**(Organization Name)**

**Code of Conduct**

The Code of Conduct should be **no longer than three (3) pages** (font – Times New Roman 11 Justified Text) when filled – applicant must remove instructions/guidelines herein and given under each section of this template. Please also refer to the code of conduct section of *Proposal Development Guidelines* for further guidance. Note: The organization can use their own template but must ensure that the policy covers the key contents of following template and not exceed three (3) pages.

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| **Introduction** |
| Under this section, please provide brief introduction of your organization, overview of your organizational code of conduct. Describe the main purpose, objectives and scope of the policy.  Concern has a *Code of Conduct (CoC) and its associated policies* (the Programme Participant Protection Policy, the Child Safeguarding Policy, and the Anti-Trafficking in Persons Policy), this is mandatory for partner/sub-grantee, their staff , visitor, contractor , consultant or anyone engaged in program delivery or in direct contact with the beneficiaries to comply with Concern’s CoC and its associated policies. The organization must include a statement to comply with Concern Code of Conduct and Associated Policies during engagement with Concern or while working on behalf of Concern/RAPID Fund. |
| **Code of Conduct for Organizational Staff** |
| A code of conduct is a key tool for the prevention of harassment, exploitation, abuse and/or inappropriate behavior by staff. The organization must have a documented policy/code of conduct that provides clear guidance on the standard of behaviors the organization required by all staff and anyone working for or on behalf of organization, to abide by, as well as providing examples of conduct that will be considered to be unacceptable.   * Describe the standards of behavior expected of all staff and anybody engaged by your organization. * The Code of conduct/standard of behavior for the staff may include: a) Refrain from bullying, harassment, discrimination, abuse, intimidation or exploitation. b) Safeguarding of all programme participants and avoid involvement in any activities that are illegal, contravene human rights. c) Avoid possible conflicts of interest. d) Personal and professional conduct is, and is seen to be, of the highest standard. e) Responsible for own health, safety and welfare, and that of the staff he/she manages. f) Responsible use of organizational information, resource and assets. g) Duty to report * Describe organization policies regarding the breach of this Code by its staff member such as disciplinary action up to and including dismissal.   As a guide, the organization can review Concern *Code of Conduct (CoC) and its associated policies* |
| **Organizational Protection Policies and Prevention of Sexual Exploitation and Abuse.** |
| This section must cover the following key points:   * Organizational understanding/policies on implementation of protection principles. * Organization policies regarding prevention of sexual exploitation and abuse. * The policy must be consistent with IASC Task Force ((<https://interagencystandingcommittee.org/>) on PSEA in Humanitarian Crises, which includes the following core principles:  1. Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment; 2. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense; 3. Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading, or exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries; 4. Sexual relationships between humanitarian workers and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work; 5. Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same humanitarian aid agency or not, s/he must report such concerns via established agency reporting mechanisms; and 6. Humanitarian workers are obliged to create and maintain an environment that prevents sexual exploitation and abuse and promotes the implementation of their Code of Conduct. Managers at all levels have particular responsibilities to support and develop systems that maintain this environment. |
| **Implementation Details** |
| The section must describe organizational process, policies and commitment to implement code of conduct in its program. The section specially addresses **how** the organization will implement policy/commitment to safeguarding within the organization and across all programs. The description of the Code of Conduct implementation details must be specific to the country or region of the proposal. This description must consist of a paragraph or more describing:   * How the program participants particularly the beneficiaries will be protected from abuse, exploitation (including sexual exploitation) or any type of inappropriate behavior that may result due to power imbalance or exploitation of power and vulnerabilities. * How the staff, contractors, visitors, consultants or any one engaged by organization made aware of Code of Conduct and about the action resulting from non-compliance. * How violations of the Code of Conduct against beneficiaries are reported and followed up on in a safe and confidential manner. * How the beneficiaries are made aware about their right to standards of behavior expected of all staff and anybody engaged by partner/ sub-grantee and a mechanism to report any violations. * Whether or not there is a focal point in the country or regional office for the Code of Conduct. |
| **Conflict of Interest** |
| The section may covers the following key points:   * Organizational definition/understanding of conflict of interest. * Explanation/description for staff or any one engaged by organization regarding the act/relations that constitute a conflict of interest. * Explanation/description for staff on how, to whom and when to report conflict of interest. * Explanation/description on disciplinary actions related to conflict of interest cases. |
| **Investigation Policy Regarding Breaches of Code of Conduct** |
| The section may cover the following key points;   * Briefly explain organizational policy regarding reporting of breach of Code of Conduct. Description on how, when and to whom to report. * Organizational policy to investigate the cases of breaches of code of conduct. * Must include a statement regarding ensuring confidentiality and protection of the people reporting possible violations and/or involved in such investigations – including the subject of the complaint – must be protected against any form of intimidation, threats, reprisal or retaliation resulting from the alleged incident. |

For more information on Protection from Sexual Exploitation and Abuse, and sample codes of conduct, see the following resources:

* The IASC Taskforce on Protection from Sexual Exploitation and Abuse (<https://interagencystandingcommittee.org/product-categories/protection-sexual-abuse-and-exploitation>)
* InterAction (<https://www.interaction.org/>)
* Core Humanitarian Standards (<https://corehumanitarianstandard.org/the-standard>)
* Concern Code of Conduct and its Associated Policies
* <https://www.ohchr.org/EN/ProfessionalInterest/Pages/CoreInstruments.aspx>