

CODE OF CONDUCT

Approved and put into effect by SWISSAID Executive Committee on 24.2.2021

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1. Introduction

This Code of Conduct is based on SWISSAID's mission statement, core values and ethical principles as well as the Human Resources Policy, the PSEAH Policy, the Child Protection Policy and the Staff Regulations. It is binding for all SWISSAID employees in Switzerland and in the coordination offices (including interns, members of the Board of Foundation, the Local Advisory Committees, any other committees and consultants) who have a contractual relationship with SWISSAID, hereinafter referred to as employees.

In the intercultural context in which SWISSAID operates, the conduct of employees is particularly exposed. Unethical behaviour can have far-reaching negative effects on the effectiveness of SWISSAID's work and on its reputation beyond the immediate consequences. As a partially donor-funded development organization, SWISSAID and thus its employees are accountable to donors and are subject to a particular degree of scrutiny by the public and the media.

The Code of Conduct is an integral part of the employment or service contract and is mandatory during the entire duration of the contract, both during and outside working hours. A zero-tolerance policy applies. Non-compliance will result in sanctions, which in serious cases may include termination of the contractual relationship or criminal proceedings.

2. Organizational culture, confidentiality and loyalty

I act at all times in accordance with SWISSAID's fundamental ethical values and objectives and behave in such a way that SWISSAID's reputation is not jeopardized.

With my commitment and my conduct, I contribute to the achievement of objectives and to strengthening public trust in the organization. I do this not only individually as a professional, but also as a member of the team.

I actively support knowledge sharing within the organization and with our partners.

I treat information and data that I have in the course of my work with appropriate confidentiality.

3. Culture-sensitive behaviour

In my dealings with authorities, partner organizations and the population, I respect local norms and customs insofar as they do not violate SWISSAID principles or are unlawful.

I take into account the customs and culture of the country in my appearance, dress and behaviour.

4. Discrimination and bullying

I treat all persons, regardless of gender, age, origin, cultural background, religion, social status, sexual orientation or any disability respectfully, fairly and free from any discrimination. In particular, I do not engage in discriminatory acts such as verbal abuse, name-calling, humiliation, or threats toward others.

Interpersonal conflicts that arise from the employment relationship and are based on substantive disagreements are generally not considered bullying or discrimination. They require adequate solutions, if necessary with the involvement of superiors.

5. Protection from sexual exploitation and abuse and sexual harassment (PSEAH)

I am aware of the SWISSAID PSEAH Policy and undertake to act in accordance with it at all times. In particular, I undertake to avoid any kind of harassment and do not undertake anything that could cause physical, sexual or psychological suffering to people. I will refrain from humiliating, degrading and abusive behaviour of any kind and will firmly oppose such behaviour.

I agree never to exchange money, labour, goods or services for sex or forms of humiliating, degrading or exploitative behaviour. I am strictly prohibited from engaging in sexual acts with employees of our partners if this constitutes an abuse of power.

6. Child protection

I am aware of the SWISSAID Child Protection Policy and undertake to act in accordance with it at all times. I am aware that children are a particularly vulnerable group of people who are in a special state of dependency. I take special care when dealing with children, namely I communicate appropriately.

I do not commit any sexual acts with underage persons. In this context, misjudging the age of a person does not protect me from sanctions.

7. Conflicts of interest

I am aware that professional interests may collide with personal interests. In particular, I undertake to make my own interests transparent and not to use my position to gain personal advantages or to give third parties an advantage.

In the case of professional interests that may conflict with personal interests, I will stand aside from decisions.

As a full-time staff member, I do not engage in any paid professional activity outside of my contract with SWISSAID, unless this has been expressly permitted.

8. Fraud and corruption

I act honestly in all my professional activities and avoid or fight any kind of corruption or fraud. I refrain from misusing financial, material and intellectual assets to which I have access as an employee of SWISSAID for personal gain or for third parties.

In particular, I undertake not to offer or accept bribes, kickbacks, gifts or other favours. Small gifts appropriate in a social context as a token of appreciation (agendas, meals, lodging and the like) are exempt from this requirement, as long as they do not lead to dependency or a conflict of interest. I inform my supervisors about accepted small gifts.

I inform superiors in a timely manner of conflicts of interest with suppliers, partners, service providers, etc. due to personal circumstances (friendship, kinship or collegial relationships) that may lead to dependency or conflict of interest.

I use funds, goods and investments attributed to SWISSAID or a stakeholder effectively and efficiently, in accordance with legal requirements, internal regulations, contractual agreements and in line with project objectives.

9. Reporting obligation

I agree to promptly report violations of the Code of Conduct for investigation. The following reporting options are available:

- Report to supervisor or next higher-level supervisor
- Report via e-mail confidential@swissaid.ch

Reports can be made in all SWISSAID working languages. SWISSAID treats reported suspicions with confidentiality and protects both the person who reported the suspicion and the suspected person until the facts have been clarified.



10. Confirmation

I hereby declare that I have read and understood this Code of Conduct and the

- SWISSAID Anti-Corruption Guidelines
- SWISSAID PSEAH Policy
- SWISSAID Child Protection Policy

and that I will act in accordance with them as long as I am in a contractual relationship with SWISSAID.

I am aware of the possible consequences of violating this policy.

Place/Date: _____

Name: _____

Signature: _____