

# CODE OF CONDUCT

Provisions of this Code of Conduct apply in all operational contexts, such as trainings, conferences, work weekends in and outside of Switzerland, both on and off working hours and spaces, to all staff contracted by the GICHHD as well as to all associated personnel, including but not limited to consultants, volunteers, and sub-contractors, unless the latter have their own safeguarding policies adhering to the same or higher safeguarding standards and commitments.

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# POLICY STATEMENT

The Geneva International Centre for Humanitarian Demining (GICHD) is committed to ensuring a safe, respectful, and supportive environment to all the people it works for and with and to holding itself accountable to that commitment.

The GICHD recognises that everyone the organisation encounters, regardless of gender identity and expression, sexual orientation, disability, age, ethnic origin or any other protected characteristic, has the right to be protected from harm, including sexual exploitation, abuse as well as any attacks on personal integrity such as discrimination, harassment, bullying, sexism and racism. Enhancing accountability and transparency is supported by strong leadership commitments from the GICHD's Management Board and President of the Council of Foundation.

The GICHD defines safeguarding as a set of standards, policies and procedures that are intended to foster a safe and respectful environment for everyone who comes into contact with the organisation. The scope of safeguarding includes any abuse of power or influence over another person, ensuring that our programmes, operations, activities

and staff do not harm and do not expose any individual to any kind of misconduct as defined in the framework. All GICHD staff and contractors are expected to work with integrity, impartiality, and transparency, and to demonstrate respectful behaviour toward all.

Safeguarding within the GICHD is addressed through prevention, safe reporting and appropriate response. The organisation is committed to zero-tolerance and will treat any allegation related to safeguarding confidentially and seriously, responding in an adequate and timely manner to any concerns which are raised. Through the GICHD's response mechanism, the organisation is committed to learning from weaknesses and identify areas in need of improvement. The GICHD welcomes feedback and reporting from all its stakeholders.

## GICHD VALUES AND PRINCIPLES

The GICHD stands for the core value of equality for all and is committed to integrity, respect, diversity, equality, inclusion and accountability. The organisation fully recognises the right of all to a safe and respectful environment, free of all misconduct, as well as access to confidential, secure, safe, accessible and responsive reporting mechanisms. When dealing with allegations of misconduct, the GICHD will follow, when appropriate, an approach centred around the affected individual, prioritising the well-being and safety of this individual, while respecting the personality of the person under investigation.



# CODE OF CONDUCT

This Code of Conduct outlines the expected behaviour from all GICHD's staff. For the purpose of this Code of Conduct, staff refers to but is not limited to all permanent and temporary staff, interns, volunteers, consultants, associated personnel, sub-contractors and all individuals working for or representing the GICHD.

The GICHD management and senior leadership bear overall responsibility in promoting and upholding the Code of Conduct, ensuring that all staff have a good understanding of its guiding principles and adhere to rules of behaviour. They are also responsible, with the HR department and Incident Management Committee (IMC), for promptly and effectively responding to any breaches of this Code of Conduct according to their assigned roles and responsibilities under this framework.

## PRINCIPLES



The GICHD and its staff are committed to the fundamental values and principles outlined in the GICHD Strategy.

Staff are personally and collectively responsible for upholding and promoting the highest ethical and professional standards possible, striving for excellence and working with integrity, loyalty, respect for diversity, dignity, honesty, impartiality, transparency, accountability, equality and inclusion.

Staff must take reasonable actions to protect themselves and others from harm and comply with international and national laws. To the best of their knowledge, staff are expected to conduct themselves in a culturally-sensitive manner, and to ensure that their actions do not perpetuate existing inequalities

Staff must always uphold the terms of Code of Conduct in all operational contexts, such as trainings, conferences, work weekends in- and outside of Switzerland, both on and off working hours and spaces.

All staff are expected to confirm that they have read and understand the GICHD's Code of Conduct and agree to abide by the standards of conduct required to support the GICHD's mission.

### The GICHD staff commit to:

- ▼ Report any serious safeguarding concerns that they are witness to or made aware of via the formal reporting channel as identified in this framework<sup>1</sup>;
- ▼ Not make false or misleading allegations against a colleague;
- ▼ Provide support, as much as they can, in any investigation, including as a witness, and assist by making available all relevant information and by cooperating in interviews.
- ▼ Refrain from any acts of retaliation or intimidation against a witness, a complainant, an affected individual, or an alleged or confirmed perpetrator.
- ▼ React / be an active bystander if witnessing any behaviour that breaches the code of conduct.

<sup>1</sup> All existing and new staff will receive training on what is considered a serious safeguarding concern to ensure that they are equipped with the skills to fulfil their reporting requirements.

## PERSONAL CONDUCT



Staff are expected to ensure that their conduct is, and is seen to be, of the highest standards and that it contributes to a safe, respectful and supportive environment for all. Staff must respect the dignity at all times of the people they work with and for, carrying out their duties in a way that upholds the GICHD’s core values and working principles.

### The GICHD staff shall:

- ▼ Behave professionally, respectfully and courteously when representing the GICHD publicly or when interacting with GICHD colleagues;
- ▼ Never discriminate against work colleagues, partners, third parties or community members on the basis of protected characteristics as defined in Federal and Cantonal law<sup>2</sup>;
- ▼ Not engage in any individual acts or repeated behaviour that seeks to isolate, marginalise, discredit, exclude or embarrass another person in their work (psychological harassment / mobbing / bullying);
- ▼ Refrain from individual or repeated unreciprocated and unwelcome statements, suggestions, gestures and/or displays of hostile behaviour that are sexual in nature (sexual harassment);
- ▼ Avoid the use of negative prejudicial slights and insults toward a person or group, on the basis of protected characteristics as defined in Federal and Cantonal law;
- ▼ Refrain from any form of defamation, victimisation, intimidation, sexism, racism, or acts that infringe the rights of others.
- ▼ Respect cultures, customs, and traditions and always display cultural sensitivity when on mission;
- ▼ Never allow the consumption of alcohol or drug related substances to impact job performance, judgement, conduct and professional relations with others or the reputation of the GICHD.

## CONFLICTS OF INTEREST AND CRIMINAL ACTIVITY



Staff are expected to protect the GICHD’s reputation, by performing their duties and conducting their private life in a way that avoids any possible conflicts of interest. Staff are also expected to avoid involvement in any criminal activities, or those that could compromise the work and reputation of the GICHD.

### The GICHD staff shall:

- ▼ Adhere to the rules as outlined in Chapter 10 of the Internal Rules and Regulations;
- ▼ Deal with financial transactions with honesty and integrity;
- ▼ Disclose any convictions for felonies or misdemeanours over a certain period of time, depending on the penalty imposed and respecting the right to oblivion;
- ▼ Declare any financial, personal, family, or close intimate relationship in matters of official business, which they know or should know to be or to appear as a conflict of interest, particularly in the specific context they are in;
- ▼ Not accept or propose any favours, bribes, or gifts exceeding a reasonable value, during contractual negotiations or a tender process, as per Chapter 9 of the Organisational Rules and Regulations on Procurement and Contracts;
- ▼ Never act in situations in which personal interests may conflict or appear to conflict with the position or interests of the GICHD;
- ▼ Never abuse their real or perceived position of power for economical, professional, political or sexual gain;
- ▼ Not be involved in any criminal activities, or activities contravening human rights or compromising the work of the GICHD or its partners;
- ▼ Not use, distribute or possess any illegal goods or substances.

<sup>2</sup> This includes origin, race, gender, age, language, social position, way of life, religious, ideological, or political convictions, or disability status, sexual orientation, gender identity, marital status, pregnancy or familial status.

## SAFEGUARDING CHILDREN AND ADULTS



Staff are expected to contribute to building an environment where children and adults are respected and protected from all forms of harm, including sexual exploitation, abuse, harassment, and other forms of abuse of power. Harassment, exploitation, and abuse (including sexual) are strictly prohibited and the GICHD has a zero-tolerance stance. As outlined in the United Nations Convention of the Rights of the Child, the GICHD recognises anyone under the age of 18 as a child.

### The GICHD staff shall:

- ▼ Always behave in a respectful manner towards populations and populations at risk and never abuse their power to withhold assistance or services;
- ▼ Place children's rights and their best interest at the centre of all work that involves or affects children and work actively to promote the best interests of children and adults;
- ▼ Always encourage children and adults to point out unacceptable attitudes and behaviour so that they can be reported through the right channels;
- ▼ Never exchange money, employment, goods or services for sex;
- ▼ Not enter into a sexual relationship with a direct beneficiary of the GICHD's services or with a member of their family, nor use their position to solicit sexual services;
- ▼ Never enter into a sexual relationship between colleagues based on an abuse of trust or power e.g. between a line manager and a person they manage;
- ▼ Never engage in any sexual intercourse or activity with a child. This includes pornographic activities without sexual contact with a child as well as acquiring, storing or circulating documents of a paedophilic nature;
- ▼ Never abuse and/or exploit a child or act/behave in any way that places a child at risk of harm;
- ▼ Not use physical punishment on children;
- ▼ Not frequent establishments where children are hired or hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
- ▼ Treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status. This means not using language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- ▼ In operational contexts<sup>3</sup>, staff should avoid inviting unaccompanied children and vulnerable adults into their hotel or room, and avoid one-to-one situations, specifically when dealing with vulnerable adults or children, unless the vulnerable adult or child is at immediate risk of injury or in physical danger;
- ▼ Report any suspicion or known incidents of GICHD staff engaging in sexual activities with a child, beneficiaries of the GICHD's services, or other local populations.

3 This includes any work situation, such as trainings, conferences, work weekends in- and outside of Switzerland, both on and off working hours and spaces.

## OCCUPATIONAL HEALTH, SAFETY AND SECURITY



Staff are expected to contribute to fostering a supportive environment that promotes the physical, mental, and social wellbeing of all. As such, they should actively seek to inform themselves of situations which may present health, safety and security risks in the workplace, and endeavour to manage these risks appropriately to the extent of their capacity. This must be done in accordance with and adhering to all Federal, Cantonal, and organisational health, safety and security policies and guidelines.

### The GICHD staff shall:

- ▼ Adhere to all organisational health and safety policies and guidelines to promote the physical, mental, and social wellbeing of both themselves and their colleagues;
- ▼ Behave in such a way as to avoid any unnecessary risk to the security, safety, health, and welfare of themselves and others;
- ▼ Comply with local guidelines for security when on mission, consistent with the GICHD's Security Plan;
- ▼ Make all reasonable effort to ensure their behaviour has a positive impact on the psychological and emotional wellbeing of colleagues;
- ▼ Listen and take appropriate action, to the extent of their ability and aptitude, if a colleague raises concerns about their physical, mental, and social wellbeing at work.
- ▼ Regarding travel to medium to high-risk areas, staff should be aware that they will not face negative repercussions in their work should they exercise their right to withdraw.

## DUTY OF DISCRETION



### The GICHD staff shall:

- ▼ Adhere to the rules and regulations as outlined in Chapter 10 of the Internal Rules and Regulations and to the clause of confidentiality in the employment contract;
- ▼ Use the GICHD name, logo and brand with caution to ensure protection of reputation and brand;
- ▼ Not disclose any private, confidential or internal information relating to the GICHD to any person outside the organisation (unless legally required or authorised by the GICHD);
- ▼ Take all appropriate measures to ensure safety of communities, stakeholders including GICHD's staff, premises, office networks and equipment, including safety of program files and documents, and electronic data (as per GDPR and other applicable legal frameworks);
- ▼ Not use the GICHD contacts, network or other resources for personal interests and gains;

## I.T. AND SOCIAL MEDIA



### The GICHD staff shall:

- ▼ Adhere to the rules and regulations as outlined in Chapter 3 of the Internal Rules and Regulations;
- ▼ Not use GICHD's information technology to engage in any activity that is illegal under local, national or international law, to view, download, create or distribute inappropriate materials or encourage conduct that would constitute a breach of this Code of Conduct. That includes any material that victimises, harasses, degrades, or intimidates an individual or a group of individuals on the basis of protected characteristics.
- ▼ Apply due diligence including in personal social media activities and on-line behaviour and refrain from any activities (political, social, personal) which might be contradictory to GICHD's values, affect the GICHD's ability to work in a variety of countries or territories, have a negative impact on its reputation, or jeopardise the loyalty toward the organisation (as defined in the Swiss 'Code des Obligations') limiting the personal freedom of expression.
- ▼ Carefully consider the content of posts on social media, WhatsApp groups or other internal or external conversation channels, to avoid harassment, psychological impact and discrimination towards colleagues.

## MEDIA AND PHOTOGRAPHIC GUIDANCE



### The GICHD staff shall:

- ▼ Obtain informed consent in writing, if possible, before photographing or filming any person and ensure that taking images/pictures is done in a manner sensitive to local traditions and ensuring the person's dignified representation. When photographing or filming a child, consent should be obtained from the parent/guardian as well.
- ▼ When publishing is necessary, always ensure pictures of children and adults are decent and respectful to their culture.
- ▼ Protect identities including geographical locations and geotagging in any media when publishing or sharing photos, especially in contexts where revealing identities could expose people to harm.
- ▼ Track and file pictures and consent forms of children and adults in a safe central location and delete other copies.
- ▼ Only respond to information, interviews or written documents by media or other external bodies when appropriate approval from the line a manager is granted.

## RESOURCES AND ASSETS



### The GICHD staff shall:

- ▼ Adhere to the rules and regulations as outlined in Chapter 3 of the Internal Rules and Regulations;
- ▼ Ensure appropriate and accountable use of the GICHD's property, funds and resources according to the GICHD's policies and procedures. Resources and assets include but are not limited to phones, office equipment, computers including the use of email, internet and intranet.

# INFORMAL REPORTING MECHANISM

Three informal mechanisms are in place for GICHD employees to raise unwanted behaviours and conflicts within the work environment.

These include:

- ▼ Discussion with their manager
- ▼ Advice and support through the internal person of trust
- ▼ Advice and mediation through the external person of trust

# FORMAL REPORTING MECHANISM

GICHD staff can also make a complaint to the Incident Management Committee.

People outside the GICHD can use the following email address to make a formal complaint: [complaints@gichd.org](mailto:complaints@gichd.org). Please include as much detailed information as possible to facilitate the initial assessment of your complaint.

GICHD staff or people outside the GICHD who report potential misconduct or who provide information or otherwise assist in an inquiry or investigation of potential misconduct will be protected against retaliation. The GICHD shall take disciplinary measures against staff found to have breached the Code of Conduct.



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