

DRC's Code of Conduct

For DRC's Workforce



Secretary General's Statement



Dear Colleagues,

Our behaviour means everything. We will only succeed in assisting, protecting and empowering refugees and displaced people if we are able to apply our values at all times. Respect, Independence & Neutrality, Inclusion, Honesty and Transparency must be central to our actions.

DRC has had a Code of Conduct since 2007. This Code of Conduct demonstrates our willingness to be assessed against our day-to-day actions and build trust in our activities and engagement when working with and for refugees and other displaced persons.

In line with our vision, missions and values, this Code of Conduct sets the guiding principles that we all, as part of DRC's workforce, must adhere to in order to uphold the highest standards of integrity, professionalism and ethical conduct. This Code of Conduct also provides us with clear rules of conduct foremost among which the prohibition of all forms of exploitative and abusive practices.

It is important to all of us at DRC and to those we aim to serve that DRC does its utmost in the fight against sexual exploitation and abuse, sexual harassment, discrimination and corruption. We must and will continue to do more. Sexual exploitation and abuse, sexual harassment, discrimination and corruption will never be tolerated in DRC.

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“Sexual exploitation and abuse, sexual harassment, discrimination and corruption will never be tolerated in DRC.”

The set of standards contained in the Code of Conduct are therefore mandatory for all without distinction, from our headquarters in Denmark to the field. The Code of Conduct is an integral part of our conditions of employment with DRC.

By reporting concerns or breaches, you allow DRC to investigate and correct misconduct, but also to protect the potential victims of wrongdoings. It is also mandatory to report severe breaches of the Code of Conduct that you witness yourself or that are reported to you. The main reporting channels are listed in this Code of Conduct.

“By reporting concerns or breaches, you allow DRC to investigate and correct misconduct but also to protect the potential victims of wrongdoings.”

That said, I wish to thank all of you, for the incredible work and engagement you are demonstrating every day in order to assist people affected by war, armed conflicts, displacement and climate related disasters.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Charlotte Slente'.

Charlotte Slente
Secretary General

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I. Definitions

Abuse of Authority	The misuse of a position of influence, power, rank or authority against another person. Abuse of authority may also include conduct that creates a hostile or offensive work environment. Examples: misuse of a power or authority to influence the career or employment conditions of another, including, but not limited to, appointment, assignment, contract renewal, performance evaluation or promotion or the use of intimidation, threats, blackmail or coercion.
Breach of Duty	Occurs when the conduct of a member of DRC's Workforce fails to meet an applicable duty of care. This includes breach of contract. Only the most important duties are captured in DRC's Code of Conduct (e.g. safety, confidentiality, financial mismanagement etc.).
Children	Any individual under the age of 18.
Code of Conduct (CoC)	The present set of standards about the behaviour that DRC's Workforce is obliged to adhere to.
Code of Conduct Reporting Mechanism (CoCRM)	The mechanism that allows any individual to report a suspicion of a breach of DRC's Code of Conduct (CoC) committed by one or more member(s) of the Workforce of DRC or any other concern as may be required by applicable whistleblower laws and regulations. Reports of Suspected Misconduct (RSM) affecting other organisations, implementing or commercial partners are also registered in the CoCRM when they are brought to the attention of DRC.
Complainant	Any individual submitting a Report of Suspected Misconduct (RSM) and who has a personal interest in this report (<i>see also definition of Reporting Person</i>).
Community Feedback Mechanism	A formal system established to allow crisis-affected populations to communicate information on their views, concerns and experiences of a humanitarian agency or of the wider humanitarian system. A CFM systematically captures, records, tracks and follows up on the feedback it receives to improve elements of a response.
Confidential Information	Any information that DRC designates as "confidential" or that includes information which calls for tact, care and caution in treatment. This notably includes but is not limited to Reports of Suspected Misconduct (RSM), testimonies and other findings, information and reports related to an investigation, as well as Personal Data covered by applicable privacy laws and regulations.
Conflict of Interest	Any current professional, private, financial or other interest or loyalty which could impair an individual's objectivity in carrying out their duties and responsibilities for DRC or create an unfair advantage for any person or organisation.
Corruption (and Fraud)	The actual misuse or attempt misuse of entrusted power for private gain. Private gain includes personal and other's gain. Corruption (and Fraud) includes attempted and completed acts of corruption, both monetary and non-monetary corruption, and is not limited to interactions with public officials. Examples: facilitation payments, bribery, gifts constituting an undue influence, kickbacks, favouritism (e.g., nepotism and cronyism), extortion, embezzlement, forgery, financial fraud, and procurement fraud. Exchanging relief goods, assistance or preferential treatment in return for sexual favours are also forms of Corruption.

Discrimination	Any unfair or arbitrary treatment towards a person in consideration of the group or category to which that person belongs rather than on individual merit. Discrimination includes any unfair or arbitrary treatment based on person's gender, race, colour, ethnicity or social origin, genetic features, language, religion or belief, political or any other opinion, class, physical or cognitive abilities, age, sexual orientation, gender identity or expression, sex characteristics or other status. For the avoidance of doubt, Discrimination includes the following types of discriminatory action: direct, indirect, harassment and victimisation.
International Human Rights Law	International human rights law lays down obligations that States are bound to respect. By becoming parties to international treaties, States assume obligations and duties under international law to respect, protect and fulfil human rights. The obligation to respect means that states must refrain from interfering with or curtailing the enjoyment of human rights. The obligation to protect requires states to protect individuals and groups against human rights abuses. The obligation to fulfil means that states must take positive action to facilitate the enjoyment of basic human rights. Through ratification of international human rights treaties, governments undertake to put into place domestic measures and legislation compatible with their treaty obligations and duties ¹
Irregular Worker	Any individual engaged by DRC via a mutually binding agreement (oral or written) where the individual agrees to perform work for the benefit and under the management and instructions of DRC. It excludes individuals procured as contractors (external service providers) and regular employees of DRC. Examples: Volunteers, Incentive workers, Casual workers, Daily worker; Cash for work.
Manager	Any member of DRC's Workforce holding a "management position" as defined by DRC's Global Position Structure.
People of Concern (PoC)	DRC's target group in accordance with DRC's mandate, including refugees, internally displaced persons (IDPs) and other people affected by displacement or conflict. For the purpose of the present Code of Conduct, where a Person of Concern is employed by DRC as member of its Workforce, the status of Person of Concern supersedes their employment status.
Personal Data	Any information that relates to an identified or identifiable individual. Example: different pieces of information that, when collected together, can lead to the direct or indirect identification of a particular person, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person
Protection from Sexual Exploitation, Abuse and Harassment (PSEAH)	Measures taken to protect DRC's Workforce, Persons of Concern and other stakeholder involved or in contact with DRC's programmes and activities, from Sexual exploitation, Abuse and Harassment, by the members of DRC's Workforce in the provision of aid. More information is available in the relevant PSEAH policies, guidance and protocols.
Report of Suspected Misconduct (RSM)	A report submitted by a Complainant or Reporting Person about a suspicion that a breach of the Code of Conduct has happened or will happen.
Reporting Person	Any individual submitting a Report of Suspected Misconduct (RSM) and who does not have any personal interest in this report (<i>see also the definition of Complainant</i>).
Retaliation	Any direct or indirect act or omission which occurs in a work-related context, is prompted by internal or external reporting or by public disclosure, and which causes or may cause unjustified detriment to the Reporting Person, the Complainant or any other person assisting in such report, disclosure or in an internal investigation. It includes threats of retaliation and attempts of retaliation.

¹ See United Nations, The Foundation of International Human Rights Law, (UN 2021).

Sensitive Information	Any information or data containing or revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and any genetic data, biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation.
Sexual Abuse	Any actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions, which includes when a person is incapable of giving consent or resist. All sexual activity with a minor (a person under the age of 18) is considered sexual abuse. Sexual Abuse may occur at the workplace, outside working hours and/or outside the workplace. Anyone can be the victim or offender irrespective of their sex or gender.
Sexual Exploitation	Any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This notably includes acts such as transactional sex, solicitation of transactional sex, and exploitative relationships. Sexual Exploitation may occur at the workplace, outside working hours and/or outside the workplace. Anyone can be the victim or offender irrespective of their sex or gender.
Sexual Harassment	Any improper and unwelcome behaviour, conduct and practice of a sexual nature that may include, but are not limited to, sexual advances, suggestions or demands, requests for sexual favours and sexual, verbal or physical conduct or gestures that are or might reasonably be perceived to cause offence or humiliation to another. Sexual Harassment may occur at the workplace, outside working hours and/or outside the workplace. It can include a single incident or a series of incidents. Sexual Harassment may be deliberate and unsolicited. Anyone can be the victim or offender irrespective of their sex or gender.
Survivor	The person who is or who it is alleged has been the subject of Sexual Harassment, Sexual Abuse or Sexual Exploitation. This term is generally preferred to 'victim' because it implies resilience.
Survivor Centred Approach	A Survivor Centred Approach seeks to empower the Survivor by prioritising their rights, needs and wishes. It means ensuring that survivors have access to appropriate, accessible and good quality services including health care, psychological and social support, security and/or legal services. This approach aims to create a supportive environment where the Survivors' rights are respected, and they are treated with dignity and respect. It helps promote a Survivor's recovery and reinforce their capacity to make decisions about possible interventions (see UN Women, Programming Guidance: Conflict/Post-conflict – Survivor-centred approach, UN Women 2013).
Workforce	Any employee, intern, student, irregular worker, and other member of DRC's Workforce who, irrespectively of the length of their engagement, remuneration and other terms and conditions is required to sign this Code of Conduct. Members of DRC's Workforce may be individually referred to as a Staff Member and collectively as Staff.
Workplace Harassment	Any improper and unwelcome behaviour and conduct by a member of DRC's Workforce that might reasonably be expected or be perceived to cause offence or humiliation to another member of the Workforce of DRC. Workplace Harassment may take the form of words, gestures or actions which tend to annoy, alarm, abuse, demean, intimidate, belittle, bully, humiliate or embarrass another member of the Workforce of DRC or which create an intimidating, hostile or offensive work environment. Disagreement on work performance or on other work related issues is normally not considered harassment and is not dealt with under the provisions of this Code of Conduct but in the context of performance management.

II. DRC's Vision, Mission and Values

As a private humanitarian organisation, DRC's work covers all aspects of refugee and displacement issues based on humanitarian principles and human rights. Our overarching mission is to assist and protect refugees and to empower them towards a better future.

We strive to provide sustainable solutions for refugees, displaced people and host communities coupled with the objective of enabling those we assist to live dignified lives.

Our Mission

We assist refugees and the displaced, protect their rights and empower them towards a better future.

Our Vision

A dignified life for all displaced.

Our Values

Humanitarian Approach

The right to a dignified life takes precedence over politics and principles. DRC insists on the right of the individual to receive humanitarian aid and on our right and duty to provide such aid, whenever possible, regardless of political circumstance. This means that our advocacy will sometimes be subordinate to our duty to help save lives, and that we will always provide assistance, regardless of whether such an effort could be interpreted politically. Moreover, in all our interactions we insist on the dignity and autonomous right of the individual to use their abilities in shaping their lives as they see fit.

Respect

Our belief in the equal rights of all human beings. DRC takes a rights-based approach to its work. We work to ensure that all displaced persons can enjoy the rights, protections, and opportunities guaranteed to them in applicable conventions and laws and seek to combat discrimination in all forms. In Denmark and elsewhere, we work to ensure that authorities and the international community fully adhere to their responsibilities towards people in distress, and we assist until these authorities can manage their responsibilities independently.

Independence and neutrality

DRC works exclusively based on its mandate towards the displaced. DRC focuses on issues concerning refugees and displaced persons, remaining strictly neutral when it comes to party politics. This also means that in conflict settings our humanitarian work is predicated on the principle of independence and neutrality in regard to the conflicting parties.

Inclusion

DRC wishes to carry out its initiatives in a climate of respect and collaboration with the people we are trying to help, thereby ensuring that they are empowered by the interaction. This means that we ask communities for their consensual participation in the planning and implementation of interventions, as well as their perspectives in assessing the outcomes. Our collaborations with people in distress ultimately seek to utilize and strengthen their ability to cope without assistance in the future.

Honesty and transparency

DRC is accountable to the people we help, those that support us and those with whom we collaborate. This means that we are honest and open about what we do and about the choices we make, and if a situation may exceed our ability to provide help. We strive for successful and responsible joint efforts with all affected communities, donors, partners, and others.

III. Introduction

Our Code of Conduct

Why does DRC have a Code of Conduct?

The Danish Refugee Council (DRC) has had a Code of Conduct since 2007, and a Code of Conduct Reporting Mechanism (CoCRM) since 2012. The CoCRM is accessible to all, including in non-operational legal entities of DRC. Together, the Code of Conduct and CoCRM form a cornerstone of DRC's commitment to accountability and integrity.

The Code of Conduct holds the values and rules that DRC and its Staff shall act by to uphold and safeguard the necessary standards of conduct and to avoid misconduct. It is recognised that DRC's work often puts its Staff in positions of unequal power relations towards Persons of Concern. DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other Persons of Concern depends on the ability of its Staff to uphold and promote the highest standards of ethical and professional conduct.

Who is obliged by DRC's Code of Conduct?

This Code of Conduct applies to DRC and to its Workforce without distinction. All Staff Members including but not limited to international or national Staff, Managers or not, frontline, support or programme Staff, paid or unpaid trainees, students and Irregular Workers are equally obliged by DRC's Code of Conduct. It is an integral part of their terms and conditions of engagement with DRC. This Code of Conduct therefore has a contractual nature.

DRC's implementing partners are also required to abide by the Code of Conduct, or to have and employ their own that either meets or exceeds DRC's. DRC's suppliers are required to abide by DRC's Suppliers Code of Conduct and DRC's General Conditions of contract.

Everyone has a role to play!

This Code of Conduct serves as an illustrative guide for DRC and its Workforce to make ethical decisions in their professional lives, and at times in their private lives.

All members of DRC's Workforce are responsible for encouraging, advocating and promoting the dissemination of the Code of Conduct.

All members of DRC's Workforce have a role in implementing, monitoring, and enforcing its standards. DRC's Workforce is urged to encourage partners to adhere to these standards and to join DRC's Workforce in upholding them. Managers at all levels have a particular responsibility to support and develop systems which maintain an environment which is free from misconduct.

Implementation and interpretation of the Code of Conduct

The Code of Conduct is based on internationally recognised legal standards and notably the UNHCR Code of Conduct, the UN Secretary-Generals Bulletin on Special measures for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13), the IASC Report on protection from sexual exploitation and abuse in humanitarian crises (13 June 2002), and the IASC six core principles relating to sexual exploitation and abuse (23 September 2019).

All Staff Members are encouraged to contact the Safeguarding & Code of Conduct Unit in HQ for further information or guidance.

In case of a contradiction, and except otherwise stated in the present document, the Code of Conduct prevails over any other internal rule of behaviour which may be in place in your country of operation or work location. It is recognised that the Code of Conduct may be stricter than what is required by local applicable laws. In such instance, the Code of Conduct remain applicable provided that the local law does not explicitly prohibit such an approach. For the purpose of its interpretation, the English version of the Code of Conduct shall prevail.

Our Code of Conduct Reporting Mechanism

How to report breaches of DRC's Code of Conduct?

DRC's CoCRM is open to all and functions as DRC's whistleblower mechanism in which concerns and breaches of the Code of Conduct can be reported orally or in writing

It serves as a key instrument to ensure that DRC's Workforce and implementing partners abide by DRC's values and commitments in terms of humanitarian principles and

standards, particularly the Core Humanitarian Standard (CHS).

All members of DRC’s Workforce are obliged to report severe breaches of this Code of Conduct (see below) and which may compromise DRC’s image, reputation as well as the rights of people affected by crisis either directly to the CoCRM or to DRC’s Management.

You may also decide to report your concerns to external whistleblowing reporting lines such as the Danish Data Protection Agency ([see here](#)). It is recommended, but not a prerequisite to raise your concerns internally as a first step.

Severe breaches should be reported directly to the CoCRM because they are likely to present significant risks for DRC and the persons involved, and will often merit a formal investigation:

- Section 4. Sexual Exploitation and Abuse, and Sexual Harassment.
- Section 5. Discrimination.
- Section 6. Corruption and Fraud.
- Section 7. Workplace Harassment.
- Section 8. Criminal and unethical activities, and Human Rights.
- Section 9. Confidentiality.

Other concerns should be first reported to DRC’s Management, or alternatively to HR.

The well-functioning of the CoCRM relies also on our capacity to select the right channel.

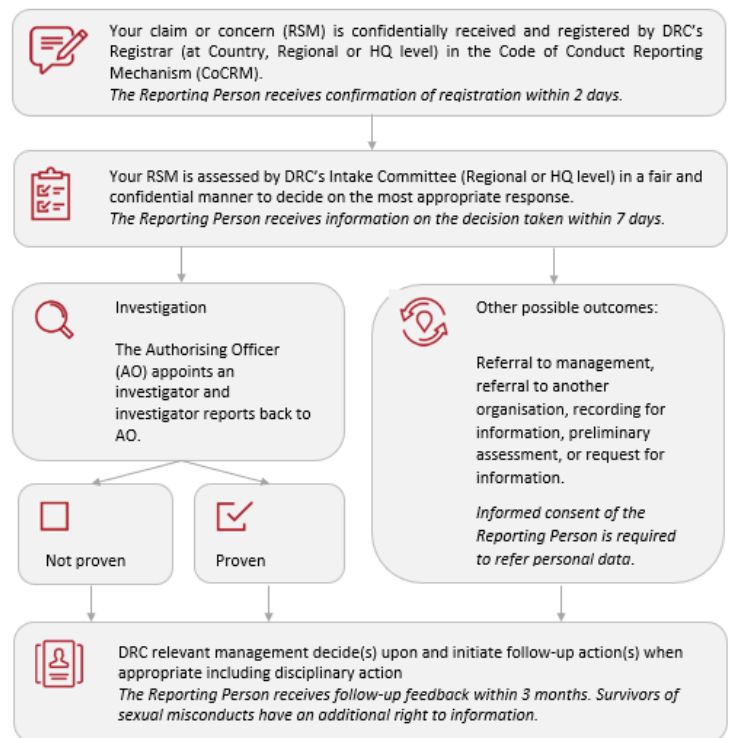
If you are in doubt, contact your Manager or the relevant Safeguarding & Code of Conduct Staff. If the CoCRM channels are not accessible where you are, you may always report directly to DRC’s Management. It is then the Management’s responsibility to report to the CoCRM in case of severe misconduct, and to notify the CoCRM of any follow-up action taken.

Protection against retaliation

The CoCRM is a whistleblower mechanism which upholds confidentiality and recognises a right to information to the person reporting to the CoCRM.

DRC has no tolerance for retaliation. A Reporting Person will not suffer any adverse consequences for i) reporting in good faith suspicions of misconduct (RSM) to DRC’s Management or to the CoCRM, ii) providing information or otherwise assisting in such report or partake in an internal investigation or iii) refusing to act in violation of the present Code of Conduct.

What happens to a report of suspected misconduct (RSM)?



DRC’s Survivor Centred Approach

Investigations of Sexual Exploitation and Abuse, and Sexual Harassment, follow a strict Survivor Centred Approach which places the interests of the Survivor(s) at the centre of all decisions and actions taken. Such an approach *inter alia* requires obtaining the informed consent of the Survivor to proceed with an investigation and sharing their identity internally or externally to DRC. It further requires the identification of the Survivor’s needs for support.

IV. Rules of Conduct

As a member of DRC's Workforce, I will abide by the present Rules of Conduct, and I will report severe breaches directly to the Code of Conduct Reporting Mechanism (CoCRM).

1. Respect, Dignity and Integrity

- 1.1. I will respect the principles and values of DRC and treat all persons with whom I deal with in an official capacity fairly, with respect, courtesy and dignity, including in communication on public channels and social media.
- 1.2. I will show respect to all colleagues, regardless of their status and position and I will respect their privacy.
- 1.3. I will always seek to care for and protect the rights of Children, women and any other vulnerable persons, and act in a manner that ensures that their best interests shall be the paramount consideration.
- 1.4. I will abide by local laws and respect local customs.
- 1.5. I will ensure that my professional and personal conduct does not reflect unfavourably on the integrity of DRC and its ability to provide assistance.
- 1.6. I will be mindful of and carefully consider the potential impact of my words and actions on others' dignity and integrity, regardless of my intent.
- 1.7. I will not take photographs, film, or make audio recordings in the course of my duty or at the workplace, irrespective of the medium used, unless my work so requires or unless I have obtained the written approval from my line Manager and the verbal approval of the persons who can be identified on the picture, film or recording.

2. Conflict of interest and transparency

- 2.1. I will perform my official duties and conduct my private affairs in a manner that avoids conflicts of interest and declare any such conflict of interest using DRC's self-declaration form, thereby preserving and enhancing public and DRC's Workforce confidence in DRC.
- 2.2. I will resist any undue political pressure in decision-making. I will neither seek nor accept instructions regarding the performance of my duties from any government, national authority, or any authority, actor or organisation external to DRC if such instructions are not approved by DRC.
- 2.3. I will neither give nor accept any honour, decoration, favour gift, remuneration, supplementary payments, subsidies or bribe, to / from any government or other source external to DRC. It is however allowed to give or accept small tokens of appreciation that are exchanged in accordance with local practice provided that it cannot compromise the integrity of DRC.² I will immediately declare such token to my line Manager.
- 2.4. I will not engage in any outside occupation or employment, paid or unpaid, during the work schedule agreed with DRC without prior written authorisation from my Manager. I will immediately declare all paid outside occupation or employment in writing to my Manager.
- 2.5. I will not stand for or hold public office where this leads to an actual conflict of interest.
- 2.6. I will not assist private persons or companies in their undertakings with DRC where this might lead to actual preferential treatment.
- 2.7. I will never participate in activities related to procurement of goods or services, programming, contracting or in human resource activities, where I have an undeclared actual or potential conflict of interests.
- 2.8. As a Manager, I will not solicit favours, loans or gifts from any member of DRC's Workforce, nor will I accept unsolicited ones that are of more than token value. I recognise and will uphold my particular responsibility to support and develop systems which encourage transparency and prevent conflicts of interest.

² Different considerations and a stricter zero tolerance approach may apply to certain categories of Staff given their involvement in particular affairs, such as procurement activities.

3. Safety, Health and Wellbeing

- 3.1. I will remain aware of and comply with all instructions and policies designed by DRC to protect my own health, wellbeing and safety, as well as that of my colleagues and Persons of Concern.
- 3.2. I will endeavour to ensure that the safety of the Workforce of DRC, their families, and Persons of Concern are not subject to undue risk(s) in programmatic and operational decisions.
- 3.3. I will not work under the influence of alcohol or of any unlawful drug.
- 3.4. As a Manager, I will promote a healthy work-life balance for the members of DRC's Workforce.

4. Sexual Exploitation and Abuse, and Sexual Harassment

- 4.1. I understand that I have an obligation to report all suspicions of Sexual Exploitation, Sexual Abuse and Sexual Harassment involving humanitarian workers to DRC's Code of Conduct Reporting Mechanism. I further undertake to prevent, oppose and combat all forms of exploitation and abuse. I understand that Sexual Exploitation, Sexual Abuse and Sexual Harassment constitute acts of gross misconduct and are therefore grounds for disciplinary actions or contractual measures, including the immediate termination of my contract with DRC.
- 4.2. I will not engage in Sexual Exploitation, Sexual Abuse and Sexual Harassment of any person, and I have a particular duty of care towards women, Children, and other vulnerable individuals and groups.
- 4.3. I will not abuse the power and influence that I have by virtue of my rank, position or authority over the lives and well-being of any other person. I will therefore not have or engage in any exploitative or abusive relationship with any person, whether intimate, sexual, emotional, financial or employment related.
- 4.4. I will not have or engage in any intimate or sexual relationships with Persons of Concern benefiting from or affected by DRC's assistance, programmes and activities, or with members of their immediate family.
- 4.5. I will neither request nor obtain any service or favour from any other person in return for protection or assistance. Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited.
- 4.6. I will not request or engage in sexual activity with Children (persons under the age of 18) regardless of the age of majority or age of consent locally. This includes inciting or forcing Children to take part in activities of a sexual nature. Mistaken belief in the age of the child does not constitute a defence.
- 4.7. I will neither request nor engage in commercial exchange of sexual services (e.g., paying for sexual services).
- 4.8. I will not acquire, store or circulate documents, photos, videos, games, texts of a pornographic or paedophilic nature on or via electronic devices put at my disposal by DRC.³
- 4.9. As a Manager, I recognise and will uphold my particular responsibility to support and develop systems which maintain an environment which prevents and responds to Sexual Exploitation, Sexual Abuse and Sexual Harassment.

5. Discrimination

- 5.1. I will not engage in verbal Discrimination or discriminatory actions towards colleagues, team members, job applicants, Persons of Concern or any other person nor will I tolerate or support verbal Discrimination or discriminatory actions of others.
- 5.2. As a Manager, I recognise and will uphold my particular responsibility to support and develop systems which maintain an environment which prevents all forms of Discrimination.

6. Corruption and Fraud

- 6.1. I will not commit any corrupt or fraudulent acts as defined in DRC's definition of Corruption and Fraud.
- 6.2. My actions will be free of any consideration of undue gain. I will not seek to take advantage of any privilege, power or authority that have been conferred on me by DRC or other sources.

³ This section is not applicable to DRC's investigators in the frame of their assignment as investigator for DRC. It is also not applicable to Complainant and Reporting Persons reporting a suspicion of misconduct.

- 6.3. I will protect, manage and utilise DRC human, financial and material resources efficiently and effectively, bearing in mind that these resources have been placed at DRC's disposal for the benefit of Persons of Concern.
- 6.4. As a Manager, I recognise and will uphold my particular responsibility to support and develop systems which maintain an environment which prevents and responds to Corruption and Fraud.

7. Workplace Harassment

- 7.1. I will not engage in or tolerate any form of Workplace Harassment, Abuse of Authority, and Retaliation.
- 7.2. I will not engage in sexual or intimate relationships with any member of DRC's Workforce under my line of supervision. Should I find myself in such a relationship, I will immediately report this in writing to my Manager for appropriate guidance and decision-making. The failure to report such relationships to my Manager may result in disciplinary actions or contractual measures.
- 7.3. As a Manager, I recognise and will uphold my particular responsibility to support and develop systems which maintain an environment which prevents Workplace Harassment.

8. Criminal and Unethical Activities, and Human Rights

- 8.1. I will neither support nor take part in any form of illegal, exploitative, abusive or criminal activities, including, for example, child labour, forced marriage and trafficking of human beings, drugs and commodities.
- 8.2. I will never emotionally abuse or cause physical harm to Children.
- 8.3. I will not hire or otherwise engage Children for private services.
- 8.4. I will not hire or otherwise engage Persons of Concern benefiting from the assistance of DRC for private services without prior written notice to my Manager. The failure to report such relationship to my Manager may result in disciplinary actions or contractual measures.
- 8.5. I understand that any criminal or unethical activity committed while using or wearing any of DRC's official insignia is sufficient to demonstrate the harm caused to DRC's integrity and reputation.

9. Confidentiality

- 9.1. I will not divulge externally or share with unauthorised Workforce any Confidential Information or Sensitive Information about Persons of Concern, colleagues, Reports of Suspected Misconduct, internal investigations and other work-related matters that I become aware of during the course of my engagement with DRC irrespective of their form, format or medium.

V. Staff Commitment

I acknowledge that I have read and understood DRC's Code of Conduct.

I understand that it is my responsibility and duty to report severe breaches of DRC's Code of Conduct. I understand that I will not be subject to retaliation for raising a concern or a breach of DRC's Code of Conduct in good faith.

As a Manager, I understand that I have a special responsibility to adhere and abide by the present Code of Conduct. I have particular responsibilities to promote the Code of Conduct and set a good example when it comes to my behaviour both on and off duty.

I understand that failure to follow DRC's Code of Conduct, interfering with an audit or investigation, being uncooperative or untruthful during an audit or investigation may have consequences, including but not limited to the termination of my contract with DRC.

By signing the present DRC's Code of Conduct,

- i) I acknowledge that I have read DRC's Code of Conduct and understood it.
- ii) I agree to abide by DRC's Code of Conduct and understand that my failure to do so may result in disciplinary actions or contractual measures, including the immediate termination of my contract with DRC.
- iii) I acknowledge that I have an obligation to report breaches of DRC's Code of Conduct in good faith as soon as I become aware of it.

Employee name:

Signature:

Place & Date:

VI. CoCRM Reporting Channels

Headquarters (HQ – Gate B)

c.o.conduct@drc.ngo

Online Form ([Link](#))



Allegations of Sexual Exploitation, Sexual Abuse and Sexual Harassment as well as substantial Fraud and Corruption must be reported directly to HQ (Gate B)

Other CoCRM and Community Feedback Mechanism (CFM) reporting lines (e.g., hotlines, help desks, e-mails, suggestion boxes etc.) are available in your work location. Please consult DRC Insite or the Safeguarding & Code of Conduct Staff in your work location for further information.