**Sample Code of Conduct**

In keeping with its vision and values, [*insert organisation]*, is committed to maintaining the highest degree of ethical conduct amongst all its staff and associates. To help increase understanding, this Code of Conduct sets out [*insert organisation]* expectations in key areas.

This Code of Conduct applies to all staff and associates including volunteers, partners, contractors and suppliers inside and outside of working hours.

It should be shared with and signed by all staff and associates as part of the induction process and commissioning of services.

**Any breach of this code will result in disciplinary action up to, and including, dismissal.**

**Maintaining high standards of personal and professional conduct**

* I will treat all people fairly with respect and dignity
* I will be observant of all local laws
* I will seek to ensure that my conduct does not bring [*insert organisation]* into disrepute
* I will uphold the highest standards of trust and take responsibility for my actions and behaviour and consider how these affect others and the organisation
* I will not work under the influence of alcohol or use, or be in possession of, illegal substances
* I will not accept bribes
* I will uphold strict confidentiality and security of information
* I will not use IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or images of child abuse.

**Protection from Sexual Exploitation & Abuse**

* I agree to abide to the Secretary Generals Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)[[1]](#footnote-1)
* I will not engage in any behaviour that constitutes physical abuse, emotional ill treatment, sexual abuse, attempted abuse, or neglect.
* I will not sexually exploit or abuse children (persons under the age of 18). Mistaken belief in the age of a child is not a defence.
* I will not engage in any relationship that involves improper use of rank or position.
* I will not offer or exchange money, employment, goods or services for sex, including sexual favours.
* I will not engage in any commercially exploitative activities including child labour or trafficking.
* I will not engage in any other form of humiliating, degrading or exploitative behaviour.

**Reporting Obligations**

* I will report any safeguarding concerns or suspicions via the established reporting mechanism.

I agree to this code of conduct and commit to abide by it.

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| --- | --- |
| Organisation |  |
| Date |  |
| Name |  |
| Personnel or ID Number |  |
| Signature |  |

1. [UN Secretary Generals Bulletin on Special Measures for PSEA](https://interagencystandingcommittee.org/system/files/legacy_files/SGBulletin.pdf)  [↑](#footnote-ref-1)