

**Concern Code of Conduct**

**March 2018**

Throughout this document, the term **inappropriate behaviour** (which may range from mild to grossly inappropriate behaviour) is intended to include, but is not limited to:

 Bullying

 Verbal, physical or sexual harassment

 Rape and attempted rape

 Exploitation (including sexual exploitation)

 Abuse (including sexual abuse and abuse of power)

 Any actions that harm children or place them at risk of harm

 Intimidation

 Any form of discrimination

 Entering into relationships which cause, or could potentially cause, conflicts of interest at work

 Behaviour that brings, or could potentially bring, the organisation into disrepute

 Showing a lack of respect for the dignity of others

 Behaving in a culturally insensitive manner

 Behaving in a manner which leads to, or could potentially lead to, health or security problems for the individual concerned and/or for other people

 Theft

 Unauthorised use or possession of Concern property – or of the property of a third party - while acting or claiming to act on behalf of Concern, and serious negligence or deliberate misuse of Concern property

 Any attempt to commit fraud or to accept or solicit a bribe

**Any finding of inappropriate behaviour, including those actions outlined**

**above, by anyone working for or on behalf of Concern will lead to disciplinary action up to and including dismissal.**

**Concern Code of Conduct**

**Introduction**

Concern, as a non-governmental, international humanitarian organisation involved in the alleviation of poverty, seeks to implement effective relief and development programmes through its commitment to meeting good practice standards, and the quality of the work of its staff and those of its partner organisations.

Concern staff frequently work in situations in which they are in positions of power and trust (in relation to beneficiaries, other organisations and one another). This power and trust must never be abused. All Concern staff have a responsibility to the organisation to strive for and maintain the highest standards in the day-to-day conduct of their work. Any form of inappropriate behaviour is incompatible with Concern’s fundamental belief in the human dignity of all people, and with our core values.

A code of conduct is a key tool for the prevention of harassment, exploitation, abuse and/or inappropriate behaviour by staff. The Concern Code of Conduct (hereafter, ‘the Code’) and its associated policies – the Programme Participant Protection Policy, the Child Safeguarding Policy, and the Anti-Trafficking in Persons Policy1 – describe the standards of behaviour expected of all staff and anybody engaged by Concern, and seek to promote good practice. The Code provides clear guidance on the standards of behaviour the organisation requires all staff, and anyone working for or on behalf of Concern or any of Concern’s partner organisations, to abide by, as well as providing examples of conduct that will be considered to be unacceptable. The Code is designed to guide and protect all staff and programme participants2. Any breach of this Code by a Concern staff member may result in disciplinary action up to and including dismissal. In terms of staff from partner organisations, any breach of this Code may result in the suspension or termination of the partnership agreement.

Whilst recognising that laws and cultures differ considerably from one country to another, the Code is based on international good practice.3 In addition, it is written to reflect the organisation’s core values and commitment to ensuring that staff always act in the best interests of all programme participants. This Code applies to all people engaged by Concern, including partner organisations engaged on Concern programmes, regardless of location, whether national or international, full or part time, consultants, interns, contractors or volunteers, and should be adhered to at all times.

This Code and the associated policies are mutually supporting and should be considered **in conjunction with each other**. Concern’s partner organisations are expected to comply with the standards of behaviour outlined in this Code and in the associated policies. All visitors to Concern’s programmes must – during their visit – consider themselves to be under the authority of Concern Country Director and must adhere to the Code and its associated policies. If a visitor refuses to agree to regulate his/her conduct in line with the requirements of the Code, the name of the person, and their reason for refusing to do so, should be recorded by the management and the case reported to the Regional Director who will decide the action to be taken. This may include suspending support for their continued presence in the country, denial of permission to visit Concern programmes or office, or to stay in any accommodation rented or owned by Concern.

1 Any reference to the *‘associated policy documents’* hereinafter indicates these three named documents.

2 Programme participant refers to any individual associated with Concern’s programmes and includes: i) beneficiaries of

programmes delivered by Concern or its partners; ii) members of the communities in which Concern and its partner organisations work; iii) people employed or engaged by Concern, whether national or international, full or part time, consultants, interns, contractors or volunteers and any person actively involved in the programmes of Concern or its partner organisations; and iv) Concern’s partner organisations, their staff and anyone working on their behalf.

3 For example, the *Statement of commitment on eliminating sexual exploitation and abuse by UN and non-UN personnel* signed by

Concern’s CEO at the High-level Conference on Eliminating Sexual Exploitation and Abuse by UN and NGO Personnel in December

2006 in New York: [http://ochaonline.un.org/OchaLinkClick.aspx?link=ocha&docId=1061170.](http://ochaonline.un.org/OchaLinkClick.aspx?link=ocha&amp;docId=1061170)

**All Concern staff, the representatives of partner organisations, visitors, and all people associated with Concern programmes must be given a copy of this Code and its associated policies in a language that they can understand, and an explanation of the content of the documents. They must confirm that they have read them, understood their content, and that they agree to conduct themselves in accordance with them.**4

**It is the responsibility of all Concern staff to adhere to Concern Code of Conduct and its associated policies.**

***Review of the Code***

Concern recognises that both internal and external environments change. Such change may have a bearing

on the scope and content of this Code. Consequently, the Code and its associated policies will be reviewed periodically. The review process will be consultative and participatory in nature. The responsibility for initiating the policy review process rests with Concern’s Senior Management Team (SMT). Any changes to the policy that affect its underpinning principles or purpose will be submitted to the Board in Dublin for review and approval.

4 Concern staff responsible for developing partnership agreeements, contracting consultants, and agreeing to or organising visits to the field **must** ensure that this is done.