



# **STAFF CODE OF CONDUCT**

**CARE International in Timor-Leste (CITL)**

Update: March 2017



# Staff Code of Conduct

## Introduction

As staff and representatives of CARE International in Timor-Leste, we are personally and collectively responsible for upholding and promoting the highest standards of ethical and professional conduct.

The purpose of this policy is to provide advice on the standards of behaviour that are required of CITL employees, volunteers/interns and consultants. It provides guidance, promotes ethical behaviour and sets expectations of our employees, volunteers/interns and consultants, across all locations.

## CITL Mission, Vision and Focus.

### Our Mission

CARE works around the globe to save lives, defeat poverty and achieve social justice.

### Our Vision

We seek a world of hope, tolerance and social justice, where poverty has been overcome and all people live with dignity and security.

### Our Focus

We put women and girls in the centre because we know that we cannot overcome poverty until all people have equal rights and opportunities.

## Implementation of the Code of Conduct

You will be required to read, understand and sign a copy of this Code. If you have any questions regarding this information, please discuss them with your direct line manager, or the Human Resources team. A staff member has a duty to report any breach of this Code to the appropriate person. All reports and concerns will be properly considered and treated with discretion.

## Standards of Conduct

As a staff member of CITL, I commit to:

### Ensure that my personal and professional conduct is, and is seen to be, of the highest standard.

- I will treat all people fairly, with respect and dignity;
- I will comply with the CITL's Child Protection Policy, which I have signed as part of my employment/consultancy agreement;
- When working in an international context or travelling internationally on behalf of CITL, I will observe local laws and be respectful of local customs;
- I will not work under the influence of alcohol or be in possession of illegal substances whilst on CITL premises OR when engaged in CITL activities;
- I will not misrepresent my qualification and professional experience to CITL or parties engaging with CITL for my services; and
- I will seek to ensure that my conduct does not bring CITL into any disrepute and does not impact or undermine my ability to undertake the role for which I am employed.



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### **Avoid involvement in any criminal activities, activities that contravene human rights or those that compromise the work of CITL**

- I will not participate in any forms of illegal activity;
- I will notify CITL of any criminal convictions or charges, either past, pending, during or prior to my employment;
- As a citizen of Timor-Leste, I may engage in political activity in country at my own discretion and in a personal capacity, only in so much as, such political activity is in no way identified with CARE. If management deems that my participation in political activities will imply association with CARE, I accept that management may not endorse my participation;
- I will not possess, use, consume, purchase, distribute, manufacture, dispense or sell alcohol or controlled substances or any other contraband item (without medical authorisation), on the premises of CITL, or have any in my possession, while on CARE business and acknowledge that such actions are strictly prohibited; and
- I will not carry items which are classed as weapons (these include firearms, knives or other weapons) during work hours, during any program activities or while on CARE business. Possession of a weapon is viewed as serious misconduct and may be grounds for immediate dismissal.

### **Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or exploitation.**

- I will fully abide with the requirements of CITL's Equal Opportunity, Diversity and Anti-Harassment, Prevention and Response to Sexual Exploitation and Abuse ("**PSEA Policy**" or "**Policy**") and **Domestic Violence policies**;
- I will not engage in any form of sexual behaviour with a minor. A minor, as defined by the CITL Child Protection Policy, is taken to be anyone under 18 years of age – refer to CITL Child Protection Policy;
- I will not engage in any form of sexual harassment towards CARE employees, visitors, partner staff or other CARE stakeholders. Sexual harassment is any unwanted or unwelcome sexual behaviour. It has nothing to do with mutual attraction or friendship. Examples of this behaviour may include, but are not limited to:
  - unnecessary familiarity, such as deliberately brushing up against a person or unwelcome touching;
  - suggestive comments or jokes;
  - insults or taunts of a sexual nature;
  - intrusive questions or statements about a person's private life;
  - sending sexually explicit emails or text messages;
  - repeated unwanted requests to go out on dates;
  - requests for sexual favours; and
  - behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.
- I will not engage in sexual behaviour with an employee and/or beneficiaries. If such a sexual relationship develops, the obligation rests with me to declare the relationship to the manager at the next level. This manager will assess the situation and take the appropriate action. Such action may be for one of the parties to transfer to another position. If such a transfer is not possible, one of the parties may need to leave CITL;



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- I will not request any service or sexual favour from participants of CARE programs, beneficiaries, children or others in the communities in which CARE works in return for protection or assistance, and will not engage in sexually exploitative relationships;
- I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This prohibition against exchange of money for sex means I may not engage the services of sex workers while on CARE business, including on CARE premises or accommodation, or while travelling to/from or attending workshops, meetings and trainings, regardless of the local or national law concerning sex work or prostitution in the country; and
- I will not engage in any exploitative, abusive or corrupt relationships.

### **Perform my duties in a manner that avoids foreseeable conflict of interest with the work of CITL and my work as a staff member, consultant or volunteer of the organisation.**

- I will conduct my behaviour in a manner that does not undermine national or international perceptions of CITL;
- I will not accept any cash, money, financial gain or other material benefits or favours, personal relationships and associations;
- I will not abuse the advantage of my position for private purposes, or obtain or direct financial benefits for myself or my family/friends, or solicit or accept gifts, rewards or benefits which might compromise, or be seen to compromise my integrity;
- I accept that as a general rule, any and all gifts exchanged within CITL as well as other outside organisations, consultants and vendors, shall be deemed appropriate to the circumstances and shall be token in nature, e.g. less than US\$10.00; In addition, I accept that when gifts are offered that have more than a token value, I will:
  - Advise vendors proposing gifts that CARE's policy does not permit the acceptance of personal gifts and that they may like to consider a gift in kind to the organisation;
  - Gifts from donors or organisations properly belong to CARE and shall remain in a CARE office or installation;
  - Gifts from the community and partner organisations, for example, mats, live animals, food etc., are acceptable, however, these items need to be reported to the Country Director;
  - Gifts clearly intended for one individual may be purchased by that individual if they wish to keep the gift or the gift may be donated to CITL; and
  - Where an employee is unsure of the gift(s), it should be referred to the Country Director for the correct treatment.
- I will not accept any related employment or consultancy work that may be deemed a conflict of interest outside without prior permission from management of CITL;
- I will observe the principles of fairness and impartiality in all dealings and avoid situations that might compromise my integrity or otherwise lead to conflicts of interest;
- I will observe the powers and responsibilities of my position solely for the benefit of CITL and beneficiary populations targeted by CITL programs and projects and not for personal gain;



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- I accept that if there is any existing or potential conflict (perceived or actual) in relation to my employment with CITL I must tell my line manager or a member of the Senior Management Team (SMT); and
- Conduct all official duties with integrity, free from any taint of dishonesty or corruption, including not engaging in any act of favouritism, nepotism, cronyism, or bribery<sup>1</sup>.

### **Be responsible for the use of information and resources to which I have access by reason of my employment with CITL.**

- I will show reasonable care and neither use, nor allow the use of CITL property, resources, or funds for anything other than authorised purposes;
- I will use CITL resources efficiently and effectively for fulfilling my work responsibilities;
- I will treat CITL property with due care and ensure it is secured against theft and misuse;
- I accept that I must not disclose or use anything which could be considered intellectual property, other property, or confidential information belonging to CITL without prior permission from the organisation or as required by law. It is unacceptable for me to make unauthorised use or disclosure of information to which I have had access;
- I accept that CITL considers the content of any e-mail to be its property and reserves the right to access employee accounts. I must not download material that is inappropriate at any time for any purpose. Inappropriate use will include the use of the internet or email to access or distribute material which would be regarded as being offensive or constituting the use of these for menace or harassment;
- Ensure that the portrayal of individuals and their circumstances is fairly represented in terms of their capacities and vulnerabilities. All efforts will be made to explain how photos and stories will be used and to obtain permission from the individuals for the use of their photos and stories;
- I accept that as a person who could be identified as a CITL employee, volunteer/intern or consultant and who posted offensive, discriminatory or obscene material via social media, even in my own time and using my own resources, that I may be in breach of this Code; and
- I must avoid comment that might be interpreted as an official statement on behalf of CITL or that compromises perceptions of my ability to do my job in an unbiased or professional manner.

### **Ensure the safety, security health and welfare of all employees, consultants/contractors and volunteers of CITL.**

- I will comply with any and all local safety and security instructions and guidelines provided to me and be pro-active in informing management of any necessary changes to such guidelines;
- I will adhere to legal and organisational health, safety and environment (OHSE) requirements in force at the location of my work; and

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<sup>1</sup> The terms “favouritism”, “nepotism”, “cronyism”, and “bribery” include such conduct as unfair treatment of a person or group on the basis of prejudice, support or favour shown to friends and family (especially in making of appointments), and acceptance, offer, or consideration of any improper personal benefit.



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- I will conduct myself in such a way as to avoid any unnecessary risk to the safety, security, health and welfare of myself and others, including personnel of partner organisations and stakeholders and communities.

**Ensure that the relationship between CITL and our program partners will be characterised by mutual respect, integrity, equity and by a commitment and openness to two-way learning and support. I will demonstrate a willingness to invest in our partner organisations to enable both partners to:**

- Work together in order to produce positive outcomes for our beneficiaries;
- Be more effective in fulfilling each organisations development objectives and priorities; and
- I will demonstrate a willingness to ensure that CITL's program activities are consistent with respecting and protecting internationally recognised human rights including civil and political, economic, social and cultural rights.

### **Breach of the Code of Conduct**

CITL treats breaches of the Code seriously. You have a responsibility to act consistently with the standards and expectations set out in this Code. Any breach of the Code of Conduct, will be seen as a serious matter and will result in disciplinary action, which may include dismissal. Refer to the CITL Human Resource Policy Manual, for further information on this Code.

### **Reporting a Breach of the Code**

There are informal and formal ways of raising a breach. If it is suspected that a breach has occurred then you are encouraged to raise your concerns informally in the first instance with the line manager of the employee suspected of the misconduct or serious misconduct, your own line manager, HR and/or the Country Director. If the breach involves the employee's line manager then the suspected breach, can be raised with HR and/or Country Director. Where you feel unable to raise your concerns as described then you can make a report through the Tell Us Policy mechanisms.

### **Awareness Raising and Induction**

All staff have a responsibility to familiarise themselves with the Code and its purpose. This Code will be discussed during induction of new staff.



## Staff Code of Conduct

### STATEMENT OF RECEIPT:

As an employee, volunteer/intern or consultant of CITL and as a term of my engagement with CITL I agree to uphold and abide by this Code. I understand that the list of examples provided in each section is designed to give context to the topics covered and is not an exhaustive list. I also understand that this Code supplements the various legal and policy obligations I have as an employee, volunteer/intern or consultant of CITL.

I have received, understood and read the copy of CITL "Staff Code of Conduct".

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(PRINT NAME)

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(SIGNATURE)

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(POSITION TITLE)

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(DATE)

***This document automatically forms part of all employment agreements or conditions of service.***