



ADRA Network Policies and Procedures

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Code of Conduct

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Introduction

Consistent with ADRA's values and principles, we seek to create an Agency that demonstrates God's love and compassion.¹ The ability to achieve this is greatly linked to the people that represent ADRA. Therefore, it is essential that all who work with ADRA maintain and promote the highest degree of ethical conduct by acting with integrity and respecting others without discrimination.

Scope

The Code of Conduct for ADRA applies to:

- ADRA International and all ADRA regional offices, country offices, field offices, and any project locations;
- All offices that wish to remain compliant with ADRA Accreditation and Licensing Standards;
- All other entities that agree to be bound by ADRA policies; and
- All ADRA Representatives, defined as: All permanent, temporary, and part-time staff; board members; interns; volunteers; ADRA visitors (including media); contractors (including suppliers and vendors) and consultants; and sub-grantees (local implementing partners and service providers).

In accepting your engagement with ADRA, you undertake to discharge your duties and to regulate your conduct in line with the requirements of this Code. Representing ADRA means that one must comply with ADRA's standards in this Code of Conduct, even if the standards are higher than one's local context or governing laws.

The Code of Conduct applies while in and outside of the workplace during working and non-working hours every day of the year.

Breaches of the Code of Conduct are grounds for disciplinary action, up to and including termination of employment, contract, volunteer assignment, or any other form of engagement.

¹ ADRA International. (2018). *ADRA Network Human Resources Manual*.

Code of Conduct: Standards and Values

As a representative of ADRA, I will:

Uphold the integrity and reputation of ADRA by ensuring that professional and personal conduct is demonstrably consistent with ADRA's values and standards: ADRA Representatives will seek to maintain and enhance public confidence in ADRA by being accountable for the professional and personal actions taken and ensuring that they manage the power that comes with their ADRA position with appropriate restraint. ADRA Representatives will ensure their conduct is consistent with the values and principles to which ADRA subscribes.

Treat all people with respect and dignity and challenge any form of bullying, harassment, discrimination, intimidation, exploitation, or abuse: ADRA Representatives will respect and uplift all ADRA Representatives. They will contribute to a working environment characterized by integrity, dignity, and mutual respect. ADRA Representatives will refrain from placing another in a position of embarrassment, disrespect, or harassment. Sharp personal criticism, gossip and behavior that may be construed as inappropriate is prohibited. Respect for ADRA Representatives as outlined in this Code does not in any way counteract the requirement for ADRA Representatives to report on unethical, dishonest or abusive behavior including suspected or actual sexual harassment, exploitation, and abuse through ADRA's reporting systems.

Beneficiaries are always to be protected and treated with dignity and respect: All ADRA Representatives must ensure assistance is delivered in a way that is safe, appropriate and equally accessible. ADRA Representatives are obligated to create and maintain an environment that protects and prevents violence, harm, and abuse of any type including child abuse, gender-based violence, and harassment. Any abuse or perceived abuse of power by ADRA Representatives undermines the credibility and integrity of the individual and ADRA. At no time will an ADRA Representative use their position or role of authority to humiliate, degrade or exploit a beneficiary.

Maintaining an honest, courteous and ethical environment in the workplace: ADRA Representatives shall practice the highest ethics in dealing with each other and when representing ADRA in dealing with other parties. ADRA Representatives will not engage in theft or fraud of any kind, including misuse of expense accounts, falsification of documents reports, and misapplication of resources. ADRA Representatives accept that it is their responsibility to report such acts through established reporting mechanisms and are accountable for any behavior that is inappropriate or which undermines the ethical and moral environment in the workplace.

Protect the health, safety, security and welfare of all ADRA Representatives: ADRA Representatives will undertake and act on appropriate risk assessments. They will comply with local security and risk management guidelines and be proactive in informing management of any necessary changes to such guidelines. They will behave in such a way as to avoid any unnecessary risk to the safety, health and welfare of themselves and others, including staff, partners organizations, and beneficiaries.

Efficiency and attention on the job: The hours of employment or engagement shall be devoted to the work assignment entrusted to employees and related personnel. ADRA Representatives have a personal responsibility to carry out his or her job conscientiously, efficiently and honestly. They shall not use ADRA's time for personal business or for the advancement of personal interests unrelated to this agency. Part time employees and related personnel will not enter into other employment or activities which impair their performance for ADRA. Those representing ADRA will aspire for greater efficiency, effectiveness and excellence. Furthermore, ADRA Representatives will not work under the

influence of alcohol or use or be in possession of illegal substances or legal substances that may impair judgement, on ADRA premises, vehicles, or accommodation.

Compliance with laws rules and regulations: ADRA Representatives are required to comply with all laws, rules and regulations that govern ADRA in the conduct of its business and wherever one travels to on behalf of ADRA. Consult with local ADRA administration for clarification of any legal requirements. Whilst observing the requirements of the law and the Code of Conduct, ADRA Representatives will also be sensitive to, and respectful of, local customs and culture, even if the norms and values in that cultural context differ from the Code. ADRA Representatives will if necessary, seek support and advice from ADRA leadership to meet this standard.

Conflicts of interest: ADRA Representatives must perform their duties and conduct their private life in a manner that avoids possible conflicts of interests with the work of ADRA. Any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of ADRA must be declared. Furthermore, ADRA Representatives will ensure that their behavior does not jeopardize ADRA's neutrality or negatively affect its work.

Respect for organization-owned assets: ADRA Representatives will respect the property of the organization, including any intellectual property, that is developed or procured in the course of employment or engagement, which will remain the exclusive property of ADRA unless Board or AdCom approved. ADRA Representatives will use ADRA property, facilities, and resources solely for the benefit of the organization's mandate. All assets and resources entrusted to ADRA Representatives must be accounted for by that individual or partner.

Confidentiality and privacy: ADRA Representatives shall use discretion when handling sensitive, confidential, and/or proprietary information. Unauthorized disclosure of confidential information during the period of employment or association with ADRA or after leaving ADRA is strictly prohibited.

ACKNOWLEDGEMENT FORM

I have received and read the *ADRA Code of Conduct* for ADRA Representatives, and I understand its contents.

I agree to always comply fully with the standards and procedures contained in the *ADRA Code of Conduct* and related policies and procedures.

I will report any concern or incident relating to this *Code of Conduct* if I develop concerns or suspicions regarding breaches.

I certify that I am and will remain in full compliance with the *ADRA Code of Conduct* and any related policies and procedures.

Printed Name: _____
Position: _____
Signature: _____
Date: _____



ADRA Network Policies and Procedures

Document Name		
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Safeguarding Code of Conduct

Introduction

ADRA defines safeguarding as providing a working environment free from abuse and harm to anyone that works with and comes into contact with ADRA Representatives and its projects.

The *Safeguarding Code of Conduct* seeks to ensure that those representing the work of ADRA are clearly informed of ways to not abuse their power. The *Safeguarding Code of Conduct* is intended to assist ADRA Representatives who engage with vulnerable people or their information to understand and acknowledge their obligations to make ethical decisions in their professional lives and at times in their private lives. By agreeing to this *Code*, ADRA Representatives agree to not to misuse their power and privilege of any kind by promoting the wellbeing of those who come into contact with ADRA and protecting them from harm.

Scope

The *Safeguarding Code of Conduct* for ADRA applies to:

- ADRA International and all ADRA regional offices, country offices, field offices, and any project locations;
- All offices that wish to remain compliant with ADRA Accreditation and Licensing Standards;
- All other entities that agree to be bound by ADRA policies; and
- ADRA Representatives, defined as: All permanent, temporary, and part-time staff; board members; interns; volunteers; ADRA visitors (including media); contractors (including suppliers and vendors) and consultants; and sub-grantees (local implementing partners and service providers).

In accepting your engagement with ADRA, you undertake to discharge your duties and to regulate your conduct in line with the requirements of this *Code*. The *Safeguarding Code of Conduct* applies while in and outside of the workplace during working and non-working hours every day of the year. Engaging in the delivery of ADRA's work means that one must comply with ADRA's safeguarding standards, even if the standards are higher than one's local context or governing laws.

Breaches of the *Safeguarding Code of Conduct* are grounds for disciplinary action, up to and including termination of employment, contract, or volunteer assignment.

If ADRA does not have a signed copy of this document, you are not eligible to travel to or work in project implementation sites. The *Safeguarding Code of Conduct* is based on ADRA's *Safeguarding; Protection from Sexual Harassment, Exploitation, and Abuse (PSHEA)*; *Child Safeguarding Policies*; and *Anti-trafficking in Persons Policy*.

**Safeguarding Code of Conduct to Prevent
Sexual Harassment, Exploitation, and Abuse**

I, _____, understand that I have duty of care and a responsibility to ensure that affected populations and ADRA Representatives, regardless of their age, gender, abilities, or other diversities, are treated with dignity and respect. I commit to uphold the highest standards of professional and personal conduct, even when I am off duty or away from my duty station.

I understand that sexual harassment, exploitation and abuse are human rights violations, unacceptable behavior to ADRA, and jeopardizes the credibility and reputation of all development and humanitarian organizations.

I understand that I must disclose any substantiated claim and/or criminal conviction that is related to sexual misconduct.

In order to prevent sexual exploitation, abuse and harassment, I commit to respect the six core principles outlined in the Secretary-General's Bulletin² and ADRA's PSHEA Policy:

- I. Sexual harassment, exploitation, and abuse are **serious misconduct** and grounds for **disciplinary measures**, including summary dismissal.
- II. Sexual activity with **children** (persons under the age of 18) is strictly **prohibited**, regardless of the age of majority or local age of consent. Mistaken belief in the age of the child is not a defense.
- III. Exchange of **money, employment, goods or services for sex**, including any humiliating, degrading, or exploitive behavior is strictly **prohibited**. This includes exchange of assistance that is due to beneficiaries.
- IV. Any **sexual relationship between those providing development or humanitarian assistance** and protection and a **person benefiting** from such assistance and protection that involves improper use of rank or position is **prohibited**.
- V. ADRA Representatives providing assistance to beneficiaries are obliged to create and maintain an environment that prevents sexual harassment, exploitation, and abuse. Managers at all levels have an additional responsibility to do so.
- VI. Where an ADRA Representative has **concerns or suspicions** regarding sexual harassment, exploitation, and abuse by an aid worker he/she **must report** such concerns.

Reporting:

In case of serious harm or sensitive complaints (relating to sexual misconduct, child safeguarding, or other forms of serious harm including corruption), the case should be reported as follows:

- Within 24 hours to the ADRA DK Secretary General (SG) who is the Safeguarding Focal Point or to one of the department directors.
- If you or the person in question are not comfortable reporting to the SG or to one of the department directors, within 24 hours:
 - Report using the ADRA Denmark homepage www.adra.dk/make-a-complaint/ Sensitive complaints will go directly to the Chairman of the Board / Deputy Chairman, or
 - Report to the ADRA International Safeguarding Office (protection@adra.org) or anonymously to the Seventhday Adventist Church (www.adventist.alertline.com/gcs/welcome)

If an individual is in imminent danger of serious harm, the staff member should immediately call emergency services, such as the police, before reporting to ADRA.

² Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13).

Safeguarding Code of Conduct to Protect Children

The basic values of ADRA are to observe the laws, customs and traditions of countries worked in or visited. In cases where such laws, customs or traditions contravene the [UN Convention on the Rights of the Child](#) and the [Universal Declaration of Human Rights](#) these latter two shall prevail. They are founded on the conviction that all children and adults are of equal value, children have special rights, and everyone has a responsibility to protect children. By representing ADRA, I thus agree to:

- I. disclose to the relevant ADRA HR Director any criminal charges, convictions or accusations, and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during my association with ADRA;
- II. treat children with respect regardless of race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, disability, or other relevant status;
- III. not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- IV. not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts;
- V. not develop special relationships with a specific child or children, show favoritism or give gifts or particular attention to a child;
- VI. wherever possible, ensure that another adult is present when working with or near children;
- VII. avoid involvement in unsupervised one-on-one counselling with minors and children;
- VIII. not invite unaccompanied children into my home or hotel, or into a closed room unless they are at immediate risk of injury or in physical danger;
- IX. not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present;
- X. under no circumstances give illicit drugs or any beverage containing alcohol to a minor;
- XI. use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium;
- XII. not use physical punishment on children;
- XIII. refrain from hiring children for domestic or other labor, which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
- XIV. comply with all relevant international, regional, and local legislation, including labor laws in relation to child labor;
- XV. immediately report concerns, suspicions or allegations (including any allegation by a child) of child exploitation and abuse and breach or non-compliance with the Child Safeguarding Policy in accordance with appropriate procedures;
- XVI. be aware of behavior and avoid actions or behaviors that could be perceived by others as child exploitation and abuse.

When photographing or filming a child for work related purposes, I must:

- I. assess and endeavor to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child;
- II. obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will

be used. Such consent must be written or if this is not possible and verbal consent is given, consent must be witnessed and documented;

- III. ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive;
- IV. ensure images are honest representations of the context and the facts;
- V. protect the privacy of children and ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

Statement of Responsibility for the *Safeguarding Code of Conduct*

I will not engage and avoid actions or behaviors that could be construed as sexual harassment, exploitation and abuse or child abuse while representing ADRA. Moreover, I will refrain from any involvement in criminal or unethical activities, activities that contravene human rights, or activities that compromise the image and interests of ADRA.³ I must apply this *Safeguarding Code of Conduct* individually but be ready to bring to the attention of relevant management within ADRA any potential incident, abuse or concern that I witness or am made aware of.

Disciplinary Action

Conduct that goes against any of the above points or that does not comply with the *ADRA Safeguarding Policy, PSHEA Policy, Child Safeguarding Policy, and Anti-Trafficking in Persons Policy* will not be tolerated and will constitute grounds for disciplinary action including termination of contractual agreement or obligations.

Personal Declaration

I confirm that I have read, understand, and agree to follow the *Safeguarding Code of Conduct* for the entire period I am working or associated with, and/or represent ADRA.

Organization: _____ Project Title: _____

Position: _____

Printed

Name: _____

Title: _____

Signature: _____ Date: _____

³ I will neither support nor take part in any form of illegal, exploitative or abusive activities, including, for example, child labor, and trafficking of human beings and commodities.

Annex One: Sexual or Romantic Relationships

ADRA prohibits ADRA Representatives from engaging in sexual or romantic relationships with members of communities with whom they are directly working. This is because as ADRA Representatives, each person has potentially greater access to goods, services and power than members of the program participant community, which could be used to pressure or exploit them. However, it is recognized that ADRA Representatives are often also members of the program participant community, and therefore may be married or have long-established romantic relationships in the program participant community. Only in these instances may the relationship be permitted. It is expected that all ADRA Representatives will exercise discretion, professionalism and good judgment when there is a romantic relationship between ADRA Representatives and program participants.

Furthermore, ADRA prohibits staff from engaging in sexual or romantic relationships between staff members or individuals in the recruitment process. This creates a conflict of interest and may likely be an abuse of power, either of which may be difficult to report in confidence or without the fear of retaliation.

In either case, should a romantic relationship develop, the ADRA Representative is expected to make this relationship known to their supervisor, who will then determine if the current work arrangement is appropriate.

Relationships that are not formally disclosed and involve a supervisor or leader may be investigated as a breach of the requirement to disclose under the *Safeguarding Code of Conduct* and the *PSHEA Policy* and as potential sexual harassment with the same disciplinary consequences of sexual exploitation.

Annex Two: Penalties for Harassment, Exploitation and Retaliation

Any violation of this *Safeguarding Code of Conduct* and the ADRA Safeguarding Framework Policies will be considered an act of gross misconduct, and anyone subject to this policy who is found to have harassed, coerced, intimidated or retaliated against another in violation of this Code will be subject to prompt and appropriate disciplinary action, up to and including termination as defined by the ADRA HR policies and procedures where the incident occurred. Knowingly false claims of harassment, exploitation, abuse, or retaliation in respect to this Code will be considered to be harassment or exploitation in itself and will be treated accordingly under ADRA's policies.

Annex Three: Prohibited Behaviors

The *Safeguarding Code of Conduct* strictly prohibits all ADRA Representatives from engaging in any of the following:

- Offering special benefits (including money, employment, goods or services) to program participants, organizational partners, and colleagues in exchange for expressed, implied or demanded sexual favors;
- Threats or insinuations that an individual's refusal or unwillingness to submit to sexual advances or demands will affect the person's entitlement to project assistance, employment & support;
- Verbal conduct such as sexually derogatory remarks, graphic verbal commentaries about an individual's body or dress, sexually degrading words used to describe an individual, sexually suggestive or obscene letters, notes, emails or invitations, demeaning or inappropriate comments, name-calling, innuendos, slurs, jokes, sexual advances or propositions;
- Visual conduct such as leering, sexual gestures, displaying or distributing sexually suggestive objects or pictures, cartoons, graffiti posters or magazines; or

- Actual or threatened physical contact or conduct, such as patting, pinching, blocking movements, or any other offensive touching;
- Expressing sexual interest or engaging in any sexual activities with children (any person below the age of 18). Mistaken belief in the age of a person is not a defense;
- Use of children or adults to procure sexual services for others;
- Use of ADRA's computer equipment or other technology or office space to view, download, create, distribute, or save in any format inappropriate material, including but not limited to adult or child pornography or anything sexual in nature;
- Condone or be a party to trafficking of persons (see *ADRA's Anti-Trafficking in Persons Policy*);
- Any act that may constitute sexual harassment, sexual exploitation or sexual abuse or that does not adhere to the principles mentioned in this Code of Conduct.