

## **Code of Conduct**

All CODE staff, consultant volunteers, and board members must sign and abide by this Code of Conduct.

### **It is important for all staff, partners, volunteers and consultants, especially those in contact with children, to:**

- be aware of situations which may present risks
- plan and organise the work and the workplace so as to minimise risks
- as far as possible, be visible in working with children
- ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed
- ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged
- empower children - discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

### **Staff, partners, volunteers and consultants must never:**

- hit or otherwise physically assault or physically abuse children
- develop relationships with children which could in any way be deemed exploitative or abusive
- act in ways that may be abusive or may place a child at risk of abuse
- use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- behave physically in a manner that is inappropriate or sexually provocative
- have a child with whom they are working stay overnight or sleep in the same room
- do things for children of a personal nature that they can do for themselves
- condone, or participate in, behaviour of children that is illegal, unsafe or abusive
- act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse
- discriminate against, show differential treatment, or favour particular children to the exclusion of others.
- have sexual contact with children under the age of 18 (mistaken belief of age is no defence).
- have transactional sexual contact with CODE beneficiaries, clients of staff of CODE partners regardless of age.

This is not an exhaustive or exclusive list. The principle is that staff, volunteers and partners should avoid actions or behaviour that may constitute poor practice or potentially abusive behaviour.

**It is mandatory for employees, contractors, interns and volunteers to report any witnessed, suspected or alleged violation of the child protection policy to CODE's management team.**

**It is mandatory for employees, contractors, interns and volunteers to report any witnessed, suspected or alleged incident of child abuse or violation of the child protection policy during the implementation of a CODE program to CODE's Implementing Partner.**

**It is mandatory for CODE's Implementing Partners to report any witnessed, suspected or alleged incident of child abuse or violation of the child protection policy to the appropriate local authorities.**

**It is mandatory for employees, contractors, interns, volunteers and partners to uphold CODE's Prevention of Sexual Exploitation and Abuse Policy.**

The signatory agrees to the terms and conditions of CODE's Child Protection Policy, Prevention of Sexual Exploitation and Abuse Policy and Code of Conduct.

\_\_\_\_\_  
**[name]**

\_\_\_\_\_  
**[position]**

\_\_\_\_\_  
**[signature]**

\_\_\_\_\_  
**[date]**

\_\_\_\_\_  
**[signature of witness]**

\_\_\_\_\_  
**[date]**