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| **Code of Conduct Tool** |

**Definition:** the Code of Conduct Tool outlines the ethical standards a community volunteer must abide by in her or his role.

**Purpose of the Tool:** to provide Child Protection organizations important rules and standards that should be in place when engaging community volunteers on behalf of the organization. This is particularly important due to power dynamics within the community and risks for abuses of power.

**When to use this Tool: It is recommended to use this tool** during the onboarding process with community volunteers, after reviewing their role description and training volunteers on child safeguarding and PSEA.

**Guidance**: if your organization already has a code of conduct, it is suggested to review this tool to see if any elements are missing, and might be incorporated for the roles of volunteers. For those organizations without a code of conduct, this tool can be used, or adapted to the needs of the team. It is suggested that an HR colleague, or an executive officer ensures the implementation and monitoring of the code of conduct.

The Code of Conduct should be translated into a language the community volunteers can read. If they have limited literacy abilities, the Code of Conduct should be read and explained to ensure understanding. All community volunteers should be given a copy of the Code of Conduct and be advised where to seek information or report violations of the Code as part of their onboarding.

Blue text refers to context-level information which should be inserted or adapted according to context.

**CODE OF CONDUCT FOR COMMUNITY VOLUNTEERS[[1]](#footnote-1)**

**Purpose**

This Code of Conduct aims to ensure staff and community volunteers treat each other and the children, families, and communities that we work with, with dignity and respect. This Code of Conduct is designed to provide clear guidance for volunteers to conduct themselves in a manner which is consistent with their role and commitment to (name of organization’s) values, and child safeguarding standards.

**My Roles and Responsibilities as a Community Volunteer**

1. I will respect others: I will:
   1. Respect the rights of all people without discrimination.
   2. Always act fairly and honestly and will treat people with dignity and respect.
   3. Maintain (name of organization)’s professional reputation, following the child safeguarding policies and standards.
   4. I will not take part in any form of discrimination, harassment, or abuse (physical, sexual or verbal), intimidation or exploitation, or in any other way infringe the rights of others.
2. I will work actively to safeguard the rights of children and young people: I will:
   1. Adhere to the Child Safeguarding Policy in my dealings with children and young people, their families, and communities participating in programmers, projects, processes, events and activities.

I will not:

* 1. Engage in any form of sexual activity or develop physical/sexual relationships with anyone under the age of 18 regardless of the age of consent locally.
  2. Withhold information about any criminal convictions, charges or civil proceedings relating to child abuse, either prior to or during the course of my contract.

1. I will maintain high standards of personal and professional conduct while volunteering for (name of organization’s): I will:
   1. Ensure that my behavior does not jeopardize (name of organization’s) neutrality.
   2. Be open and honest in dealings with (name of organization).
   3. Declare any criminal convictions or any criminal charges against me
   4. Ensure the proper use of (name of organization’s) resources and prevent them from theft, fraud or other damage.

I will not:

* 1. Pursue personal or family gain or advantage in my dealings with or on behalf of (name of organization).
  2. Accept bribes, significant gifts[[2]](#footnote-2), favors of financial value or other services offered as a result of my volunteering
  3. Behave in a way which creates risk to my security or the security of others.
  4. Drink alcohol or use any substances in a way that affects my ability to do my job.
  5. Possess or profit from the sale of illegal goods or substances.
  6. Use computer equipment, mobile phones, video and digital cameras or other equipment to view, download, create or distribute inappropriate material, including but not limited to material which is pornographic, defamatory, abusive, sexist, racist or otherwise exploitative.
  7. Exchange money, employment, goods or services for sex, including sexual favors or any other forms of humiliating, degrading, or exploitative behavior.
  8. Release any private or confidential information relating to children or families to others unless it is a requirement of my job or I am legally required to do so.

1. I will report any concern or incident relating to this Code of Conduct where I develop concerns or suspicions regarding breaches of this Code. I will:
   1. Report any matter which appears to break the standards contained in the Code of Conduct or associated Policies that I witness or I am made aware of to the appropriate management, using the relevant and/or country specific procedures.
   2. Support any investigation into suspected, alleged or known breaches of this Code or (name of organization’s) associated Policies, including as a witness.

I will not:

* 1. Withhold any relevant information.
  2. Undertake any action on my own that is not in line with local policies and procedures and/or, without guidance from relevant focal points and managers.

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| Name and Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Location and Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Adapted from Plan International’s Code of Conduct, February 2018 https://plan-international.org/sites/default/files/field/field\_document/pii\_code\_of\_conduct\_february\_2018.pdf [↑](#footnote-ref-1)
2. Significant gifts do not include small tokens of appreciation. You should notify your line manager if you are offered or receive gifts of any kind. [↑](#footnote-ref-2)