

NEW CONSULTANCY AND RELIEF ORGANIZATION
(NCRO)

**Code of Conduct for
NCRO Staff**

2014



Code of Conduct for NCRO Staff

New Consultancy and Relief Organization (NCRO) work is based on moral values and ethical principles. It is important that our work and service to people is based on right Islamic and humanitarian principles demonstrated by all of our staff members.

Our ability to achieve our aims, often in war torn complex and insecure environments, is linked to our hard work and reputation. This reputation relies heavily on every one of us upholding and promoting high standards of conduct in line with our values and principles.

We frequently work in situations where we have some power and trust. We must not abuse this power and trust against people expectations.

We are all personally and collectively responsible for making sure we keep to the Code of Conduct set out below, both within and beyond our work.

If you are a manager, you will have particular responsibilities to set a good example and to create working environments that support staff so we can uphold these standards of conduct. This will then help you manage behaviour that breaks the Code of Conduct.

Our Code of Conduct is binding on all staff. The Code of Conduct aims to provide clear guidance on what we expect of each other as well as providing examples of conduct that will always be unacceptable. It is the responsibility of us all to think about and manage our behaviour to fit with the NCRO values and principles and the expectations set out in the Code of Conduct. If you break the



code and the standard it promotes and requires, we may take disciplinary action.

I will respect others ...

I will respect the basic rights of all humans - regardless of gender, disability, ethnicity, religion, caste, language, and other aspects of identity. I will act fairly, honestly and tactfully and treat people with dignity and respect. I will respect the national law and local culture, traditions, customs and practices of our national constitution.

Therefore

- **I will not** take part in any form of discrimination, harassment, or abuse, intimidation or exploitation, or in any other way infringing the rights of others.

I will work actively to protect our people ...

By carrying out my special responsibility for our people to whom NCRO has a duty of care, and creating a safe environment for them to prevent their physical and emotional abuse or neglect.

Therefore,

- **I will not** act in a way that breaches NCRO protection policy and procedures or in any way places people at risk of harm.
- **I will not** withhold information about any current criminal convictions, charges or civil proceedings relating to people abuse, either when I join NCRO or arising during the time of my employment.



I will maintain high standards of personal and professional conduct...

By striving for high standards in my work, taking responsibility for my actions and not abusing my position of power as a NCRO staff member. I will not behave in a way that undermines my ability to do my job or is likely to bring NCRO into disrepute.

Therefore, I will not

- exchange money, employment, goods or services for favours
- drink alcohol or use any other substances that affects my ability to do my job or affects the reputation of the organisation
- be in possession of, nor profit from the sale of, illegal goods or substances
- ask for or invite any personal payment, service or favour from others, especially beneficiaries, in return for our help, support, goods or services of any kind
- accept bribes or significant gifts from governments, beneficiaries, donors, suppliers or others which have been offered as a result of my employment
- enter into any sort of business relationship on behalf of NCRO with family, friends or other personal/professional contacts for the supply of any goods or service to NCRO or any employment related matters without authorisation
- behave in a way which creates unnecessary risk to my security or the security of others



I will seek to protect the safety and wellbeing of myself and others ...

By being aware of and complying with local NCRO health and safety policies and practices and highlighting to management any areas of concern.

Therefore

- **I will** comply with all local NCRO security and health and safety regulations and procedures
- **I will not** behave in a way that causes unnecessary risk to me or others.

I will protect NCRO assets and resources ...

By handling our financial and other resources carefully

Therefore

- **I will** ensure NCRO resources are not misused and protect them from theft, fraud or other damage
- **I will not** release to others any private or confidential information relating to NCRO unless legally required to do so.

I will report any incident or concern relating to this Code of Conduct

In order to make this Code of Conduct come alive within NCRO, we must not only apply it individually but be ready to bring to the attention of relevant management within NCRO any potential incident, abuse or concern that we witness or are made aware of.



Therefore

- **I will** raise through appropriate channels any matter which appears to break the standards contained in the Code of Conduct.

Signature:.....

Name:.....

Position:.....

Date: