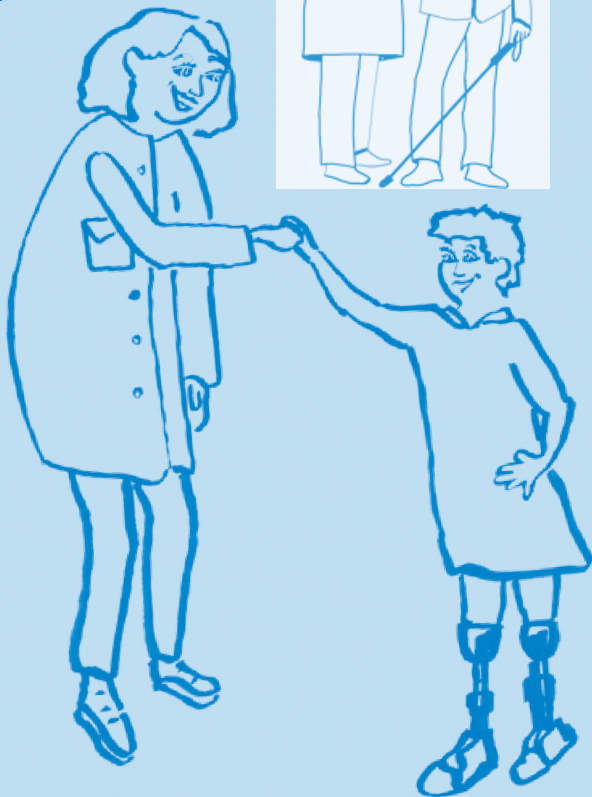


Code of conduct: Prevention of abuse and safeguarding

Extracts and key messages



The Code of conduct applies to:

- people on permanent or temporary employment contracts with ASET,
- any family members accompanying staff on their missions,
- consultants,
- interns,
- voluntary workers and international volunteers,
- service providers and partner organisations collaborating with ASET.

The Code of conduct both applies during and outside working hours.

Definitions

The definitions below are ASET's own definitions. Their purpose is to make sure everyone understands exactly what ASET means by the terms listed. Therefore, they may differ to a certain extent from the legal definitions in effect in each of the countries in which this Code of conduct applies.

Abuse:

Any act of physical or emotional ill-treatment, sexual abuse, neglect or exploitation involving potential or actual harm to the health, survival, development or dignity of others and committed by a person in a position of responsibility, trust or power.

Abuse of power:

The improper use of a position of power, influence or authority by an individual against others.

This abuse can take the form of intimidation, threats, blackmail or humiliation (this list is not exhaustive).

Sexual abuse:

Any act, attempt or threat of a sexual nature involving force or in unequal or coercive conditions.

The use of actual force is not necessary for such acts to be considered sexual abuse.

Sexual exploitation:

Any actual abuse or attempted abuse committed for sexual purposes by an individual in a position of responsibility, power or trust.

This also includes obtaining financial, political or social gains of the sexual exploitation of another individual.

Participating in the organisation of abuse is also considered to be sexual exploitation.

Harassment:

Any inappropriate conduct which has the purpose or effect of offending or humiliating others. This conduct may be of a verbal, non-verbal or physical nature and intended to hurt, degrade, intimidate, humiliate or embarrass, or to create a climate of hostility, intimidation or discomfiture.

Harassment usually supposes a series of incidents.

You work for or with ASET

As an aid and development organisation promoting respect for the dignity and fundamental rights of people with disabilities and vulnerable populations, ASET is committed to ensuring the protection not just of its beneficiaries, but also of all those in contact with its actions. In the course of your mission, you will find yourself in positions of trust and power with regard to these populations, your own staff and ASET's collaborators. In such situations, members of ASET are expected to behave in an appropriate, responsible and respectful manner.

Each member of HI represents the organisation and is responsible for safeguarding its image. Any lack of respect for its values damages ASET's reputation and can undermine the legitimacy of its actions.

This Code of conduct outlines the behaviours and practices expected of you with regard to the protection of beneficiaries from sexual exploitation and abuse, as well as the actions to be avoided in order to guarantee that the relations created within our teams, with our beneficiaries and with all those in contact with our organization, are respectful of HI's ethics and, more generally, of the values it defends.

The ASET Center prohibits sexual exploitation and abuse, as well as qualifies these actions as inappropriate, which can serve as a basis for disciplinary sanctions, including dismissal and criminal proceedings. Any suspicion of sexual exploitation and abuse must be reported immediately to the management staff of the ASET Center, at the email address info@asetcenter.ai or at the address integrity1@unicef.org.a

I will ensure that all beneficiaries (including children), employees, partners, community-based actors and any other people with whom I come into contact are treated with respect, dignity and equality.



Extracts of the Code of conduct

I will always make sure that beneficiaries (including children), staff and partners are treated with respect, dignity and equality regardless of their age, sex, physical condition, impairment, language, religion, opinion, nationality, ethnic or social origin, status, class, caste, sexual orientation, or any other personal characteristics.

I will always show respect to all categories of employees, partner's staff, community volunteers or beneficiaries.

I will never exploit a beneficiary (including a child) and will never verbally, physically or psychologically abuse or commit any other form of abuse against a beneficiary.



Extracts of the Code of conduct

I will never subject a beneficiary to any kind of humiliating, degrading or abusive behaviour, whether physical, verbal or psychological or of other nature.

I will never use language or make suggestions to provoke, harass or degrade the person or knowingly show disrespect for traditional/cultural practices.

I will not tolerate or engage in any form of physical or psychological harassment, discrimination, abuse of power or intimidation at work, including by making derogatory comments or adopting a demeaning attitude.



Extracts of the Code of conduct

I will never engage in or tolerate any form of harassment, discrimination, physical or verbal abuse, intimidation or favouritism in the workplace, including sexual and psychological harassment and abuse of power, respecting the rules that apply to me (especially Internal Rules) on these issues.

I will always behave in a professional way with colleagues, avoiding spreading rumours and false allegations and refraining from any comment based on gender, sexual orientation, or any other personal characteristics – which may be considered as harassment.

I will never have sexual relations with a person under the age of 18, regardless of the age of consent, local customs or the law in effect.



Extracts of the Code of conduct

I will never engage in any form of sexual relations with anyone under 18 years old, regardless of the age set by the sexual majority, the law or local customs. Mistaking a child's age is not a defence.

I will never watch, publish, produce, or share pornography showing children, and / or show such material to children.

I will never have sexual relations in exchange for money, a gift of any kind, work or any form of assistance.



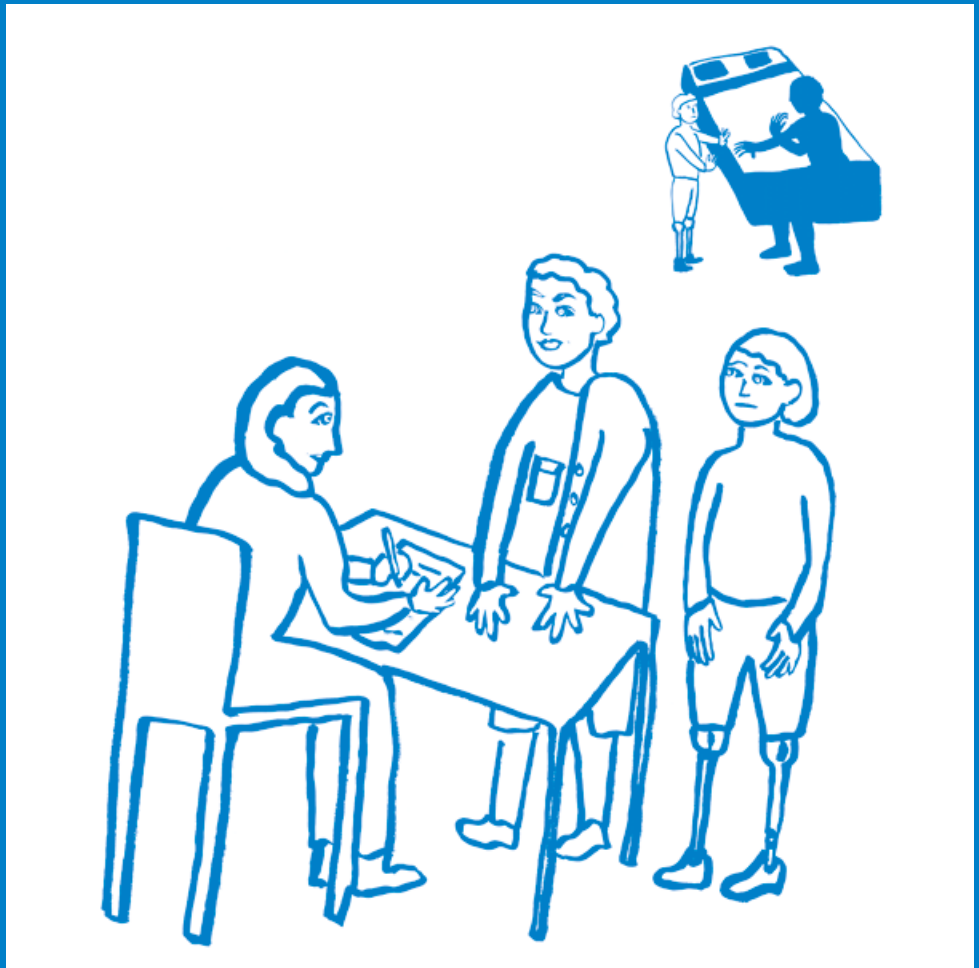
Extracts of the Code of conduct

I will never engage in any form of sexual relations or favours in exchange for money, gifts, job or humanitarian aid.

I will never directly or indirectly use an adult or a child to provide sexual services to third parties, support, facilitate or participate to any form of prostitution or sexual exploitation.

I will never sexually exploit a beneficiary or engage a child in labour (including domestic work) against access to aid, or any kind of benefit.

I will immediately report to my line-management or a person of confidence in the workplace any suspicions, information, rumours or doubts concerning possible abuse - without having investigated it personally.



Extracts of the Code of conduct

I will always raise any concern and query concerning the Code of conduct, the PSEA and the Child Protection Policy with my manager / supervisor, or if not possible, with another from my hierarchy or with a designated focal person (according to internal reporting rules).

I will immediately report any suspicions or allegations of behaviour going against the principles of the Code of conduct, the PSEA and the Child Protection Policy to my manager/ supervisor – even if the information or allegation is vague and without having investigated it personally.

I will ensure that all beneficiaries are treated with respect in all forms of verbal and written communication.



Extracts of the Code of conduct

I will always use respectful words and the people's names when speaking to them and to other persons or communicating on them.

I will always ensure that all audio, written or visual communication respects the dignity and human rights of the person featured (including anonymity when necessary and for all children) and does not expose her or him to any risk of retaliation or abuse of any nature.

I will never show the faces of beneficiaries or children who are exploited sexually, victim of trafficking or abuse, in conflict with the law, linked to armed groups or who can easily be located even if their identity has been modified.



This booklet contains extracts and key messages from the Code of conduct given to you when you first joined ASET.

It is intended to make this Code of conduct easier to understand and adopt for ASET's staff, collaborators and all those to whom it applies.