



**OXFAM**  
Novib

## Code of Conduct for Non-Oxfam Staff

It is important for us to ensure that the conduct of all people connected to our work is in keeping with the organisation's beliefs, values and aims.

The aim of this Code of Conduct is to give you guidance regarding the key issues that you need to be aware of, and the standards by which you would be expected to behave in certain circumstances.

The Code applies to everyone associated with Oxfam, regardless of location, and in accepting your contract/agreement with Oxfam, you undertake to discharge your duties and to regulate your conduct during the assignment/contract in line with the requirements of this Code.

The Code is designed for your guidance and protection, although a breach may result in the termination of our contract/agreement with you/your organisation and, in some cases, may even lead to criminal prosecution.

Whilst recognising that local laws and cultures differ considerably from one country to another, Oxfam is an International Non-Governmental Organisation (INGO), and therefore the Code of Conduct is based on International and UN standards. The Code reflects Oxfam's fundamental mission and values and seeks to ensure that those representing the work of Oxfam avoid using possible unequal power relationships for their own benefit.

This Code is subject to relevant international human rights law, and the laws of the country where the contract/assignment for Oxfam is executed and shall be read in a manner that is compliant with those laws.

## Code of Conduct: Standards and Values

I will:

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

I will seek to maintain and enhance public confidence in Oxfam by being accountable for the professional actions I take (and personal actions that have a direct relationship or impact on my work for Oxfam) and ensure that I manage the power that comes with my work with Oxfam 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 if necessary seek (and will receive) support and advice from Oxfam.

I will not work under the influence of alcohol during the execution of the activities/services under the contract/agreement with Oxfam, or use, or be in possession of, illegal substances on Oxfam premises, vehicles or accommodation.

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

Working for Oxfam I hold a privileged position of power and trust in relation to the partners and the communities that Oxfam serves. When carrying out activities/services for Oxfam I understand that it is important not to abuse my own position of power/unequal power relationships in any way.

Recognising my role in Oxfam's mission to challenge injustice and poverty, I will respect all peoples' rights, including children's rights, and I will contribute to a working environment characterised by mutual respect, integrity, dignity and non-discrimination.

I will ensure that my relationships and behaviour in (or related to) the execution of the activities / services under the contract/agreement with Oxfam are not exploitative, abusive or corrupt in any way.

In line with international standards I will not have sexual relations with children (defined as under 18 years old) or with beneficiaries of Oxfam (in exchange for assistance or any other reason), recognising the inherent unequal power dynamics involved, and that such behaviours can undermine the integrity and credibility of Oxfam's work.

I will also not exchange money, offers of employment, employment, goods or services for sex or sexual favours, nor any other forms of humiliating, degrading or exploitative behaviour during the contract/agreement with Oxfam, understanding that these standards exist to challenge sexually exploitative and abusive behaviour.

I will use my best endeavours to report any such behaviours or malpractice by others through recognised (confidential) reporting systems.

### **3. Perform my duties in a manner that avoids possible conflicts of interest with the work of Oxfam.**

I will declare any financial, personal, family (or close intimate relationship) interest in matters of official

business which may impact on the work I do for Oxfam (e.g. contract for goods/services, employment or promotion within Oxfam, partner organizations, beneficiary groups).

I will inform Oxfam 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 activities for Oxfam 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 because of the execution of the contract/agreement with Oxfam.

Where the giving and acceptance of gifts is normal cultural practice, I will ensure that such gifts are within the limits of reasonable judgements and in accordance with procurement policies, and I will report gifts to Oxfam.

I will assure that the activities/services under the contract/agreement with Oxfam is not provided in return of any service or favour from others.

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

**4. Be responsible for the use of information, equipment, money and resources to which I have access by reason of my contract / agreement with Oxfam.**

I will use my discretion when handling sensitive or confidential information during the execution of my contract/agreement with Oxfam.

I will seek authorization where necessary before communicating externally in Oxfam's name and will be cautious to avoid any unintended detrimental repercussions for me or Oxfam.

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

**5. Protect the health, safety, security and welfare of all Oxfam employees, volunteers and contractors.**

I will undertake and act on appropriate risk assessments of Oxfam.

I will comply with local security management guidelines of Oxfam and be pro-active in informing Oxfam 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 myself and others, including partner organizations and beneficiaries.

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

I will ensure that my conduct is consistent with the human rights framework to which Oxfam subscribes.

I will use my best endeavours during the execution of my contract/agreement with Oxfam 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 Oxfam of any relevant criminal convictions or charges I have had prior to my contract / agreement with Oxfam in which Oxfam may have a legitimate interest.

I will notify Oxfam if I face any criminal charges during the execution of my contract/agreement with Oxfam, that may impede my ability to perform my duties, subject to national legislation.

I have read carefully and understand this Oxfam Non-Staff Code of Conduct and hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support Oxfam's aims, values and mission.

Name.....

Signature.....

Date.....