

## CODE OF CONDUCT

Legal Action Worldwide (LAW) shall be known for its professionalism and high ethical standards. This Code of Conduct is intended to serve as an ethical platform and formal commitment to hold all persons (whether directors, employees, consultants, partners, contracts or volunteers) working with and/or representing LAW accountable for their actions.

### 1. RESPECT AND DIGNITY

- I will respect all persons equally and without any distinction or discrimination based on nationality, race, ethnicity, tribe, gender, religious beliefs, political opinion or disability.
- I will keep myself informed about LAW's mandate, policies, objectives and activities.
- I will respect local laws, customs and habits of the local culture.
- I will act in a manner that ensures that the best interests of the most vulnerable, especially women, children, displaced people and vulnerable minority groups.

### 2. PERSONAL AND PROFESSIONAL CONDUCT

- I will uphold the integrity of LAW and my personal and professional performance will always be based on a non-racist, non-discriminatory and gender sensitive conduct.
- I will not engage in any exploitative relationships – sexual, emotional, financial or employment related with IDPs, refugees, staff members or domestic workers or other persons.
- I will be patient, respectful and courteous to all persons with whom I deal including colleagues, beneficiaries, local leaders and government representatives, representatives of operational and implementing partners, donors and other NGO and UN colleagues.
- I will dress in a manner appropriate to the assignment and the cultural setting.

### 3. DOMESTIC WORKERS

- I will at all times adhere and uphold the principles of domestic workers in line with LAW's policy.
- I will at all times ensure that domestic workers are treated fairly and receive the recommended remuneration and working conditions in accordance with national authorities and LAW's policy.
- I will at all times declare if, and when, I decide to hire a domestic worker for my household.

### 4. CONFLICT OF INTEREST

- I will perform my official duties and conduct my private affairs in a manner that avoids conflict of interest.
- I will report all potential conflicts prior to signing the Contract and thereafter, this includes all personal or professional relationships that may compromise my independence or objectivity. In particular family members and/or couples cannot be employed in the same management group.
- I will declare any personal relationship with a supplier and/or contractor and/or consultant to the Executive Director immediately.
- I will respect the mandate, objectives and values of LAW and ensure that personal views, behaviour and beliefs, including political and religious convictions, do not adversely affect official duties or activities performed on behalf of LAW.
- I will not receive or provide bribes, including kick-backs<sup>1</sup> of any kind.

## **5. FINANCIAL AND MATERIAL RESOURCES**

- I will safeguard and make responsible use of the information and resources to which I have access by reason of my engagement with LAW.
- I will handle LAW's financial and material resources with the utmost care, safeguard these at all times against theft or other damage, keep and maintain them properly, and ensure that unauthorized and unethical use of LAW funds or private misuse does not occur.
- I will conduct all official duties with integrity, free from any taint of dishonesty or corruption, including not engaging in any act of favouritism, nepotism or bribery. This includes not accepting from any external source (including National Societies, governments, corporations or others) without clarification or authorization, any honour, decoration, gift, remuneration, favour or economic benefit which is more than a "token gift".<sup>2</sup>
- I will not divulge any confidential information about any litigation or other legal work undertaken by LAW, sensitive information relating to beneficiaries or colleagues, or any other work-related matters.

## **6. MEDIA, INFORMATION AND ICT**

- I will ensure that portrayal of individuals and their circumstances is fairly represented in terms of their capacities and vulnerabilities. All efforts must be made to explain how photos and stories will be used and to obtain permission from the individuals for the use of their photos and stories.
- I will refrain from making comments to the media or to journalists on behalf of LAW without prior agreement with the Executive Director.
- I am committed to, both while working with/for and after leaving LAW, not to reveal any confidential information I have obtained while working with/for LAW to any third party.
- I will not spend an excessive amount of time while at work engaged in personal/non-work related emails, using social media and browsing websites
- I will reasonably make use of my time during work hours and ensure that use of social media, email and browsing of any website not directly related to work does not interfere with other duties.

## **7. CRIMINAL AND 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 LAW.

## **8. SAFETY, HEALTH AND WELFARE**

- I will remain aware of and comply with instructions designed to protect my health, welfare and safety.
- I will follow the set safety and security regulations/procedures for the area of operation.

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<sup>1</sup> Kick-back: To give back (a portion of money received as pay, commission, etc.), often as a result of coercion or a previous understanding.

<sup>2</sup> Examples of token gifts include desk diaries, pens, trinkets etc

## 9. PROHIBITION AGAINST SEXUAL EXPLOITATION AND ABUSE

- Sexual exploitation and sexual abuse violate universally recognised international human rights standards. Sexual relationships between LAW personnel and beneficiaries of assistance undermine the credibility and integrity of the work of LAW and are prohibited.

I am aware of the fact that any breach of this Code of Conduct may lead to termination of my contract or relationship with LAW.

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Name