

Code of Conduct

General statement

humedica is an international community of professional and voluntary staff, donors and sponsors who offer their means, abilities, and gifts to serve people who are in need due to (natural or man-made) disasters or due to living conditions below the poverty line.

We see ourselves as a mediator between those who are in need on the one hand and people and institutions willing to help on the other. Hence, we turn attention to situations of human misery, mobilize resources and render effective and efficient aid.

While working for people in need we adhere to common values and principles. This Code of Conduct is intended to help and provide us with ethical behavioural guidelines for the conduct of our activities on behalf of **humedica**.

The rules and guidelines contained in this Code of Conduct, together with the regulations outlined in the employment contract, provide a framework within which all **humedica** employees and volunteers, regardless of location, undertake to discharge their duties and to regulate their conduct.

humedica ensures that all employees, volunteers, members of the executive board and members of supervisory bodies know, understand, and live this Code of Conduct.

Statement of commitment

As a **humedica** employee, volunteer, member of the executive board or member of the supervisory board I will:

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

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

Whilst observing the requirements of the Code of Conduct, 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 not work under the influence of alcohol or use, or be in possession of, illegal substances on **humedica** premises, vehicles, or accommodation.

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

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

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

When carrying out **humedica's** mission I understand that it is important not to abuse my own position of power/unequal power relationships in any way.

I will respect human dignity, rights, including the rights of children, and will not engage in any form of abuse or sexual exploitation, including that of minors (defined as persons under the age of 18) or other persons.

I will not exchange money, employment offers, actual employment, or goods for sexual services, or engage in any other form of humiliation, degradation, or other exploitative behaviour.

I will not enter into any sexual relations with minors, beneficiaries or any other persons who are in any way dependent on **humedica** or me.

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

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

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

I will advise **humedica** 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 **humedica** 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 employment with **humedica**. Where the giving and acceptance of gifts is normal cultural practice, I will ensure that such gifts are within the limits of reasonable judgement and in accordance with procurement policies and I

will report gifts to the line management and where appropriate hand them over to **humedica**.

I will ensure that assistance by **humedica** is not provided in return for any service or favour from others.

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

4. Use information, equipment, money, and resources to which I have access by reason of my employment/engagement with humedica responsibly.

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

I will seek authorization before communicating externally in the name of **humedica** and will avoid any unintended detrimental repercussions for **humedica** or me.

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

5. Protect the health, safety, security, and welfare of all humedica 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 others and myself, including partner organizations and beneficiaries.

6. Promote human dignity, protect the environment, and oppose criminal or unethical activities.

I will ensure that my conduct is consistent with the overall human dignity respecting all individual persons in my work contexts regardless of their social, political, or economic status. In particular, I will uphold and accord dignity to all regardless of their physical ability, or inability status.

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 **humedica** of any relevant criminal convictions or charges I have had prior to my employment in which **humedica** may have a legitimate interest.

I will also notify **humedica** if I face any criminal charges during my employment that may impede my ability to perform the duties of my position subject to national legislation.

I will adhere to the following global policies and procedures relevant for my role at humedica and which support the standards described above¹:

humedica Child Protection Policy

humedica Anti-Corruption Policy

humedica Safety and Security Policy and country specific Security Management Plans

humedica PSEA Policy and PSEA SOPs

Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organizations (NGOs) in Disaster Relief

I confirm that I have read and understood the humedica Code of Conduct and will undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code, thereby contributing to humedica's quality of performance and reputation.

Name: _____

Signature: _____

Date: _____

¹ These policies can be viewed under: <https://cloud.humedica.org:8080/s/X3ywafdATMdenEP>.