

CLEAR Global

Code of Conduct for CLEAR Global Partner Organizations

In keeping with our vision and values, CLEAR Global is committed to maintaining the highest degree of ethical conduct among all of its partners, and expects all their staff to act in a manner consistent with the core values of excellence, integrity, empowerment and tolerance while carrying out their organizational responsibilities. To help you understand these standards, CLEAR Global has established this Code of Conduct which details CLEAR Global's expectations of partners in a number of important situations. All Partner Organizations subject to this policy are expected to understand and abide by CLEAR Global's Code of Conduct.

CLEAR Global Partner Organizations may work in situations where they are in positions of power and trust (in relation to beneficiaries, other organizations and one another). This power and trust must not be abused. All CLEAR Global partners have a responsibility to strive for and maintain the highest standards in the day-to-day conduct of their work. The aim of the Code of Conduct is to provide clear guidance on the standards of behaviour the organization requires all staff, anyone working on behalf of CLEAR Global and any partner organization to abide by, as well as providing examples of conduct that will be considered unacceptable. The Code is designed to guide and protect all partners and beneficiaries.

Any breach of this Code may result in action including the termination of a partnership agreement, statement of work or contract. Whilst recognising that laws and cultures differ considerably from one country to another, the Code is based on international legal standards and principles of codes of conduct.

In addition, it is written to reflect CLEAR Global's core values and commitment to ensuring that partners always act in the best interest of beneficiaries. Partner Organizations are expected to comply with the standards of behaviour outlined in this Code.

These policies may be revised by CLEAR Global at any time. If you have any questions about the Code of Conduct, please contact us at info@clearglobal.org.

Standards of Conduct

The Partner Organization commits to:

Be responsible for the use of information, assets and resources to which it has access by reason of partnership with CLEAR Global. The Partner Organization:

- Will use CLEAR Global assets and resources in a responsible manner and account for all money and property, following the appropriate policy and procedural requirements.
- Will not use the CLEAR Global's computer equipment, technology or services to engage in any activity that is illegal under local, state, or international law or that encourages conduct that

would constitute a criminal offence. This includes any material that victimises, harasses, degrades, or intimidates an individual or a group of individuals on the basis of gender, race, religion, sexual orientation, age, disability or ethnicity or other personal characteristic.

- Will not use CLEAR Global's technology or equipment to view, download, upload, create, distribute, or save inappropriate material in any format, including but not limited to adult or child pornography.
- Will use all project goods and services, including those provided by/property of a third party, in an appropriate manner.
- Will not release to others any private or confidential information relating to CLEAR Global (or for which CLEAR Global is responsible) unless legally required to do so.

Be responsible for the health, safety and welfare of the staff it manages. The Partner Organization:

- Will adhere to all organizational health and safety regulations and procedures in force in its workplace.
- Will avoid creating unnecessary risk to the safety, health and welfare of itself, its staff or others (including partner organizations and beneficiaries).

Ensure that its personal and professional conduct, and that of its members and workers, is, and is seen to be, of the highest standard and in keeping with CLEAR Global's values and mission and does not cause conflicts of interest with the work or reputation of CLEAR Global. The Partner Organization:

- Will treat all people with respect and dignity. Will not discriminate, show differential treatment to, or favour particular individuals to the exclusion of others.
- Will, in its programs, promote the well-being and development of children and will not engage in behaviour that is likely to cause harm, including physical, sexual, emotional abuse and neglect.
- Will observe all local laws and behave in a culturally sensitive manner.
- Will ensure that its behaviour does not bring CLEAR Global into disrepute and does not impact on or undermine its ability to undertake the role for which the organization is employed.
- Will not abuse its position for personal gain by requesting, soliciting or accepting any payment, gift, service or favour (including sexual favours) from others, whether for personal benefit or for another person, in return for support, goods or services.
- Will not enter into commercial sexual transactions at any time while partnering with CLEAR Global.
- Will avoid situations where the organization's own interests could conflict, or reasonably appear to conflict, with the interests of CLEAR Global. Therefore, will not enter into any sort of business relationship on behalf of CLEAR Global with family members, friends or other personal/professional contacts for the supply of any goods or services to CLEAR Global or any employment-related matters without authorisation. Any potential conflicts of interest will be declared to contacts at CLEAR Global.
- Will not be involved in awarding benefits, contracts for goods/services, employment or promotion within the organization, to any person who has financial, personal, family (or close intimate relationship) interests.
- Will not undertake programs or projects that negatively influence the ability to perform its function or have a negative impact on the work of CLEAR Global.

Avoid involvement in any activities that are illegal, or contravene human rights¹, or compromise the work of CLEAR Global. The Partner Organization:

- Will not take part in or support any illegal activities.
- Is aware that sexual activity with children (persons under the age of 18) is expressly prohibited regardless of the age of majority or age of consent locally.
- Is aware that the exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior with children is prohibited.
- Will ensure that all its representatives who have contact with, or access to sensitive information about, children, are informed of the organization's Code of Conduct and are made aware that they are expected to comply with all standards contained within.
- Will ensure that all its representatives behave in an appropriate and culturally sensitive way. They must not hit, physically assault or inappropriately touch children; use language, make suggestions or offer advice which is inappropriate, offensive or abusive; behave in a manner that is sexually provocative; act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
- Will follow, where possible and practical, the 'two-adult' rule, wherein two or more adults supervise all activities where children are involved and are present at all times.
- Will not abuse or exploit children or adults in any way and will report any such behaviour by others to a senior manager in the program area.
- Will refrain from inappropriate behaviour or action that might jeopardise CLEAR Global's reputation.

Refrain from any form of bullying, harassment, discrimination, abuse, intimidation or exploitation. The Partner Organization:

- Will act fairly and honestly, and treat others with dignity and respect, regardless of issues such as gender, race, religion or lack of religion, colour, national or ethnic origin, language, marital status, family status, birth, sexual orientation, age, disability, socio-economic background, caste, political conviction, HIV and AIDS status, physical appearance or lifestyle.
- Will never engage in any humiliating, degrading or exploitative behaviour.
- Will not use or condone language that is inappropriate, demeaning, or offensive towards others.

Report any incident, or suspicion regarding any breaches of this Code of Conduct:

- Will bring to the attention of the relevant manager within CLEAR Global any potential incident or abuse that I witness, I am made aware of, or suspect which appears to break the standards contained in this Code, as described in the whistleblowing policy.

¹ In addition to the Universal Declaration of Human Rights, recognition should be given to the rights of women and children, as outlined in the UN Convention for the Elimination of all Forms of Discrimination against Women (CEDAW) and the UN Convention on the Rights of the Child (CRC), with particular emphasis on the guiding principle of 'the best interest of the child' (Article 3): <http://www2.ohchr.org/english/law/crc.htm>.

- Will have an organisational culture that prioritises safeguarding, along with adequate safeguarding policies, procedures and measures, so that it is safe for those affected, or who witness, to come forward, and to report incidents and concerns with the assurance they will be handled sensitively and properly.
- Will have clarity as to how incidents and allegations will be handled in our organisation should they arise, including reporting to us.
- Will ensure that all information about breaches of this Code is handled with the utmost discretion and thoroughly investigated. We always strive to improve all processes in place and welcome any feedback to that regard.

The Partner Organization has read carefully and understands the CLEAR Global Code of Conduct and hereby agrees to abide by its requirements and commits to upholding the standards of conduct required to support CLEAR Global's core values and mission.

The Partner Organization understands that failure to comply with any principles of the CLEAR Global Code of Conduct may result in disciplinary action up to and including termination of the partnership and, where applicable, may result in civil or criminal proceedings against the partner organization.

Name:

Signature:

Code of Conduct: Humanitarian Principles in Practice

The Code of Conduct for The International Red Cross and Red Crescent Movement and NGOs in Disaster Relief, was developed and agreed upon by eight of the world's largest disaster response agencies in the summer of 1994.

The Code of Conduct, like most professional codes, is a voluntary one. It lays down ten points of principle, which all humanitarian actors should adhere to in their disaster response work.

The code is self-policing. CLEAR Global is a signatory and adheres to the Code of Conduct:

- The humanitarian imperative comes first.
- Aid is given regardless of race, creed or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone.
- Aid will not be used to further a particular political or religious standpoint.
- We shall endeavor not to act as instruments of government foreign policy.
- We shall respect culture and custom.
- We shall attempt to build disaster response on local capacities.
- Ways shall be found to involve program beneficiaries in the management of relief aid.
- Relief aid must strive to reduce future vulnerabilities to disaster as well as meeting basic needs.
- We hold ourselves accountable to both those we seek to assist and those from whom we accept resources.
- In our information, publicity and advertising activities, we shall recognize disaster victims as dignified human beings, not hopeless objects.

For complete Code of Conduct see: <http://www.icrc.org/eng/assets/files/publications/icrc-002-1067.pdf>.