**CODE OF CONDUCT FOR HUMANITARIAN WORKERS**

**INVOLVED IN THE (…) RESPONSE[[1]](#footnote-1)**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am signing this Code of Conduct to confirm that I understand and commit to uphold the highest standards of professional and personal conduct. I understand that the Code of Conduct applies to me throughout the period that I am employed by or representing a humanitarian organization, including when I am off duty, or away from my duty station or on leave. I understand that this Code of Conduct complements, but does not replace, any other policies, rules and regulations of the organization that I am working for.

**Maintaining high standards of personal and professional conduct**

I understand that I have a responsibility at all times to ensure that all people – women, girls, boys and men – are treated with dignity and respect. As a humanitarian worker involved with the (...) humanitarian response, I understand that I have a responsibility to uphold humanitarian principles and to ensure the integrity of the humanitarian operation in (country). In this regard, I will not take part in any of the following:

* Engaging in any form of discrimination, harassment, abuse, intimidation or exploitation, or in any activity that undermines people’s ability to exercise their human rights;
* Engaging in or facilitating any form of theft, fraud, corruption or abuse of power/authority;
* Asking for or inviting any personal payment, service or favour from others, without exception, in return for humanitarian assistance, support, goods or services of any kind;
* Being in possession of, or profiting from the sale of, illegal goods or substances;
* Taking bribes, or accepting significant gifts (except small tokens of appreciation) from governments, affected people, donors, suppliers or others, which have been offered as a result of my employment or representation role with the organization, without declaring them;
* Entering into any sort of business relationship on behalf of the organization with members of my own family without prior authorization;
* Viewing, downloading, creating or distributing pornography on the organization’s computer/system;
* Engaging in or facilitating any unlawful activities such as child trafficking, human trafficking, drug trafficking, trafficking of weapons or any other illegal goods or substances;
* Active participation in partisan politics or active affiliation with political groupings and/or armed groups which might compromise neutrality in the provision of humanitarian assistance.

**Protection from sexual exploitation and abuse**

I understand that sexual exploitation and abuse[[2]](#footnote-2) is unacceptable behaviour that undermines the fundamental values and principles of humanitarian assistance. It also jeopardizes the credibility and reputation of all humanitarian organizations and causes irreparable harm to the faith and trust in humanitarian actors’ relationship with the affected population. I am therefore fully committed to respect and abide by the following core principles:

* Sexual exploitation and abuse is serious misconduct and grounds for disciplinary measures, including summary dismissal;
* Sexual activity with children (persons under the age of 18) is prohibited, regardless of the age of majority or local age of consent. Mistaken belief in the age of the child is not a defence;
* Exchange of money, employment, goods or services for sex, including any humiliating, degrading, or exploitive behaviour is prohibited;
* Sexual relationships between staff and beneficiaries of humanitarian assistance are strongly discouraged since they are based on unequal power dynamics;
* Workers providing assistance to beneficiaries of humanitarian assistance are obliged to create and maintain an environment that prevents sexual exploitation and abuse. Managers at all levels have an additional responsibility to do so;
* Where a staff member or associate has concerns or suspicions regarding sexual exploitation or abuse by an aid worker, he/she must report such concerns. For the (…) response, a confidential report can be made by or on behalf of a survivor by contacting:

insert email address; insert phone numbers

**Reporting on incidents that may breach the Code of Conduct**

I understand that I have a responsibility to report on incidents that may be a breach of this Code of Conduct. In this regard, I commit to:

* Report any incident or concern that relates to, or may relate to, a breach of this Code of Conduct even if by a humanitarian worker in an organization other than mine;
* Raise any matters that I believe are in breach of, or may be in breach of, the Code of Conduct through the appropriate channels, in line with the internal policies and procedures of the organization

By signing this Code of Conduct, I confirm that I have understood it and have had it explained to me and that I hereby agree to uphold its principles.

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. This Code of Conduct is intended for all staff and representatives of humanitarian organizations as well as their associated contractors, sub-contractors, day-labourers and volunteers. [↑](#footnote-ref-1)
2. **Sexual Exploitation** is any actual or attempted abuse of a person in a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. **Sexual Abuse** is the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. [↑](#footnote-ref-2)