



## Norwegian People's Aid – Code of Conduct

***This Code of Conduct aims to prevent all types of misconduct. This includes corruption, financial irregularities, sexual exploitation and harassment, bullying, violence and child exploitation.***

### APPLICATION

All staff are required to sign the Code of Conduct when entering into any kind of engagement with NPA. The term staff, refers to all permanent and temporary employees. In certain situations, individuals who are not members of staff may be perceived as representing NPA, for example when participating in trips organised by NPA to visit NPA programmes and partners. In such cases, these individuals may be asked to sign the Code of Conduct.

### PURPOSE

The purpose of this Code of Conduct is to promote the safety and accountability of all staff. We must be mindful to ensure our actions do not jeopardise our own safety or the safety of others. The integrity of our organisation relies on each and every one of us.

### VIOLATION OF THE CODE OF CONDUCT

Violation of the NPA Code of Conduct could lead to internal disciplinary actions, varying from a warning to dismissal. If warranted, criminal proceedings may be initiated.

## I WILL NEVER TAKE PART IN, CONTRIBUTE TO, OR TOLERATE:

**Corruption:** Attempts to influence any person or process by offering, giving, receiving or soliciting advantages of any kind (*ref to NPA's anti-corruption policy*).

**Fraud:** Any intentional distortion or perversion of the truth, deceit, trickery or breach of confidence, relating to financial matters, materials, human resources, assets, services and/or transactions for the purpose of personal gain or benefit, or the benefit of NPA (*ref to NPA's anti-corruption policy*).

**Harassment:** Harassment means acts, omissions or statements that have the purpose or effect of being offensive, frightening, hostile, degrading or humiliating. This includes harassment committed by or against members of the local community, partners, NPA staff, vendors or any visitors (*ref to NPA's Safeguarding policy*).

**Sexual harassment:** Sexual harassment means any form of unwanted sexual attention that has the purpose or effect of being offensive, frightening, hostile, degrading, humiliating or troublesome (*ref to NPA's Safeguarding policy*).

**Sexual exploitation and abuse:** Any form of forced or unwanted sexual activity. It is sexual exploitation or abuse when an individual or group takes advantage of an imbalance of power to manipulate or coerce another person to engage in sexual activity for the financial, sexual or political benefit of the abuser. Sexual exploitation and abuse may take place in person, online or a combination of both. The perpetrator of sexual exploitation or abuse may use physical force, make threats or take advantage of a person unable to give consent. Sexual exploitation and abuse also includes unwanted sexual attention that does not involve physical contact, such as sexualised comments and gestures and unwanted exposure to pornography. Sexual exploitation and abuse also includes paying for sex with a sex worker (*ref to NPA's Safeguarding policy*).

### Child exploitation and abuse:

Child exploitation and abuse includes, but is not limited to, using inappropriate language or behaviour when dealing with children, bullying and harassing a child verbally or physically, physical mistreatment, exposing a child to pornography, online grooming and trafficking. The consumption, purchase, sale, possession or distribution of any form of child pornography is also prohibited (*ref to NPA's Safeguarding policy*).

**Sexual relationship with anyone under the age of 18:** A person under the age of 18 is defined as a child or minor (defined by the UN Convention on the Rights of the Child and in compliance with donors' requirement). Engaging in any sexual relationship with someone under the age of 18 is unacceptable, regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not an adequate or acceptable defence (*ref to NPA's Safeguarding policy*).

## **I DECLARE THAT I WILL:**

- Respect and promote fundamental human rights, without discrimination, and act with integrity.
- Encourage respect for the host country's laws, culture and religion, insofar as these are not in conflict with international human rights standards.
- Comply with the NPA Security Policy and local security procedures.
- Comply with NPA's Declaration of Confidentiality.
- Neither give the impression of having military status nor use or bear weapons or ammunition, while at work, with the exception of handling munitions and relevant explosive equipment needed to execute NPA's Mine Action and Disarmament programmes.
- Not drive a vehicle when under the influence of alcohol or other drugs that may impair driving.
- Not drink alcohol or use any other substances in a way that impair my ability to do my job or affects the reputation of NPA.
- Not possess, consume or sell illegal substances.

Any member of staff who has concerns about, learns of or suspects that the Code of Conduct has been breached in some way, must notify the matter immediately. Failure to do so is a breach in itself. You can notify through line management or HR locally or at the head office, or through another appropriate staff member, such as a union/elected staff representative or safety representative. You can also notify through the NPA whistleblowing scheme at [www.npaid.org](http://www.npaid.org) (ref to NPA's Routines for Notifying of *Censurable Conditions*).

***I hereby confirm that I have read and understood NPA's Code of Conduct and acknowledge that a breach thereof may lead to serious repercussions.***

**Full name (block capitals):** \_\_\_\_\_

**Date / Place:** \_\_\_\_\_

**Position / Title:** \_\_\_\_\_

**Country:** \_\_\_\_\_

**Signature:** \_\_\_\_\_