



# SG03\_Code of Conduct

## Introduction

In keeping with its mission and values, the International NGO Safety Organisation (INSO) is committed to maintaining the highest degree of ethical conduct amongst all its staff and associated personnel. To help increase understanding, this Code of Conduct details INSO's expectations in key areas.

## Scope and purpose

This Code of Conduct applies to all trustees, staff (national and international), volunteers and other associated personnel (collectively INSO personnel). Adapted Codes of Conduct are available for partners, contractors and suppliers.

The purpose of this Code of Conduct is to set out the conduct expected of INSO personnel whilst under contract to the organisation, and forms part of all contracts of employment. The Code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

Whilst recognising that local laws and cultures differ considerably from one country to another, INSO is an International Non-Governmental Organisation, and therefore the Code of Conduct is developed from international and UN standards. INSO staff are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.

## Mission and principles

Our mission is *the relief and development of people in need anywhere in the world who are victims of conflict, natural disaster, insecurity or crisis including but not exclusively by providing dedicated safety and security services to organisations working to achieve this*<sup>1</sup>.

We believe that people should be able to access the aid and assistance they need with confidence, dignity and safety.

INSO is a signatory to the [Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief \(1994\)](#) and adheres to its core principles of humanity, impartiality, neutrality and independence. We believe in non-discrimination and the provision of aid on the basis of need alone.

We resist being tools of government policy or being used to further any political or religious agenda.

We hold ourselves accountable to the people we serve and those who support our work with funds.

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<sup>1</sup> Memorandum and Articles of Association, Article 2.1

## Code of Conduct Standards

As INSO personnel I will:

### **Uphold the integrity and reputation of INSO by ensuring that my professional and personal conduct is consistent with INSO's mission and principles**

- I will treat all people fairly with respect, dignity and non-discrimination
- I will be observant of all local laws and respectful towards local culture & customs
- I will seek to ensure that my conduct does not bring INSO, or the humanitarian community, into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed
- I will not work under the influence of alcohol or illegal drugs
- I will not keep weapons, ammunition, illegal drugs or other dangerous objects & materials on INSO premises or accommodation (including vehicles)

### **Not engage in abusive or exploitative conduct**

- I will not sexually abuse or exploit anyone
- I will not physically assault anyone
- I will not emotionally or psychologically abuse anyone
- I will not engage in sexual activity with children (persons under the age of 18) or vulnerable adults. Mistaken belief in the age of a child is not a defence
- I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes any exchange of assistance or service that is due to beneficiaries, any exchange of service or support that is due to other staff and job applicants and any exchange for the services of sex workers.
- I will not engage in 'sex-tourism' or exploit my position of relative power and prosperity vis a vis the local community to have multiple casual sexual partners.
- I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking

### **Protect the safety, security, health and welfare of myself and my colleagues**

- I will adhere to INSO's Legal & Ethical Behaviour Standards (LEBS) and organisational health and safety requirements in effect at my location of work
- I will comply with any organisational security guidelines and procedures
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including beneficiary organisations and local communities.

### **Be responsible for the use of information, assets and resources to which I have access by reason of my employment with INSO**

- I will ensure that I use INSO assets and resources entrusted to me in a responsible manner and will account for all money and property provided.

- I will not use INSO IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism
- I will not use INSO IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse.

### Perform my duties and conduct my private life in a manner that avoids conflicts of interest

- I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of INSO.
- I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within INSO, to any person with whom I have a financial, personal, family (or close intimate relationship) interests.
- I will seek permission before agreeing to undertake any other form of work (public or private) that may conflict with INSO's mission or values.
- I will not accept significant gifts or any remuneration from the organisations (NGO, UN, Red Cross etc) we work with, my colleagues or job applicants, suppliers or contractors, government officials, donors or any other persons which have been offered to me as a result of my employment with INSO.

### Uphold confidentiality

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so.

## Complaints and reports

All complaints or concerns related to breaches of the Code of Conduct should be reported to: [protect@ngosafety.org](mailto:protect@ngosafety.org)

However, some staff who may not have access to email, or may not feel comfortable reporting directly to HQ level, may raise the issue with their line manager who will be able to report on their behalf.

Reports are protected by SG04\_Whistleblowing Policy.

### **Signature:**

[Sign Here] \_\_\_\_\_

*In accepting employment, I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code of Conduct which I have read and understood.*

Print Name:

Position & Country:

Today's Date: