribery and corruption; confidentiality and data protection; political activity; safety and security.]* |

#### Example:

* I will not use any organizational funds for personal gain.

# Mandatory reporting

|  |
| --- |
| *[Include information on staff obligation to report and how to report any complaints.]* |

#### Example:

* Staff receiving reports or concerns are obliged to act or refer the concern immediately as per the following procedures:
* Complaints reporting information: *[insert a summary of how complaints are reported]*

# Declaration: receipt and acknowledgment

|  |
| --- |
| *[Include statements acknowledging that staff have read and understood the code.]* |

#### Example:

* I acknowledge that I have read and understood the Code of Conduct and commit to upholding the behavioral conduct

Signature:

Date:

Location: