

ITF ENHANCING HUMAN SECURITY – CODE OF CONDUCT

This Code of Conduct seeks to maintain the high standard of work, objectivity and effectiveness to which ITF aspires.

This Code of Conduct correspondingly represents a set of codes and policies in order for the ITF to safeguard its values and work ethics.

ITF code of conduct aims to prevent all types of misconduct. This includes corruption, financial irregularities, sexual exploitation and harassment, bullying, violence and child exploitation.

Many sections of ITF Code of Conduct deal with matters for which specific ITF policies already exist as ITF Code of Conduct encompasses guidelines, procedures and standards of behavior set forth in other ITF policies.

PURPOSE

The purpose of this Code of Conduct is to promote the safety and accountability of ITF, its staff and associated personnel. We must be mindful to ensure our actions do not jeopardize our own safety or the safety of others. The integrity of our organization relies on each one of us.

APPLICATION

All staff are required to sign the Code of Conduct when entering into any kind of engagement with ITF. The term staff refers to all permanent and temporary employees. In certain situations, individuals who are not members of staff may be perceived as representing ITF, for example when participating in trips organized by ITF to visit ITF programs and partners. In such cases, these individuals may be asked to sign the Code of Conduct.

VIOLATION OF THE CODE OF CONDUCT

As employees of ITF, we are responsible for upholding and promoting the highest standards of ethical and professional conduct. Working in different countries, sometimes in complicated and difficult situations, among different languages, cultures and religions requires prudence and significant adjustments from the employees. Knowledge, respect and common sense are some of the keywords that should be guiding our work.

As ITF staff, we recognize that only concept and models that are adapted to the local historical, social and cultural environment can be effectively implemented and sustainable, building basis for local ownership.

As ITF staff, we are responsible for following and abiding by the rules and regulations of national and international law. Furthermore, we have to abide by the international conventions signed by the country, in which we operate (*although personal security and safety should never be compromised in order to fully live up to this policy*).

As ITF staff, we must carry out impartial assessment and authentication of beneficiaries and areas of project implementation in a fair and non-discriminatory manner and decisions must not be defined on gender, race, nationality, ethnicity and religion, political or other ideological affiliation. We will strive to ensure the participation of the most vulnerable and marginalized groups in area where ITF is active.

ITF primary objective is to alleviate human suffering and maintain human dignity during and in the aftermath of man-made crises and natural disaster.

Violation of the ITF Code of Conduct could lead to internal disciplinary actions, varying from a warning to dismissal. If warranted, criminal proceedings may be initiated.

I WILL NEVER TAKE PART IN, CONTRIBUTE TO, OR TOLERATE:

Conflict of interest: We will avoid any inexpedient conflicts of interest – real or potential – between our personal interest and the interest of the ITF. We will not use our professional status for private gain. We will not seek to influence any person or institution for private purpose by using our official position or offering them personal advantages. We will not use ITF property, facilities, services or financial resources for private purposes except when permission is given. ITF managers will not abuse their power to get personal favours or services done by employees. ITF will not use any forms of extortion as a method to gain advantages. **Corruption:** Attempts to influence any person or process by offering, giving, receiving or soliciting advantages of any kind (*ref to ITF's anti-corruption policy*).

Fraud: Any intentional distortion or perversion of the truth, deceit, trickery or breach of confidence, relating to financial matters, materials, human resources, assets, services and/or transactions for the purpose of personal gain or benefit, or the benefit of ITF (*ref to ITF's anti-corruption policy*).

Harassment: Harassment means acts, omissions or statements that have the purpose or effect of being offensive, frightening, intimidating, degrading or humiliating. This includes harassment committed by or against members of the local community, partners, ITF staff, vendors or any visitors (*ref to ITF's Safeguarding policy*).

Sexual harassment: Sexual harassment means any form of unwanted sexual attention that has the purpose or effect of being offensive, frightening, intimidating, degrading or humiliating (*ref to ITF's Safeguarding policy*).

Sexual exploitation and abuse: Any form of forced or unwanted sexual activity. It is sexual exploitation or abuse when an individual or group takes advantage of an imbalance of power to manipulate or coerce another person to engage in sexual activity for the financial, sexual or political benefit of the abuser. Sexual exploitation and abuse may take place in person, online or a combination of both. The perpetrator of sexual exploitation or abuse may use physical force, make threats or take advantage of a person unable to give consent. Sexual exploitation and abuse also includes unwanted sexual attention that does not involve physical contact, such as sexualized comments and gestures and unwanted exposure to pornography. Sexual exploitation and abuse also includes paying for sex with a sex worker (*ref to ITF's Safeguarding policy*).

Child exploitation and abuse: Child exploitation and abuse includes, but is not limited to, using inappropriate language or behavior when dealing with children, bullying and harassing a child verbally or physically, physical mistreatment, exposing a child to pornography, online grooming and trafficking. The consumption, purchase, sale, possession or distribution of any form of child pornography is also prohibited (*ref to ITF's Safeguarding policy*).

Sexual relationship with anyone under the age of 18: A person under the age of 18 is defined as a child or minor (defined by the UN Convention on the Rights of the Child and in compliance with donors' requirement). Engaging in any sexual relationship with someone under the age of 18 is unacceptable, regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not an adequate or acceptable defense (*ref to ITF's Safeguarding policy*).

I DECLARE THAT I WILL:

- Respect and promote fundamental human rights, without discrimination, and act with integrity.
- Encourage respect for the host country's laws, culture and religion, insofar as these are not in conflict with international human rights standards.
- Comply with the ITF Security Policy and local security procedures.
- Comply with ITF's Non-Disclosure Agreement (where applicable).
- Neither give the impression of having military status nor use or bear weapons or ammunition, while at work, with the exception of handling munitions and relevant explosive equipment needed to execute ITF's Mine Action and Disarmament programmes.
- Not drive a vehicle when under the influence of alcohol or other drugs that may impair driving.
- Not drink alcohol or use any other substances in a way that impair my ability to do my job or affects the reputation of ITF.
- Not possess, consume or sell illegal substances.
- Act in a transparent, open and accountable manner.

Any member of staff, who has concerns about, learns of or suspects that the Code of Conduct has been breached in some way, must report the matter immediately. Failure to do so is a breach in itself. You can make your report through line management or HR locally or at the head office, or notify another appropriate staff member, such as a union/elected staff representative or safety representative.

I hereby confirm that I have read and understood ITF's Code of Conduct and acknowledge that a breach thereof may lead to serious repercussions.

Full name (block capitals): _____

Date / Place: _____

Position / Title: _____

Country: _____

Signature: _____