

Code of conduct

CO “CF "ADRA Ukraine"



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Introduction

In accordance to values and principles ADRA, we we strive to create agency, which one demonstrates God love and compassion. Ability achieve this very connected with people which represent ADRA. It is therefore important that all who work with ADRA support and promote the highest level ethical behavior acting fair and respecting others without discrimination

Region application

Ethics for ADRA are applied to:

and. ADRA International and all regional offices ADRA, representation in countries offices on places and any places implementation project;

b. All of them offices, which wish follow standards accreditation and licensing ADRA;

in. All of them other organizations, who agree follow the policy ADRA;

Mr. All of them representatives ADRA, defined as: all constant, temporary and part-time staff; the members rule; interns; volunteers; ADRA visitors (including mass media); contractors (incl suppliers and sellers) and consultants; and sub-grantees (local executive partners and suppliers services).

Cooperating with ADRA, you undertake perform your duties and regulate their behavior in accordance with the requirements of this Code. To represent ADRA is to comply standards ADRA, which are specified in the "Code of Conduct", even if standards higher by local context or active laws

The "Code of Conduct" applies under time stay on worker place and outside by him in working and unemployed time Each day year

Violation of the provisions of the "Code of Conduct" is grounds for disciplinary action, including termination of work, contract, volunteer activity or in any other form involvement

As representative ADRA I:

I undertake to support honesty and reputation ADRA, guaranteeing what professional and personal behavior will conform to ADRA's values and standards: ADRA representatives will endeavor to to maintain and increase public trust in ADRA, being responsible for the applied professional and personal actions and guaranteeing what they manage powers, which are coming

1ADRA International. (2018). Manual on questions staff network ADRA.

Code behavior: standards and values.

Representatives ADRA guarantee what their behavior responds values and principles, which provides ADRA.

Stand up to everyone people with with respect and dignity and deny it any forms bullying harassment, discrimination, bullying, exploitation or abuse: Representatives ADRA will be respect and support all ADRA representatives. They will contribute to the creation of a working environment which characterized by honesty, dignity and mutual respect. ADRA representatives will refrain from put another in position embarrassment, disrespect or persecution. It is prohibited birch personal criticism, gossip and behavior that may be considered inappropriate. Respect for representatives of ADRA, as specified in this Code, does not in any way oppose the requirements for ADRA representatives to report on unethical, dishonest or offensive behavior including the suspects or factual sexy harassment exploitation and abuse by systems reporting ADRA.

Beneficiaries always have be protected and it is necessary to treat them with dignity and Sincerely:

All of them representatives ADRA must provide granting help safe, appropriate and equally available way

ADRA representatives are committed to creating and maintaining an environment that protects and prevents violence, damage and abuse any type including cruel handling with children gender violence and harassment. Any abuse or perceived abuse of authority by representatives ADRA undermines trust and honesty persons and ADRA. Representative ADRA in none case not will be use own position or role authorities for shame humiliation or exploitation of the beneficiary .

Support honest polite and ethical environment on worker place :

Representatives ADRA should adhere to the highest ethics in relations one with one and representing ADRA in relations with by others parties ADRA representatives will not engage in theft or fraud of any kind, including illegal using accounts expenses, falsification reports about documents and wrong use of resources. ADRA representatives acknowledge that they are obligated to report such actions through established reporting mechanisms and are held accountable for any behavior that is inappropriate or undermines ethical and moral environment on worker place

Protecting the health, safety and welfare of all ADRA representatives:

ADRA representatives will conduct corresponding evaluations risks and will act in accordance to

them They will answer local instructions of security and management risks and will be actively inform leadership about any necessary changes to such instructions They will behave in such a way that avoid any unnecessary risk to safety, health and welfare himself and others, including personnel, partnership organizations and beneficiaries .

Code behavior: standards and values

Efficiency and attention to work: Hours work are dedicated performance official tasks, assigned to employees and related personnel. ADRA representatives are personally responsible for implementation their own responsibilities faithfully effectively and fair. They not should use time ADRA for personal affairs or for personal promotion interests, unrelated with by this agency. employees, which work for incomplete working day, and connected from them personnel not will be brothers participation in others species activity or activities that impair their effectiveness for ADRA. ADRA representatives will strive for more efficiency, effectiveness and excellence. In addition, ADRA representatives will not work in the state alcoholic intoxication, not will use or will own forbidden substances or legal substances, which they can worsen judgment, in premises, transport means or housing ADRA.

Compliance with laws, rules and regulations: ADRA representatives are required to comply with all laws, rules and regulations that govern ADRA while conducting its business and anywhere a person goes from in the name of ADRA. Contact your local ADRA administration for clarification of any legal requirements. At compliance requirements legislation and " *Code behavior* " representatives ADRA also will be sensitively treat tolocal customs and cultures and respect their, even if norms and values in this cultural context differ from the Code. If necessary, ADRA representatives will turn to for support and advice leadership ADRA, in order to answer this standard

Conflict interests: Representatives ADRA should perform your duties and lead personal life such in order to avoid possible conflicts of interest with the work of ADRA. Any financial, personal, family (or close intimate relationships) interests in official business matters that may affect the work of ADRA, must be declared. In addition, ADRA representatives must ensure that their conduct does not undermine a threat neutrality ADRA or negatively influenced on her work

Respect for the assets of the organization:

ADRA representatives will respect the property of the organization, including any intellectual property, which developed or purchased in go work or work, which will remain exclusive property ADRA, if Council or Administrative Committee not will approve

ADRA representatives will use ADRA property, facilities and resources exclusively for benefit mandate organizations All of them assets and resource, trusted representatives ADRA, should to account this one a person or a partner

Privacy and privacy : Representatives ADRA should on own discretion use important confidential and/or patented information Unauthorized disclosure confidential information while working or cooperating with ADRA or after leaving ADRA strictly prohibited



Form confirmation

I received and read " *Code behavior*" ADRA for ADRA representatives, and me I understand its meaning.

I I agree always fully follow standards and procedures, what are contained in " *Code and Conduct*" ADRA, aalso corresponding politicians and procedures

I I will inform about any problems or incidents, are related with this *Code behavior*", if in me will arise concern or suspicions of violations

I I confirm what adhere to and I will fully comply with *the Code behavior*" ADRA and any corresponding politicians and procedures

Full name: _____

Signature: _____

Position: _____

Date: _____

The code of conduct of CO “CF ADRA Ukraine” on security issues



Introduction

ADRA defines safeguarding as providing a work environment that is free from abuse and harm to everyone who working with representatives ADRA and her projects and enters in contact with them

The "Code of Conduct on Security Matters" strives ensure that in order to representatives activity ADRA were clearly informed about ways like not abuse his own by the authorities Code *_ behavior on security issues"* has on goalshelp ADRA representatives who communicate with vulnerable segments of the population or are related to their information to understand andto admit their obligations make ethical decisions in professional and sometimes in personal life

By agreeing to this Code, ADRA Representatives agree not to use their powers and privileges any kind, contributing to well-being those who contacts with ADRA, andprotecting their from damage

Sphere application

"Security Code of Conduct" for ADRA is applied to:

- and. ADRA International and all regional offices ADRA, representation in countries offices on places and any places implementation project;
- b. All of them offices, which wish follow standards accreditation andlicensing ADRA;
- c. All of them others organization, which agree follow politicians ADRA;
- d. All of them representatives ADRA, defined as: all constant, temporary and incomplete personnel; the members rule; interns; volunteers; ADRA visitors (including mass media); contractors (incl suppliers and sellers) and consultants; and sub-grantees (local executive partners andsuppliers services).

By accepting your cooperation with ADRA, you undertake to fulfill your obligations and regulate your behavior in accordance to requirements this of the Code. " *Code of Conduct on Safety Issues"* applies under timestay on worker place and outside by him in working and unemployed time every day during year Participation in performance work ADRA means what man must followADRA standards for protection, even if the standards are higher than local conditions or in force laws

Violation of the "*Code behavior on security issues*" is basis for attraction to disciplinary responsibility, including with termination work, contract work or any another form involvement

If ADRA does not have a signed copy of this document, you are not allowed to travel or work at the project sites. The Safety Code of Conduct is based on ADRA's Safety Policy; Protection from Sexual Harassment, Exploitation and Abuse (PSHEA); Child protection policy; and Anti-Trafficking Policy.

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Code behavior of prevention sexy harassment exploitation and violence

I, _____, understand that I have a duty to take care and carry responsibility by that, in order to to victim people and representatives ADRA, regardless from their age, gender, ability or other indicators, were treated with dignity and respect. I undertake to comply the highest standards professional and personal behavior even When I not on service or outside place services

I understand that sexual harassment, exploitation and violence is a violation of human rights, unacceptable behavior for ADRA and jeopardize the credibility and reputation of all development organizations and humanitarian organizations

I understand that I must disclose any substantiated claim and/or criminal conviction related to sexy misdemeanors

To prevent sexual exploitation, abuse and harassment, I pledge to respect the six basic principles, laid out in Bulletins General secretary(2) and ADRA *Policy on Protection from Sexual Harassment, Exploitation and Violence (PSHEA)* :

1. Sexual harassment, exploitation and violence is **serious misdemeanors and** grounds for **disciplinary activities** , in ago including premature release.
2. Sexual communication with **children** (personal by age to 18 years) strictly **prohibited** _ regardless from age
age or local age consent false belief in of age child not is protection
3. Exchange of **money, work, goods or services for sex** , including any degrading, humiliating or exploitative behavior strictly **prohibited** . It includes exchange help which belongs to beneficiaries .
4. Any **sexual relationship between those who provide aid from development projects or humanitarian aid assistance** and protection and **a person who receives assistance** from such activity and protection, which provides inappropriate using rank or positions **are prohibited** .
5. Representatives ADRA, which provide help beneficiaries , obliged create and maintain an environment that prevents sexual harassment, exploitation and

violence Managers everyone levels have additional responsibility by it.

6. Where representative ADRA has **concerns or suspicions** about sexual harassment exploitation and violence with side humanitarian aid worker, there he/she is **obliged report** such concerns.

2 Bulletin General secretary about special activities of protection from sexual exploitation and violence (ST/SGB/2003/13).

Code behavior of prevention sexy harassment exploitation and violence

Confidential complaints you can submit from persons or from her name turning to:

and. Office on security issues : [Protection@ adra .org](mailto:Protection@adra.org)

b. Confidential Disclosure: Adventist.Alertline.com/GCS/Welcome

Security Code of Conduct children

The main ones values ADRA is compliance laws, customs and traditions countries in which ADRA representatives worked or visited them. In cases where such laws, customs or traditions conflict with the [UN Convention on rights child](#) and [general declaration of rights a person](#) these two the last ones have preference They based on convinced what all children and adults have the same value, children have special rights and each one has responsibility protect children Such way representing ADRA, I I agree:

and. Disclose to ADRA any criminal charges, convictions or charges, etc the results of the crime related to the exploitation and abuse of children, including by traditional legislation, which had place to or under time my cooperation with ADRA.

b. to stand to children with with respect regardless from races, color skin, sex, languages, religions, political or others beliefs national, ethnic or social origin, disability or another corresponding status

in. Not use language or behavior on relation to children, which is inappropriate, offensive, aggressive, sexual provocative, humiliating or culturally inappropriate

Mr. No attract children by age to 18 years to any forms sexual relations or sexual activities, including payment sexual services or actions

d. No develop special relationship with concrete a child or children not detect affection, not to give gifts or special attention to child;

e. If maybe, make sure what under time work with children or near them present another adult. same Avoid participation in uncontrollable individual consultations with minors and children

with. Not invite children unaccompanied to his home or hotel or in closed room if they succumb to direct risk injury or physical danger

and. Not sleep near with children without supervision, if it not is extreme by necessity IN such

case I should get permission his manager and make sure what else an adult is present;
to No in which case not give minors are prohibited drugs or any drinks, what contain
alcohol;

1. To use any computers, mobile phones, video cameras, cameras or social networks proper way
and never not exploit or pursue children or get access to materials exploitation children by
help any means;

Security Code of Conduct children

- m. Not apply physical punishment to children;
- N. Abstain from hiring children on homemade or the other work, which is inappropriate with review on their age or stage of development that interferes with their time allocated to learning and rest, or creates for them considerable risk injuries;
- at. Follow everything corresponding international and local legislation, including work legislation, what concerns children's labor;
- p. Immediately notify about concern, suspicions or accusation (including any accusation child) of exploitation and cruel handling with a child and also violation or non-compliance Politicians protection children in accordance to necessary procedures;
- p. be knowledgeable about proper behavior and avoid actions or behavior which they can be perceived by others as operation and cruel handling with children

Taking pictures or taking off a child with purpose work, I should:

- and. Evaluate and to try adhere to local traditions or restrictions of playback personal images before photographing or shooting child;
- b. Get informative consent from child parents or guardian child first than photograph or remove the child As part of this, I must explain how the photograph or film will be used. Such consent has be written, or if it impossible and oral consent is provided consent has be certified and documentary confirmed;
- in. to ensure in order to photos, movies, video and DVD represented children worthily and respectfully, a not vulnerable or humbly. Children should be proper way dressed up and not in poses which can b to be considered sexual;
- d. Make sure what image answer honestly context and facts;
- e. Protect children's privacy and ensure that file tags, metadata, or text descriptions do not reveal personally identifiable information about the child when sending images electronically or posting them images in any form

Statement on compliance with the Code of Conduct on Security Issues

I will not engage in and avoid actions or behaviors that could be construed as sexual harassment, exploitation and abuse or child abuse while representing ADRA. Moreover, I will abstain from any participation in criminal or unethical activities, activities, which contradicts rights human or activities, which puts under a threat image and interests ADRA(3).

I should apply *Security Code of Conduct* individually to himself, but be prepared to bring to the attention of the appropriate ADRA management any potential incident of abuse or the event that caused it concern, a witness whose I became or to me became is known

Disciplinary West

Behavior, which contradicts to any with given above points or not responds requirements *of the Policy ADRA on security issues, politics PSHEA, politics protection children and policy regarding opposition trade by people* not will beto be allowed and will become basis for disciplinary penalty, including breaking up contract agreements or obligations

personal declaration

I I confirm what read understand and I agree adhere to *the Code of Conduct on Safety Issues* during everything period, When I I work or connected with and/or I present ADRA.

Organization: _____

Name project: _____

Position: _____

Printed name: _____

Signature: _____

Position: _____

Date: _____

3 I don't I will not support, no participate in any form of illegal, exploitative or offensive activities, including for example children's work and trade by people and goods

Addition first: Sexy or romantic relationships

ADRA prohibits representatives ADRA enter in sexy or romantic relationships with members communities with which they directly cooperate. This is because as representatives of ADRA, each person has potentially more access to goods, services and authorities, than the members community participants programs that can be used to pressure or exploit them. However, it is known that ADRA representatives are often present as well members of the community of program participants, and therefore can be married or have lasting romantic relationships in community participants programs. Only in these cases the relationship may be allowed. All ADRA representatives are expected to be present exercise discretion, professionalism and good judgment when between ADRA representatives and participants programs arise romantic relationships

In addition, ADRA prohibits employees from engaging in sexual or romantic relationships between employees or persons in process hiring It creates conflict interests and, probably is abuse of power that may be difficult to report confidentially or without fear take revenge

In any case, if a romantic relationship is formed, it is expected that the representative The ADRA will report this relationship to its supervisor, who will then determine whether it is appropriate current regime work

relationship, which officially not are disclosed and directly involved manager or manager, have be investigated as violation requirements of disclosure information in accordance to *the Code of Conduct on Security and Policy PSHEA* and as potential sexy harassment with such same disciplinary consequences sexual operation

Addition 2: Punishment by persecution, exploitation and revenge

Any violation of *the Code of Conduct on Security Issues, of the Code behavior ADRA*, and *Standards security policy ADRA* will be to be considered act rough misdemeanor and any person, on which spreads this one policy, which as it turned out chased forced intimidated or took revenge another to a person violating this Code, will be to succumb immediately and corresponding disciplinary recovery, up to and including dismissal, as determined by ADRA HR policies and procedures, where the incident. Known false statements about

harassment, exploitation, abuse or revenge in relation to this Code shall in themselves constitute harassment or exploitation and will be considered in accordance to politicians ADRA.

Addition third: Forbidden behavior

The code of conduct for security issues is strict prohibits to everyone representatives ADRA brothers participation in anywhich with the following:

- Offering special benefits (including money, work, goods or services) to the participants programs, organizational partners and colleagues in exchange on obvious implicit or ~~the~~ that were demanded are sexual services;
- Threats or insinuations about that, what refusal or reluctance persons obey sexy attempts or requirements will affect on right persons on help employment and project support;
- Verbal behavior, like that as sexy humiliating remark, bright verbal comments of a person's body or clothes, sexually degrading words to describe a person, sexually obscene letters, notes, electronic letters or invitation, humiliating or inappropriate comments, name calling innuendo, images jokes sexy adventures or offers;
- Visual behavior, such as contempt sexy gestures demonstration or dissemination subjects or images sexual character, cartoons, posters with graffiti or magazines;
- Actual or threatening physical contact or behavior, example pat, pinching, locking movements or any others offensive touches;
- Showing sexual interest or engaging in any sexual activity with children (any person by age to 18 years). A false belief in of age persons not is protection;
- Using children or adults for receiving sexual services for others;
- Using computer equipment ADRA or another technologies or office space for browsing, loading, creation, dissemination or preservation in to any format inappropriate materials, including, but not limited to pornography adults or children or anything sexual character;
- Humor trade by people or be a participant trade by people (see *ADRA policy regarding opposition trade people*);
- Any actions, which they can be by myself sexy harassment sexy exploitation or sexy violence or not answer principles, specified in *the Code of Conduct on Security and Codes of conduct ADRA* .

Leonid Rutkovskyi
President of ADRA Ukraine

