بسم الله الرحمن الرحيم

Volunteers National Organization for Development and Humanities Services

منظمة المتطوعين الوطنية للتنمية والخدمات الانسانية

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VOLUNTEER'S

NATIONAL STAFF CODE OF CONDUCT

Volunteers National Organization for Development and Humanitarian Service's

NATIONAL STAFF CODE OF CONDUCT

1- Overview:

The following Code of Conduct applies to VOLUNTEER'S staff and summarizes both the standards of conduct which reflect our values and that we uphold, and the types of unacceptable conduct that are incompatible with these values. The purpose of this code of conduct is to ensure that those working with VOLUNTEER'S behave in ways which:

Promote mutual trust and respect between staff and the people we work with

Enable staff to perform their duties effectively

Protect all staff and those we work with

Protect VOLUNTEER'S 's reputation

In making these commitments public we hold ourselves accountable for our conduct to each other, to our partners and to the project participants and communities where we work.

2– Our values & positive conduct

Those who work with VOLUNTEER'S are expected to behave in ways that honor VOLUNTEER'S mission and vision. As an individual working with VOLUNTEER'S, I will be:

Compassionate, valuing individual and community relationships, identifying with the situations faced by those we assist and showing understanding and concern

Servant–hearted, working with humility, seeking to serve and encourage others and to model good leadership

Truthful, being honest and transparent in every interaction, avoiding false promises, seeking and speaking truth

Courageous, action oriented in my approach, speaking out for the voiceless and upholding justice and fairness

Respectful at all times, listening and treating others with dignity, without discrimination, distinction or favoritism

Forgiving and tolerant, seeking to work well together and with others, with those who share different beliefs and to resolve personal conflict

Sensitive to local cultural and religious norms and standards of behavior, whilst questioning any norms that contradict the values above or are perceived as potentially harmful to others

3- Unacceptable conduct

There are types of conduct which contradict VOLUNTEER'S's values. VOLUNTEER'S has staff policies which explain these forms of unacceptable conduct in detail. I understand that a breach of this Code of Conduct will lead to disciplinary action and may lead to my dismissal. As an individual when working with VOLUNTEER'S, I will:

Ensure my personal and professional conduct is of the highest standard and in keeping with VOLUNTEER'S's mission, values and beliefs, policies and practices. This includes observing local laws, being sensitive to local culture, attending to my duties during my contractual working hours and performing my duties to a satisfactory standard.

Avoid involvement with any criminal activity, including theft and fraud.

Refrain from activities that are corrupt, or give, take, receive or ask for any gifts, favors or goods that may be viewed or perceived as a bribe.

Not discriminate or show favoritism to others, or misuse my authority as a VOLUNTEER'S member of staff.

Not sexually exploit or sexually harass other individuals

Not undertake any form of unsafe, manipulative or abusive behavior with children (below **18 years of age)**

Not be aggressive or violent, harass, bully, verbally or physically abuse other individuals.

Not work under the influence of alcohol or use, or be in possession of, illegal substances.

Adhere to VOLUNTEER'S's health, safety and security policies and procedures and avoid any unnecessary risk to the health, safety and security of myself, and others, including partner organizations and beneficiaries.

Be responsible for the use of information and resources to which I have access whilst working with VOLUNTEER'S

Avoid activities outside of working hours that would compromise the work of VOLUNTEER'S or bring VOLUNTEER'S into disrepute

VOLUNTEER'S requests that our staff report any breaches of this Code of Conduct and I will therefore inform VOLUNTEER'S of any conduct which contravenes this Code of Conduct using the appropriate mechanism. VOLUNTEER'S requests our partners and the project participants and communities where we work to report any situations where the staff may be breaking this Code of Conduct.

4– Declaration:

I declare I have read, understood and will uphold EORD's Code of Conduct whilst working with VOLUNTEER'S.

Name:_____

Signature:_____

Date:_____

Name of Staff Member/Visitor/Contractor/Donor/Sponsor etc: ----------

Position: ----------

Signed: ----------

Date:----------

That in any new disaster, information on the emergency situation, availability and nature of humanitarian