



## ANNEX 1

### **General Code of Conduct**

#### **PURPOSE**

The Code of Conduct aims to ensure that our Staff (including board members, employees, consultants, visitors and local partner organisations) and Associates treat each other and the children, young people and communities that we work with, with dignity and respect. Free a Girl recognises that as a child rights organisation it has a moral and legal responsibility to ensure that children are safe when they are in the organisation's care – directly or indirectly. We are committed to defining and upholding the highest standards of behaviour at all times, both inside and outside the work environment. Free a Girl's Code of Conduct is therefore designed to provide clear guidance to our Staff and Associates for conducting themselves in a manner which is consistent with their role and commitment to our values, and to provide examples of conduct that will always be unacceptable. Our Code of Conduct is designed to ensure compliance with related Policies, full disclosure of suspected or alleged breaches of the expected standards of conduct, and to maintain the professional standing of the organisation so that we can achieve our mission.

This Code should also be read and understood in conjunction with the following associated Policies, as may be amended from time to time:

- o Anti-Fraud and Corruption Policy (one for Free a Girl staff and one for local partners)
- o Child Safeguarding Policy
- o Whistleblowing Policy
- o Sanctions policy

#### **GUIDELINES (not exhaustive)**

##### **I. I will respect others**

I will:

1. Respect the rights of all people without discrimination.
2. Always act fairly and honestly and will treat people with dignity and respect.

I will not:

1. Take part in any form of discrimination, harassment, bullying, humiliation or abuse (physical, sexual or verbal), intimidation or exploitation, or in any other way infringe the rights of others.

##### **II. I will work actively to safeguard the rights of children and young people**

I will:

1. Be open and honest in my dealings with children and young people, their families, and communities participating in programmes.
2. Be aware of the power balance between an adult and a child and avoid taking any advantages this may provide.
3. Wait for appropriate physical contact such as holding hands, to be initiated by the child.

4. Create and maintain an environment which prevents the abuse and exploitation of children and young people ensuring that I am aware of potential risks with regards to my conduct and work, and take appropriate action so as to minimise risks to children and young people.
5. Act on children's concerns/problems immediately.
6. Ask for informed consent of the child before taking photographs or video footage, following the conditions set out in section 2. Media and Communications of the Child Safeguarding Policy.

I will not:

1. Spend time (alone) with any child connected to Free a Girl's programmes outside of work requirements.
2. Use inappropriate language around or make sexually suggestive comments or actions to a child, young person or other vulnerable person.
3. Marry or engage in any form of sexual/physical relations with any person below the age of 18 years.
4. Discriminate, show favouritism, shame, humiliate, belittle, degrade hit or otherwise physically assault a child or vulnerable person or otherwise emotionally abuse a child or vulnerable person.
5. Share or publish confidential information about a child and/or his/her family unless for a good reason and to ensure the protection of the child.
6. Have any personal involvement in, inter alia, the viewing, possessing, producing or distributing of child pornography; child sex tourism; trafficking of children; and any other form of sexual exploitation.
7. Abuse or exploit a child or young person or behave in any way that places a child or young person at risk of harm, including through traditional practices such as female genital mutilation and child, early or forced marriage.

### **III. I will maintain high standards of personal and professional conduct**

I will:

1. Abide by the Anti-Fraud and Corruption Policy, the Child Safeguarding Policy, the Code of Conduct and the responsibilities set out.
2. Advise the Director/Integrity adviser if I am involved in any situation where my actions could be misinterpreted or bring the organisation into disrepute.

I will not:

1. Pursue personal or family gain or advantage in my dealings with or on behalf of Free a Girl.
2. Accept bribes, significant gifts, favours of financial value or other services offered as a result of my employment with Free a Girl or in respect of our help, goods, or services of any kind.
3. Enter into any business relationship without authorization from my manager.
4. Drink alcohol or use any substances in a way that adversely affects my ability to do my job or affects Free a Girl's reputation.
5. Possess or profit from the sale of illegal goods or substances.
6. Use Free a Girl's computer equipment, mobile phones, video and digital cameras or other equipment to view, download, create or distribute inappropriate material, including but not limited to material which is pornographic, defamatory, abusive, sexist, racist or otherwise exploitative.
7. Exchange money, employment, goods or services for sex, including sexual favours or any other forms of humiliating, degrading, or exploitative behaviour.
8. Release any private or confidential information relating to Free a Girl or its Staff, Associates or beneficiaries to others unless it is a requirement of my job or I am legally required to do so.

**IV. I will report any concern or incident reading to this Code of Conduct**

I will:

1. Report any matter which appears to break the standards contained in the Code of Conduct or associated Policies that I witness or I am made aware of to the Director or Integrity adviser, using the relevant and/or country specific procedures as set out in the Whistleblowing Policy.
2. Support any investigation into suspected, alleged or known breaches of this Code, including as a witness.
3. Advise the Integrity adviser or Director if I am involved in any situation where my actions could be misinterpreted or bring the organisation into disrepute.

I will not:

1. Withhold any relevant information.
2. Undertake any action on my own that is not in line with local policies and procedures and/or, without guidance from relevant focal points and managers.

**IMPLEMENTATION AND MONITORING OF THE CODE**

The Integrity adviser is responsible for ensuring the implementation and monitoring of the Code of Conduct. In case of non-compliance to the above Staff can report at [integrity@freeagirl.nl](mailto:integrity@freeagirl.nl). Failure to adhere to Free a Girl’s Code of Conduct and the standards of behaviour it promotes and requires could result in disciplinary action (including, potentially, your dismissal or termination of all relations with Free a Girl including contractual and partnership agreements). The actual sanctions will be dependent on the severity of the violation(s) of the rules and policies. In some cases the matter may be so serious that it will lead to criminal prosecution or we may choose (and in some cases be obliged) to report to any relevant professional or government authorities. Please refer to the Whistleblowing Policy and Sanctions Policy for further information.

**STATEMENT OF AGREEMENT**

I, the undersigned, hereby have read and understand Free a Girl’s General Code of Conduct, Anti-Fraud and Corruption Policy and Child Safeguarding Policy and its Code of Conduct, and I agree to complying with the standards and responsibilities outlined.

Name:

Date and Place:

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Signature:

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