



## **CODE OF CONDUCT**

## INTRODUCTION

The Earth is committed to ensuring that including employees at all levels, Board Members, volunteers, interns, Vendors, external consultants, third-party representatives, and business partners behave in a reasonable manner that respects and protects both the vulnerable people we work with and each other and in line with the feminist principles and values that The Earth adheres to. In addition, including employees at all levels, Board Members, volunteers, interns, Vendors, external consultants, third-party representatives, and business partners are ambassadors of The Earth and their actions & behaviors can enhance or hinder the reputation of the organization. For these reasons, The Earth's Code of Conduct is binding to all staff, partners, volunteers, vendors across the Federation. The Code of Conduct will also be used as the basis of induction, training and refresher discussions in order to have a continuing impact on cultural change.

The Earth's Code of Conduct provides clear guidance, and outlines examples of conduct that are considered unacceptable. This is not an exhausted list and covers anyone representing The Earth; employees at all levels, Board Members, volunteers, interns, Vendors, external consultants, third-party representatives, and business partners accompanying staff while working for The Earth.

**Throughout the Code of Conduct where the word "Staffs and Others (employees at all levels, Board Members, volunteers, interns, Vendors, external consultants, third-party representatives, and business partners)" is used, this should be taken to include all the above-mentioned people.**

The code of conduct is to be made public so that the communities we work with can report concerns or anyone not adhering to the code of conduct including how and to whom they can report any misconduct or non-compliance committed by The Earth staff or representatives.

The Code of Conduct is a binding document:

If you fail to adhere to any of the provisions set out in this document you can face disciplinary action, dismissal or even legal action. You are obliged to read and fully understand the content of the document. If you have any questions, please ask your line manager or your HR representative staff for guidance.

All reports and concerns will be fully considered and treated with discretion. The Earth will take all necessary steps to protect staff or others reporting possible breaches of this Code. If you are a manager, you will have particular responsibilities to set a good example and to create a working environment conducive to upholding the standards in the Code of Conduct.

## THE EARTH CODE OF CONDUCT

Staff and others are responsible for managing their behavior both in and out of work in accordance with The Earth's values, policies and procedures and this Code of Conduct.

### Recognizing my power and privilege

- I will be mindful of the power and privilege that I hold in relation to other staff, community members and partners I work with.
- I will not raise the expectations of communities, partners or other third parties I engage with and will be honest in terms of how much The Earth can support through its services and resources.

**Protecting the safety and wellbeing of oneself and others – this means that I will adhere to The Earth's Global Security Management Policy and, my country specific Staff Health and Security policies.**

- I will adhere to all legal and organizational health and safety requirements at the location of my work and when I travel within or outside my duty station/country.
- I will be supportive and where reasonable help ensure the safety, health and wellbeing of my colleagues and be pro-active in raising any concerns related to this to management in a sensitive and confidential manner.
- I will respect the privacy of Staff and others and will not share their confidential or personal information without their consent.

**Demonstrating Mutual Respect– means that I will recognize the innate worth and experiences of all people and the value of diversity by respecting the rights of all persons regardless of their race, age, gender, gender identity, sexual orientation, culture, dress, language, political affiliation, health status, color, class, caste, ethnicity, marital status, disability, location, pregnancy, and religion.**

- I will act fairly, honestly and thoughtfully and treat all people with dignity and respect.
- I will respect the national law and local culture, traditions, customs and practices of the country I am working in where they are not in conflict with The Earth's values.
- I will not take part in any form of discrimination, bullying and harassment, or abuse (**physical, sexual or verbal**), intimidation, humiliation, shaming or exploitation, or in any other way infringe the rights of others. Please refer to The Earth's Gender Policy, Child Safeguarding Policy and Procedures for details and country's Bullying and Harassment Policy.

**Maintaining high standards of personal and professional conduct – this means that I will always aim to achieve the best in my work, take full responsibility for my actions and not abuse my position of power as an The Earth representative.**

I will embrace and promote accountability and pro-actively make myself available to be held to account and strive to improve practicing transparency, participation, compliance, evaluation and learning.

- I will not behave in a way that undermines my ability to do my job or is likely to bring The Earth into disrepute.
- I will be mindful about perception and appearance in my language, actions and relationships with all Staff and others, Board members I am working in, both in and outside of work.
- When working or travelling on behalf of The Earth, I will observe all local laws and be sensitive to local customs.
- I will abide by the terms of The Earth's Gender Policy, Child Safeguarding policies.
- I will abide by the terms of The Earth's Anti-corruption Policy and Procedures.
- I will not work whilst under the influence of alcohol or drugs, or being in possession of it during work.
- I will not profit from the sale of any other illegal goods or substances whilst employed by The Earth.
- I will not ask for or invite any personal payment, service from others, especially from the communities we work in, in return for The Earth's help or not withhold, support, goods or services of any kind.
- I will not accept bribes or significant gifts (except small tokens of appreciation which I have declared) from governments, communities, donors, suppliers or others which have been offered as a result of my employment.
- I will adhere and align to the values of Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion; Courage of Conviction, Independence from any religious or party-political affiliation and Humility.

**Personal conduct outside of work – this means that I understand that I will be seen as a representative of The Earth both during and outside of working hours and any social or work events.**

The Earth does not intend to dictate how Staff and others conduct their personal lives, however, unlawful or other behaviors, as outlined within this Code, by The Earth.

**Protection and use of The Earth's assets, resources, and information – this means that I will handle The Earth's finances, assets, information and other resources with care and protect them from avoidable theft, fraud or other damage, or exposure to unauthorized people.**

- I will ensure that I use The Earth information, funds and resources entrusted to me in a responsible and confidential manner and I agree to account for all money and property in my care.
- I will be responsible for ensuring value for money in line with our commitment to promote simplicity by being cost effective in how we use The Earth's money and resources.
- I will follow the appropriate The Earth policy, procedures and technical guidelines in managing and using these funds and resources.

- I will not use the organization's computers or other equipment to view, download, create or distribute inappropriate material, including but not limited to, pornographic, defamatory, abusive, sexist, prejudice or racist messages.
- I will ensure that my behavior when I am allowed to use The Earth equipment for personal use (including but not limited to vehicles, accommodation and computers) does nothing to misuse or damage the reputation of the organization.
- I will not release any private or confidential information relating to The Earth, its Staff and others to the outsiders unless it is a requirement of my job or I am legally required to do so.

**Avoiding conflicts of interest and duty – this means that I will be transparent and honest in all my dealings with The Earth Society, and not pursue personal, professional or family gain or advantage in such dealings.**

- I will declare to The Earth any connections including personal affiliation with family members, friends or business with other parties that may constitute a conflict of interest, and duty and ensure that my work does not benefit any such connections.
- I will not enter into any sort of business relationship on behalf of The Earth with family, friends or other personal/professional contacts for the supply of any goods or service to The Earth or any employment related matters without authorization from senior management.
- I will not directly line manage a person whom I have a personal (intimate) relationship with, and to avoid any conflict of interest at work or within teams including power differentials will declare and raise any potential issues related to this with my line manager.
- I will not accept any additional employment or consultancy work outside of The Earth that is a potential conflict of interest without prior permission from management.
- I recognize that there is an inherent conflict of interest and potential abuse of power in having sexual relations with The Earth staff and others. Should I find myself in such a relationship, I will advise my manager immediately and resolve any conflict of interest without delay.

**Working for or on behalf of The Earth I agree to:**

- Treat all persons regardless of their position with fairness and respect, courtesy and dignity, in accordance with the international legislation on Human Rights and Children's Rights and The Earth PSEA policy.
- To provide assistance to the affected populations/beneficiaries of the organization and ensure safety, dignity and effective access to the services provided, in line with the "Do No Harm" approach.
- Help create and maintain an environment that prevents sexual exploitation and abuse and promote the implementation of this Code of Conduct.
- Immediately report any allegations, suspicions or concerns regarding failure to meet the standards set forth in this Code of Conduct.
- Not intentionally make false accusations against another worker for violating the provisions of the Code of Conduct, nor disseminate false statements about co-workers or personnel of other agencies.
- To attend mandatory training courses (in person or online) for protection from sexual exploitation and abuse.

**I understand and acknowledge that it is strictly forbidden/prohibited to:**

- Engage in sexual activity with children (persons below the age of 18 years), regardless of age of majority or local consent. Lack of knowledge of the actual age of the child is not a defense.

- Engage in any sexual relationship between those providing humanitarian assistance and protection and a person benefiting from such humanitarian assistance and protection that involves improper use of rank or position. Such relationships undermine the credibility and integrity of humanitarian aid work.
- Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behaviors. This includes exchange of assistance that is due to beneficiaries.
- Accept any sexual favor(s) in exchange for food or non-food assistance provided to beneficiaries/recipients.
- Abuse my authority, position or influence by withholding protection, assistance or humanitarian services, or giving preferential treatment in order to solicit sexual favors, gifts, payments of any kind or any other benefit.
- Engage in sexual activity with sex workers, regardless of the legislation in the country.
- Use children or adults to get others to engage in sexual activity.

**Reporting any incident or concern relating to this Code of Conduct – this means that I will raise any potential incident, abuse or concern that I witness or I am made aware of to the appropriate management, using the relevant/country specific procedures.**

- I understand that all individuals working for The Earth have the right to approach a higher authority at The Earth about abuses or any breaches of this Code.
- I am aware that all suspected breaches of the code will be thoroughly investigated and treated with the utmost confidentiality in accordance with the appropriate The Earth procedures.

**Compliance to this Code of Conduct – this means that I will comply fully with this Code and I am aware of the potential outcome if I do not.**

- I understand that should the Code of Conduct demand a higher standard than the local laws then this Code will prevail.
- I understand that failure to comply with any aspect of The Earth's Code of Conduct may result in disciplinary action up to and including termination of employment or association with The Earth.
- I am aware that The Earth may choose or (and in some cases be obliged) to report to the relevant professional or government authorities any instances wherein the law has been or suspected to have been broken.
- By joining or associating with The Earth, I agree to adhere to organization's PSEA policy and its associated policies.

Your employment and engagement with The Earth is conditional on you signing and therefore agreeing to this Code of Conduct and its contents.

As a stakeholder of The Earth (staff and other); I am obligated to report any observed violation of the code in a timely manner to my line manager.

## **FOR MANAGERS**

- I have particular responsibilities to set a good example when it comes to my behavior both on and off duty.
- I will not engage in or tolerate any form of abuse, discrimination or harassment in the workplace.
- I will encourage and be open to views of all team members. I will provide timely feedback on the performance of each team member through guidance, motivation and full recognition of their merits.
- I will ensure there is budget and support available for the safeguarding and wellbeing of staff, and beneficiaries.

- I will ensure that the security of staff is planned and budgeted for in accordance with the relevant Policy.

**I confirm that I have read, understood The Earth's values, attitudes and behaviors and accept this Code of Conduct.**

**Name:**

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

**Designation:**

**Date:**

*Please return this page to Human Resources department once signed and dated.*