



SOS Sahel Sudan

Code of Conduct

Introduction

All employees of SOS Sahel Sudan are representatives of the organization and, as such, they are expected to exercise discretion in pursuing their official business and not to act in any manner that is likely to bring the organization into disrepute.

This includes observance of the law of the land; appropriate behavior with partner organizations and recipient target groups; and general conduct in a way so as not to bring the organization into disrepute by behavior considered anti-social to the prevailing norms and customs of society. Employees are also expected to respect the non-political nature of the organization.

SOS Sahel Sudan employees are prohibited from holding any additional employment, either paid or unpaid, while under contract to the organization, without express permission of the SOS Sahel Sudan Executive Director.

This Code of Conduct supports the organizational strategy. It underpins the behaviors that are expected of an employee to demonstrate their commitment to SOS Sahel's Sudan ethos, ways of working, mission, principles and values. These include the following points and it will be supported by other SOS Sahel Sudan policies and procedures.

1. Uphold the integrity and reputation of SOS Sahel Sudan by ensuring that my personal and professional conduct is, and is seen to be, of the highest standards and in keeping with SOS Sahel Sudan's mission, values and principles.

- I will treat all people fairly and with respect and dignity and value the contribution of others.
- I will be accountable for my actions and will not use unequal power relationships for my own benefit.
- I will take responsibility for the quality and timeliness of my own work to contribute to achievement of organizational objectives.
- I will not work under the influence of alcohol.
- I will seek to ensure that my personal conduct does not compromise SOS Sahel Sudan's values and does not impact on or undermine my ability to undertake the role for which I am employed.

- I will not abuse my position as a SOS Sahel Sudan employee by requesting any personal service or favor from others in return for financial assistance by SOS Sahel Sudan

2. Treat all people with respect and dignity and challenge any form of harassment, discrimination, intimidation or exploitation.

- I will contribute to a working environment characterized by mutual respect, integrity, dignity and non-discrimination.
- I will ensure that my relationships and behavior are not exploitative, abusive or corrupt in any way.
- I will respect all peoples' rights, including children's rights, and will not engage in any form of abuse or sexual exploitation of children (as defined in the Child Protection Policy), or of any persons of any age.
- I will use my best endeavors to report any such behaviors or malpractice in the workplace by others to my line management.

3. Perform my duties and conduct my private life in a manner that avoids possible conflicts of interest with the work of SOS Sahel Sudan:

- I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of SOS Sahel Sudan (e.g. contract for goods/services, partner organizations, beneficiary groups).
- Even when the giving and acceptance of gifts is normal cultural practice, I will reject monetary gifts or inappropriate gifts from governments, beneficiaries, donors, suppliers and other persons, which have been offered to me as a result of my employment with SOS Sahel Sudan. Where the giving and acceptance of gifts is normal cultural practice, I will ensure that such gifts are within the limits of reasonable judgments and in accordance with procurement policies and I will report gifts to the line management and where appropriate hand them onto SOS Sahel Sudan.
- I will act against any form of corruption and not offer, promise, give or accept any bribes.

4. Be responsible for the use of information, equipment, money and resources to which I have access by reason of my employment with SOS Sahel Sudan.

- I will use my discretion when handling sensitive or confidential information.
- I will seek authorization before communicating externally in SOS Sahel Sudan's name.
- I will appropriately account for all SOS Sahel Sudan's money and property, (e.g. office equipment, computers including the use of internet and email).



5. Promote human rights and oppose criminal and unethical behavior.

- If I become aware of any form of illegal activity, I will make it known to the appropriate authorities.
- I will notify the organization if I am found guilty of any criminal charges during my employment that may impede my ability to perform the duties of my position subject to national legislation
- I will not carry a weapon on SOS Sahel Sudan premises nor jeopardize the safety of myself or others by carrying a weapon when representing SOS Sahel Sudan in the Sudan or overseas.

I have read carefully and understand the SOS Sahel Sudan Code of Conduct and hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support SOS Sahel Sudan mission, values and principles.

Name:

Signature:

Date:

