

## CODE OF CONDUCT FOR PARTNER

### ORGANIZATIONS: HOW TO USE IT?

**If the partner/contractor/consultant has their own Code of Conduct, agreement must be reached on the Code of Conduct to adhere to during the agreement, the partner's or Oxfam's.**

In any instance below that references 'partner organizations', this is meant to include partner organizations, contractors, or consultants who engage with Oxfam.

A Code of Conduct that "lives" in an organization will be one of the most important requirements to our partner organizations.

If the partner organization has its own Code of Conduct that has been evaluated to be in line with Oxfam's (no or minimal discrepancies in values, definitions, scope and acceptable behaviours) they can use their own Code of Conduct.

If the partner organization does not have a Code of Conduct or their Code of Conduct is not in line with Oxfam's (major discrepancies in values, definitions, scope and acceptable behaviour), the director of the partner organization, or leadership who has signatory authority, has to sign and commit to Oxfam's Partner Code of Conduct until the partner organization will have made a Code of Conduct for itself.

The Oxfam Partner Code of Conduct is similar to the staff Code of Conduct. Adaptions were only made to make it fit for partner organizations, contractors, and consultants.

Whichever Code of Conduct is used, it must be adhered to by the partner organization's staff as well as third parties (partners of the partner, contractors, consultants, suppliers, volunteers etc). The director of the partner organization, or leadership who has signatory authority, must sign the Code of Conduct and guarantee that all involved in the Oxfam programs are aware of the Code of Conduct, preferably by signing it.

## CODE OF CONDUCT PARTNER ORGANIZATIONS

It is important for us to ensure that the conduct of all people connected to our work is in keeping with the organization's beliefs, values and aims.

In any instance below that references 'partner organizations', this is meant to include partner organizations, contractors, or consultants who engage with Oxfam.

The aim of this Code of Conduct is to give you guidance regarding the key issues that you need to be aware of, and the standards by which you would be expected to behave in certain circumstances. The Code applies to all partner organizations associated with Oxfam, regardless of location, and in accepting your contract/agreement with Oxfam, you undertake to discharge your duties and to regulate your conduct in line with the requirements of this Code. The Code is designed for your guidance and protection, although a breach may result in the termination of our contract/agreement with you/your organization and, in some cases, may lead to criminal prosecution

While recognising that local laws and cultures differ considerably from one country to another, Oxfam is an International Non-Governmental Organization (INGO), and therefore the Code of Conduct is based on International and UN standards. The Code reflects Oxfam's fundamental mission and values, and seeks to ensure that those representing the work of Oxfam avoid using possible unequal power relationships for their own benefit.

Oxfam is a group of organizations working together internationally to find lasting solutions to poverty and injustice.

### **Aim:**

That all human beings have the basic right to:

- earn a decent living to support themselves and their families
- enjoy basic education and health care
- get help in life-threatening disasters
- speak out for their rights
- be treated as equal.

### **Code of Conduct: Standards and Values**

I will:

**Uphold the integrity and reputation of Oxfam and my organization by ensuring that my professional and personal conduct is demonstrably consistent with Oxfam's values and standards.**

I will seek to maintain and enhance public confidence in Oxfam and my organization by being accountable for the professional and personal actions I take and ensuring that I manage the power that comes with my position with appropriate restraint.

I will also be sensitive to, and respectful of, local customs and culture, even if the norms and values in that cultural context differ from the Code of Conduct. I will if necessary seek (and will receive) support and advice from Oxfam.

I will not work under the influence of alcohol or use, or be in possession of, illegal substances on the premises of my organization, vehicles or accommodation.

**Treat all people with respect and dignity and challenge any form of harassment, discrimination, intimidation, exploitation or abuse.**

I will contribute to a working environment characterised by mutual respect, integrity, dignity and non-discrimination.

I will ensure that my relationships and behaviour are not exploitative, abusive or corrupt in any way.

I will respect all peoples' rights, including children's rights, and will not engage in any form of (sexual) abuse or exploitation of any persons of any age.

I will not have sexual relations with children (defined as under 18 years old).

I will not have sexual relations with beneficiaries, recognizing in both cases the inherent unequal power dynamics and that such behaviours can undermine the integrity and credibility of the work of Oxfam and my organization.

I will not exchange money, offers of employment, employment, goods or services for sex or sexual favours, nor any forms of humiliating, degrading or exploitative behaviour.

I will use my best endeavours to report any such behaviours or malpractice in the workplace by others to my line management or through recognised confidential reporting systems.

**Perform my duties and conduct my private life in a manner that avoids possible conflicts of interest with the work of Oxfam.**

I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of Oxfam and / or my organization (e.g. contract for goods/services, employment or promotion within Oxfam, partner organizations, beneficiary groups).

I will advise Oxfam of any intention to seek a nomination as a prospective candidate or another official role for any political party or public office to clarify whether any conflict, or perceived conflicts, with my duties with Oxfam and / or with my organization may arise.

Even when the giving and acceptance of gifts is normal cultural practice I will reject monetary gifts or inappropriate gifts from governments, beneficiaries, donors, suppliers and other persons, which have been offered to me as a result of my association with Oxfam and / or the role I have in my organization. Where the giving and acceptance of gifts is normal cultural practice, I will ensure that such gifts are within the limits of reasonable judgements and in accordance with procurement policies and I will report gifts to the line management and where appropriate hand them onto Oxfam.

I will assure that assistance by Oxfam is not provided in return of any service or favour from others.

I will act against any form of fraud and corruption and not offer, promise, give or accept any bribes.

**Be responsible for the use of information, equipment, money and resources to which I have access by reason of my association with Oxfam.**

I will use my discretion when handling sensitive or confidential information.

I will seek authorization before communicating externally in Oxfam's name and will avoid any unintended detrimental repercussions for Oxfam and / or my organization.

I will appropriately account for all Oxfam money and property, (e.g. vehicles, office equipment, Oxfam-provided accommodation, computers including the use of internet, email and intranet).

**Protect the health, safety, security and welfare of all employees, volunteers and contractors.**

I will undertake and act on appropriate risk assessments.

I will comply with local security management guidelines and be pro-active in informing management of any necessary changes to such guidelines.

I will behave in such a way as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including other partner organizations and beneficiaries.

**Promote human rights, protect the environment and oppose criminal or unethical activities. I will ensure that my conduct is consistent with the human rights framework to which Oxfam subscribes.**

I will use my best endeavours to protect the natural environment and work in a sustainable way.

I will contribute to preventing all forms of criminal or unethical activities.

I will inform Oxfam of any relevant criminal convictions or charges I have had prior to my association in which Oxfam may have a legitimate interest.

I will also notify Oxfam if I or any other Board member face any criminal charges during our association with Oxfam that may impede our ability to perform the duties of my position subject to national legislation.

I have read carefully and understand the Oxfam Code of Conduct for partner organizations, contractors, and consultants, and hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support Oxfam's aims, values and mission.

I also agree to ensure that every person in my organization as well as any partners, volunteers or contractors involved in any way in Oxfam activities under our contract/agreement read, understand and abide by these requirements and commit to upholding the standards of conduct presented in this code of Conduct.

Name.....

Name partner organization .....

Position .....

Signature.....

Date.....