

## ASB CODE OF CONDUCT

In accordance with the mission and practice of ASB and principles of international law and codes of conduct, all ASB humanitarian staff, including both international and national, regular full- and part time staff, interns, contractors, partner organisations and volunteers are responsible for promoting respect of fundamental human rights, social justice, human dignity and respect for the equal rights of men, women and children. While respecting the dignity and worth of every individual, the ASB humanitarian worker will treat all persons equally without distinction whatsoever of race, religion, gender, colour, national or ethnic origin, language, sexual orientation, age, socio-economic status, disability, political conviction or any other distinguishing feature.

ASB requires that ASB humanitarian workers adhere to the following Code of Conduct:

1. ASB Staff will always treat all persons with respect and courtesy in accordance with applicable international and national conventions and standards of behavior.
2. ASB Staff will at all times respect the ethnic, religious, cultural and gender differences of all workers, beneficiaries and stakeholders.
3. Gender Equality is seen as a basic principle of our work and shall be reflected in both, ASB's organizational staffing and during all phases of project implementation.
4. Under no circumstances will an ASB Staff engage in any activity deemed to be illegal or inappropriate in the context of the expected norms and values of the organization as an entity. Especially, an ASB Staff will pay regard to the intent and operational processes required by the organizational mandate.
5. ASB adopts a zero-tolerance approach towards bribery and will not, under any circumstances tolerate contractors offering or accepting money.
6. ASB adopts a zero-tolerance approach towards child exploitation and abuse through contractors, ASB Staff or in any relation to the delivery of ASB's aid.
7. No Staff may abuse their positional power, authority or the name of the organization to obtain outcomes from other staff employed, beneficiaries or stakeholders.
8. ASB Staff must undertake to conduct their work practice paying regard to ethical standards, transparency and accountability at all times being mindful of their responsibilities as per their individual contracts and organizational expectations.
9. ASB Staff are responsible to report any breach of work practice, misconduct or questionable behavior immediately to Senior Management without fear or favor.
10. Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment.
11. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence.
12. Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to beneficiaries.
13. Sexual relationships between humanitarian workers and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work.

14. Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, he or she must report such concerns via her/his line manager, Country Director or HQ Desk Officer. She/he may also follow the complaint mechanism foreseen in the ASB Whistleblowing Policy (staff) or project related feedback mechanisms (communities).
15. Humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of this code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.
16. ASB Staff must at all times be responsible for the care and maintenance of all materials and equipment used.
17. Any sensitive work-related information such as on beneficiaries and ASB staff shall be dealt with in a responsible manner.
18. ASB Staff should not dump, throw or litter garbage, refuse or any form of solid waste in public places and immediate surroundings, including vacant lots, rivers, canals, drainage and other water ways and reuse things instead of throwing them away.
19. In the event of any dispute or conflict with other staff, the ASB Staff will undertake the grievance procedure outlined and detailed in the ASB SOP's (Standard Operational Procedures).
20. ASB Staff must at all times be mindful that as representatives of the organization, appropriate behavior, language and cultural sensitivities must be observed at all times.
21. Threatening, aggressive or violent behavior or language is not permitted and may lead to dismissal – this applies both during working hours and outside of the work environment.
22. ASB Staff must be familiar with the Standard Operational Procedures (SOP) and Safety and Security Policy as applied and appropriate to the terms of their individual contracts.
23. ASB humanitarian staff must be familiar with the Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organizations in Disaster Relief.
24. Violations of standards set by this Code will be subject to disciplinary action.

I certify that I have read and understood the information above.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_