

Help a Child's Code of Conduct

Help a Child (Red een Kind) expects its staff to behave always in a manner that represents Help a Child's mission and beliefs and core values.

All employees are expected to establish professional and personal relations, and practice working methods that will build confidence in Help a Child and its activities. They must be aware of the fact that their actions and behavior may have important consequences for many human beings and for the organization. Thus, they must be aware of the fact that they will be considered as representatives and "ambassadors" of Help a Child, both on and off duty.

Staff members of Help a Child and all other persons not employed by Help a Child that are working or travelling on behalf of Help a Child in the exercise of the daily activities of Help a Child must always:

- 1) Respect and promote fundamental human rights without discrimination of any kind and irrespective of social status, race, ethnicity, color, religion, gender, sexual orientation, age, marital status, national origin, political affiliation or disability.
- 2) Treat all refugees, Internally Displaced Persons, beneficiaries, affected communities, target groups and other persons fairly and with respect, courtesy, dignity and according to the respective National Law, International Law and local customs.
- 3) Create and maintain an environment that prevents sexual exploitation and abuse, abuse of power and corruption, and promotes the implementation of the code of conduct. Managers at all levels have particular responsibilities to support and develop systems that maintain this environment.
- 4) Not use or have in his/her possession fire arms at any time
- 5) Uphold the highest standards of accountability, efficiency, competence, integrity and transparency in the provision of goods and services in the execution of their job.
- 6) Refuse any financial or material gifts, or promises of gifts or advantages, except of token presents customarily offered
- 7) Never commit any act or form of harassment (in words or actions) that could result in physical, sexual or psychological harm or suffering to individuals, especially women and children.

- 8) Never exploit the vulnerability of any target group, especially women and children, or allow any person/s to be put into compromising situations. They adjust their own conduct according to the guidelines of the child protection policy.
- 9) Be aware that they represent Help a Child and act accordingly. They will treat religious and cultural sensitive issues with respect and tact. Employees will be dressed representative, fitting the cultural setting. They will not engage into situations that the partner organization does not consider fitting.
- 10) Ensure that all confidential information, including reports of breaches of these standards by colleagues, obtained from beneficiaries or colleagues is channeled correctly & handled with utmost confidentiality.
- 11) Ensure that reports of breaches of these standards are immediately reported to senior management or the human resources manager (or established agency reporting mechanisms) who are expected to take prompt investigative action.
- 12) Any breach of the Code of Conduct will result in disciplinary action in accordance with the respective terms, conditions and guidelines of the individual agencies.
- 13) Any staff member purposely making false accusations on any action by another staff member, which is in breach of the code of conduct, will be subject to disciplinary action at the discretion of the employer.
- 14) Refrain from any action or use of words, which may discredit Help a Child.

We subscribe the international “Code of Conduct” for humanitarian aid (ICRC). Every employee is obliged to read those carefully, as it represents the guiding principles for Help a Child’s activities in humanitarian work. Each staff member is expected to know it, adhere to it and promote it in their capacity as an Help a Child employee. By signing the employment contract, the employee confirms that he/she will comply with the statements and principles.