

JUST ACTION

Code of Conduct

This Code of Conduct applies to Just Action and to all its staff and volunteers in relation to all programme activities

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Respect & dignity

- I will respect all persons equally, without any distinction or discrimination based on nationality, race, ethnicity, sexual orientation, gender, religious beliefs, political opinion or disability.
- I will bear in mind that people may have different customs and habits than me.
- I will act in a manner that ensures the best interests of the most vulnerable as in the best interest of Just Action.

Conflict of interest

- I will respect the objectives and values of Just Action and ensure that personal views, behaviour and beliefs, do not affect duties performed on behalf of Just Action.
- I understand and respect that by being part of the team I will be representing Just Action in any activity I take part of.
- I will not receive or provide bribes or kick-backs of any kind.

Criminal & unethical activities

- I will have no involvement in criminal and unethical activities, activities that contravene human rights, or activities that compromise the image and interest of Just Action.
- I also confirm that I have never been convicted of a violent or sexually motivated crime.
- I will immediately report any breach of the Code of Conduct to my manager.

Personal & professional conduct

- I will uphold the integrity of Just Action and always act based on a non-racist, non-discriminatory and gender sensitive conduct. I will reflect these values beyond the work setting and I'm conscious about how my behavior always reflects back on Just Action.
- I understand that following the local laws and respecting the authorities is paramount to the operation of Just Action.
- I will not promote any religious or political messages, but always act secularised and neutral.
- I understand that my manager is my direct supervisor while working.
- I will not engage in any relationships (sexual, emotional, financial or employment-related) with beneficiaries, and I understand that doing so would be exploitative.
- I will be patient, respectful and courteous to all persons with whom I deal including fellow volunteers, refugees, locals, government representatives, donors, visitors and other organisations.
- I will dress in a manner appropriate to the assignment and the cultural setting.
- I will act according to Just Actions's instructions and policies. This includes committing to the dates I agreed to prior to my arrival.
- I will refrain from all kinds of inappropriate behavior with children under 18, including close physical contact or transporting children from one location to another.
- I will avoid situations where I am alone with beneficiaries.
- I will avoid socializing with beneficiaries outside of the organisation and if such situation arises, behave according to Just Actions's Code of Conduct.
- I will avoid transporting refugees with any illegal intentions.
- I will not drink alcohol or use any substances to an extent that could affect my ability to carry out my role as a staff/volunteer or compromise the image and interest of Just Action.

Core values

To promote fundamental human rights, social justice and human dignity, and respect for the equal rights of everyone. We will always seek to understand the difficult experiences all persons of concern have faced and survived, and we treat everyone with the same fairness, respect and dignity. We will remain humble, openminded and always seek to work from a perspective of the local communities.

Media & information

- I will not take pictures related to the operation and share them outside the team or put them on social media, unless specific permission is granted from the manager. If any other person is in the picture additional permission must be granted from the individual and the caretaker if the individual is under 18. If permission is granted, the photos must not be invasive and must be culturally appropriate. All efforts must be made to explain how photos will be used.
- I will not make comments to the media or journalists on behalf of Just Action, unless granted permission by the manager.
- I will not provide any legal information or advice to beneficiaries, but always refer them to the appropriate authorities.

Safety, health & welfare

- I will follow instructions regarding health, safety and welfare, both my own as well as others.
- I will follow the safety and security regulations and procedures for the area of operation.
- I understand that difficult or stressful situations can occur and that my own wellbeing is important. I will make sure to take care of myself and contact my manager for support if needed.
- I will notify my manager if I in any way feel uncomfortable or in need of help.
- I will contribute to building a harmonious workplace based on team spirit, good energy, mutual respect and understanding.

Financial & material resources

- I will safeguard and make responsible use of the information and resources to which I have access during and after my time with Just Action.
- I will handle Just Action's financial and material resources with the utmost care, safeguard these against theft, misuse or other damage.
- I will not share any confidential or sensitive information that I may obtain during my time with Just Action.

Full name

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Date

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Signature

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Just Action reserves the right to terminate the staff/volunteering agreement should we feel that the staff/volunteer has not adhered to the Code of Conduct. I am aware of the fact that any breach of this Code of Conduct will lead to immediately termination of the agreement and any other collaboration.