

## Solidar Suisse Code of Conduct<sup>1</sup>

Every human being has values that are expressed in their personal attitudes and in their behavior. The Code of Conduct (CoC) is both a guide and a commitment to apply Solidar Suisse's institutional values and humanitarian principles through ethically responsible personal behavior. The Code of Conduct complements legal and administrative rules, and outlines the attitudes and behaviors that Solidar Suisse expects of its staff. Standards and provisions of laws and ordinances of Switzerland and the countries in which Solidar Suisse operates, as well as obligations under the organization's other sets of rules are not reiterated in the Code of Conduct.

The Code of Conduct is binding on Solidar Suisse's staff in Switzerland and abroad, its contractual partners as well as partner organizations implementing Solidar Suisse's programs or projects, or acting on Solidar Suisse's behalf.

International cooperation includes areas of tension that require ethical decisions and corresponding behavior both at work and during leisure time. The Code of Conduct aims to promote such decisions, support their implementation and prevent deviant behavior. It serves as a basis for possible measures or sanctions.

Apart from being a **leadership task**, the implementation of this Code of Conduct is also an **obligation for all stakeholders regardless of their cultural context**.

### Elements of the Code of Conduct

#### Solidar Suisse's values and humanitarian principles

I commit at all times to implement Solidar Suisse's mandate as well as the policies, strategies and measures it has adopted.

I reflect my actions and behavior and that of my co-workers as well as the one of my professional environment regularly and promote their compliance with Solidar Suisse's values and the humanitarian principles.

#### Dealing with power

I am aware of my privileged position and use it without restriction in the interest of the concerned population. Decisions are taken responsibly in respect of Solidar Suisse's mandate. They are transparent, unbiased and are not made to one's own advantage.

#### Appearance

I adapt my appearance, clothing, and speech to my function and to the customs and culture of the country.

#### Conflicts of interests

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<sup>1</sup> Solidar Suisse's Code of Conduct is based on that of the Swiss Agency for Development and Cooperation

As a full-time employee of Solidar Suisse, I do not accept any other paid professional commitment unless explicitly approved. As a part-time employee, I inform my employer of any other professional engagements and avoid all forms of conflicts of interests.

I distinguish between possible professional and personal interests. I make my personal interests transparent and contribute to the resolution of any type of conflict in respect of the overall mandate. In the event of a conflict of interest, I cede the decision to my immediate superior; in particular if relatives or acquaintances of mine are involved in application procedures or tenders for consultant, rental or procurement agreements.

I do not abuse my position for my personal advantage or to grant advantages to third parties. I do not offer gifts, invitations or other privileges which might influence my integrity or ability to act or my power of judgment. Any lack of transparency in a potential conflict of interest is regarded as corruption.

I avoid active and passive corruption and I report to my superiors if benefits are offered to me.

#### **Respectful dealings with population and staff**

I deal respectfully with all persons regardless of their sex, age, origin, religion, social position, physical abilities or sexual orientation. I reject disrespectful behavior in all situations and avoid any kind of activity that might be interpreted as disparaging or degrading.

I respect the privacy of my partners, acquaintances and co-workers and observe local standards and customs.

I avoid, in word and deed, any abuse of my hierarchical, material or social position as well as any form of mobbing, sexual harassment and exploitation. I take decisive action against it, particularly when children or adolescents are involved. If I observe mobbing, sexual harassment or exploitation by other members of staff or partners, I react and/or inform my superiors of it. If I feel uneasy about informing my superiors of harassment I have experienced or observed, I contact the person appointed by the organization for such cases.

#### **Public appearance**

I am aware that I am also in the public eye as a private person and that my statements may have unwanted effects. I avoid making accusations, spreading rumors and conveying emotive messages. During public appearances, I place the interests of the concerned population and Solidar Suisse's mandate at the heart of my communication. In everything I do, I avoid the possibility of Solidar Suisse being denigrated in public.

#### **Financial means, material and knowledge**

I use the means and material assets of Solidar Suisse and its partner organizations according to contractual agreements, legal provisions and the criteria of correctness, effectiveness, efficiency and compliance with the project objectives.

I use the material entrusted to me and the Solidar Suisse logo for professional purposes only. I use them privately only if permitted by a formal agreement. In any case, I treat them with care.

I make my knowledge available and exercise restraint in the event of confidential information and protected data.

**Safety**

I avoid anything that would put me or others in unnecessary danger or that might jeopardize Solidar Suisse's activities in general.

**Health**

I take care of my personal fitness, of my psychological and physical health and respect that of my colleagues. I strive for a balance between work and leisure. In the event of serious health problems, I inform my superiors if possible in order to seek good solutions together.

The Code of Conduct is an integral part of employment contracts and contracts for partner organizations, consultants and commissioned persons of Solidar Suisse. In signing the employment contract, staff members agree to respect this Code of Conduct and to behave in accordance with it. Staff members are aware that failure to respect this Code of Conduct will lead to discussions of the incidents and may result in measures being taken. Severe violations of the Code of Conduct may entail legal consequences under labor or contract law.

Read and accepted:

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Signature

Place and date

(Name .....)